



**California State University San Marcos
Tuition/Fee Waiver & Reduction Program
Employee Career Development Plan**

The purpose of career development participation in the Tuition/Fee Waiver program is to allow employees to make progress towards specific career goals within the California State University. The employee is responsible for establishing a course of study with an appropriate advisor of choice and submitting the Career Development Plan to Human Resources and Equal Opportunity (HREO). HREO will review the plan for employee eligibility, completion of forms and keep on file a copy of the Career Development Plan. The Tuition/Fee Waiver coursework must directly impact the career development plan by fulfilling the CSU requirements and/or major degree requirements. Employees must meet the standard University admission requirements. Admission is continuous as long as good academic standards are maintained and satisfactory progress is made on the development plan.

A Career Development Plan Form must be completed by the employee, reviewed and signed by the employee’s immediate supervisor, and submitted to HREO for review of eligibility requirements prior to registration. Completed applications must be submitted to HREO no later than 3 weeks prior to the first day of the semester.

Employee Name: _____ Employee ID #: _____
Job Title: _____ Classification: _____ Department: _____

Degree Desired: _____
Proposed Date of Entrance: _____ Projected Graduation Date: _____
Campus of Attendance: _____

Please provide a brief statement about your career goal and how coursework at the University will assist in the achievement of that goal:

I am taking courses under the California State University Tuition/Fee Waiver and Reduction Program on a voluntary basis and my employer does not mandate my participation. I understand that my participation in the Tuition/Fee Waiver and Reduction program will not interfere with the operational needs of my department, as determined by the appropriate administrator. I understand that it is my responsibility to meet all program deadlines, complete all necessary documents, and make reasonable progress in the attainment of my goals. I understand that I must achieve satisfactory grades and that courses must be taken for credit and not audited.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HREO Signature: _____ Date: _____