

**Policy and Procedures Manual**

SUBJECT: ACADEMIC AFFAIRS

Policy 307: CSUS Board Faculty/Staff Study Privilege Policy

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**Board Policy**

Upon the written approval of the President or designee, CSUS faculty and staff may be offered the privilege of enrolling in position-related and career enhancement courses offered by the campus, limited to “courses that will benefit the State and enhance the employee’s performance.” To maximize the benefits of inter-campus collaboration, the Board authorizes qualified members of the faculty and staff of any CSUS campus to enroll in position-related and career enhancement courses offered by any CSUS campus.

**Procedures**

- A. Initial eligibility for participation depends upon satisfaction of the criteria established by the employee’s home campus.
- B. After verification of initial eligibility to participate, admission to the selected course(s) requires satisfaction of the offering campus’s academic requirements.
- C. The campus offering the instruction bears the cost.
- D. The Chancellor arranges annual audits of costs and benefits.
- E. The Chancellor reports periodically the activity and benefits of the CSUS inter-campus program, and recommends any needed changes to the Board.

History: Policy and Procedures Manual effective October 4, 2013 by Board Resolution Amended August 2, 2017 by Board Resolution