



Texas A&M University-Texarkana
REQUEST TO ATTEND COURSES DURING
NORMAL WORKING HOURS



INSTRUCTIONS:

Complete this form, route for signature, and forward signed original to the Office of Human Resources/EEO to be placed in the employee's personnel file. If employee is requesting to enroll in more than four credit hours in any semester, complete this form and attach a written justification for the request.

Employee Name: _____ Date: _____
Title: _____ Department: _____

I am requesting: Flexible Schedule (attach flex schedule request form)
Vacation/Compensatory time (enter in LeaveTraq if approved)

Class time during normal working hours is for:

Fall Semester Year _____ Summer I Year _____
Spring Semester Year _____ Summer II Year _____
10 Week Year _____

Time for class hour requested: _____ a.m./p.m. to _____ a.m./p.m.

Work days involved: M T W Th F

If requesting more than four hours class time during normal working hours, write a justification and attach to this form.

I hereby certify that I have read and understand the requirements set forth in TAMU-T procedures "Employees Registering as Students" UP31.99.01.H0.01.

Employee Signature Date

Approved Disapproved (if disapproved, state reason) _____

Supervisor Signature Date

If more than four hours requested:

Appropriate Vice President Date

President Date