Course Work by Employees of the University

Southeastern encourages the professional development of employees of the University. There can be institutional, professional, and academic dangers involved when faculty members teach other members of the University faculty or staff. These dangers include conflict of interest and restrictions of freedom of academic and administrative decisions.

ENROLLMENT IN INDIVIDUAL CLASSES

All personnel may schedule individual classes at the University. They must first obtain prior written approval from their supervisors, and they must arrange their schedules so that their courses do not interfere with their assigned duties and work hours.

Employees without faculty rank may only take one class during their regular work schedule. Time away from work for classes taken during working hours, for classes which are not on the approved training list for the employee's respective job classification, must be made up during the same work week. An approved flexible work schedule must be submitted to Human Resources prior to the beginning of the semester.

ADMISSION TO DEGREE PROGRAMS

To be admitted to a degree program (any level) at Southeastern, an employee must secure the approval of his/her supervisor. The purpose of this policy is to minimize those dangers referred to in the opening paragraph of this section. All faculty members may become candidates for graduate degrees at Southeastern, provided the degrees are offered in a department other than the one in which the faculty member is employed.

TUITION FEE EXEMPTION FOR FACULTY, STAFF, AND DEPENDENT RELATIONS

Full-time employees of Southeastern may enroll in undergraduate or graduate courses at a reduced tuition plus applicable fees subject to the approval of their supervisor. Dependents may enroll only in undergraduate courses in any of the University of Louisiana System institutions at a reduced tuition plus applicable fees with the joint approval of Southeastern's president and the president of the university the dependent is attending.