



# **FORT VALLEY STATE UNIVERSITY**

## **University Faculty/Staff Enrollment Policy in FVSU Classes**

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### **INSTITUTIONAL POLICY REGARDING AUTHORIZATION FOR FACULTY AND STAFF MEMBERS ENROLLING IN CLASSES AT FVSU**

**Date of Creation: 21 MARCH 2014**

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#### **A. PURPOSE**

The purpose of this policy is to establish additional institutional procedures for ensuring that faculty and staff members who take courses at FVSU receive proper approval prior to doing so, which eliminates one's ability to teach and take their own course(s).

#### **B. POLICY STATEMENT**

Fort Valley State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The U.S. Department of Education recognizes SACSCOC as an agency whose accreditation enables its members to seek eligibility to participate in Title IV programs. **As a standard of accreditation the University must adhere to Comprehensive Standard 3.4.5, which reads as follows:**

The institution publishes academic policies that adhere to principles of good educational practice. These policies are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution.

**Fort Valley State University Faculty and Staff members must get prior approval from their immediate supervisor, Director of Human Resources, the respective Academic Dean, and the Vice President of Academic Affairs prior to enrolling in any class or classes and are prohibited from teaching and enrolling in any course(s) they themselves teach.**

### C. PROCEDURES

1. All faculty and staff members will complete a **Request to take Courses at FVSU Form** and if applicable the Tuition Assistance Program (TAP) form. The approval process will start at their immediate supervisor then proceed to Director of Human Resources, to Academic Dean, and conclude with approval by the Provost/Vice President of Academic Affairs. Each party will review for possible conflicts of interest. Approval will only be granted once all parties are sure that the person requesting is not teaching and enrolling in the same course(s).

### D. INFORMING CAMPUS COMMUNITY

This University policy shall appear on the FVSU website and, following annual review at the beginning of each fall semester, be distributed electronically by the FVSU SACSCOC liaison to all of the above-named administrators. Additionally, Marketing and Communications will email the policy to the FVSU Campus Community annually.

### E. SCHEDULED REVIEW OF POLICY

A review of the policy will be conducted annually. Any revisions to this policy shall be incorporated in the policy itself, as published on the FVSU website. In addition, an announcement regarding the revised policy shall be distributed via email or other electronic means to the faculty, staff, and administration.

### F. RESPONSIBLE OFFICER

It is the duty of the Provost/VPAA or appropriate Vice President to ensure that the **University's SACSCOC Accreditation Liaison is notified of any breaches of this policy. Compliance with procedures is mandatory.**

### G. DEVELOPMENT OF POLICY

The final approved document contains a statement that mandates compliance with the policy.

**POLICY HISTORY**

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**Curriculum Committee & Responsible Officer Approval to Proceed:**

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**Provost/Vice President of Academic Affairs**

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**Date**

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**SACSCOC Accreditation Liaison**

\_\_\_\_\_  
**Date**

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**Chair, Curriculum Committee**

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**Date**

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**President**

\_\_\_\_\_  
**Date**

**Policy Dates: 21 March 2014**

**Schedule Review Date: 21 March 2015**

