

# UP 31.99.01.H0.01: Employees Registering As Students

Approved: October 29, 2012  
Next Scheduled Review: January 2014



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## Procedure Statement

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Texas A&M University-Texarkana encourages the pursuit of educational opportunities for all employees to gain knowledge and skills to enhance their performance. University employees may register for as many courses as they wish outside of normal working hours. Employees may also register for courses held during normal work hours, provided they do so in accordance with the provisions outlined in System Regulation [31.99.01](#), *Employees Registering as Students*.

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## Reason for Procedure

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This procedure establishes A&M-Texarkana employees registering as students at process.

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## Procedures

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### 1. PERMISSION TO ENROLL IN COURSES DURING WORK HOURS

A&M University-Texarkana employees who meet the requirements outlined in System Regulation [31.99.01](#), paragraph 2 and the following are eligible to register as students during the normal work hours.

- 1.1 Any enrollment during assigned working hours by full-time employees must be requested by the individual and approved by the supervisor prior to the requested enrollment.
- 1.2 Requests for enrollment must state the course name and number, days and hours of class, credit hours and an explanation of how compensatory time will be made up.
- 1.3 The completed request, signed by the employee's supervisor, must be kept on file in the departmental office for the duration of the enrollment period.

1.4 Any course load that will exceed four credit hours in any semester during working hours must be approved by the Divisional Administrator.

## 2. CLASS HOURS

2.1 Accounting for Class hours during work hours will be done in accordance with System Regulation [31.99.01](#) paragraph 3, *Class Hours*.

2.2 A Divisional Administrator may allow up to three hours release time for a full time budgeted employee enrolled in a course to attend classes in pursuit of a graduate or undergraduate degree in accordance with System Regulation [31.99.01](#), *Employees Registering as Students*.

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## Related Statutes, Policies, or Requirements

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The A&M System Regulation 31.99.01, *Employees Registering as Students*;  
<http://policies.tamus.edu/31-99-01.pdf>

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## Contact Office

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