

California Maritime Academy

Employee Campus Fee Waiver Policy

Policy Statement

It is the policy of the Academy to encourage continuing education of its employees and to follow the guidelines set forth in Executive Order 712, dated effective January 1, 2000 for administering the Fee Waivers and Reductions for Employee Training and Career Development program. The Academy will exercise its option for admittance to the program based on space availability, impact on the instructional program and the employee's present position.

Principles

1. Employee must have Supervisor's approval to participate in the program.
2. Employee will have on file an approved Career Development Plan or documentation to demonstrate the course(s) is directly related to the employee's present position (job-related).
3. The Academy will review the course request and determine the impact, if any, on the program.
4. The Academy will waive to \$1.00 the following fees:
Student Body Association Fee
Health Facilities Fee
5. The employee is required to maintain a grade of "C" or better.
6. The employee will take courses on their own time, unless an arrangement is made with the Supervisor and approved by the department head.
7. This privilege can be revoked if the employee does not maintain satisfactory academic progress.