

## 31.99.01 Employees Registering as Students

Revised [February 14, 2014](#)

Next Scheduled Review: February 14, 2019

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### Regulation Statement

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The Texas A&M University System (system) supports employees who wish to pursue developmental opportunities at an educational institution.

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### Reason for Regulation

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This regulation provides guidance regarding an employee registering as a student at an educational institution.

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### Definitions

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Click to view [Definitions](#).

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### Procedures and Responsibilities

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#### 1. GENERAL

A system employee may register for as many courses as he or she wishes outside of normal working hours and is also eligible to register for courses held during normal work hours, in accordance with the following provisions.

#### 2. REQUIREMENTS TO ENROLL IN COURSES DURING WORK HOURS

2.1 A department head or designee may approve a full-time, budgeted employee's request to register as a student at an educational institution and attend classes held during the employee's normal working hours. The course load must not exceed four credit hours in any semester or summer session unless the department head or designee grants a written exception.

2.2 Class attendance must not interfere with the accomplishment of duties or the work of the department.

- 2.3 An eligible employee may audit courses subject to the same restrictions as apply to courses taken for credit. An employee may also attend short courses with the written authorization of the department head or designee.
- 2.4 A part-time employee whose work schedule will be influenced by class schedules must obtain written authorization from the department head or designee in arranging class attendance time.
- 2.5 Each member is responsible for establishing standardized processes to administer this regulation.

### 3. CLASS HOURS

A member may account for class hours for courses taken during normal working hours by applying only one of the three options outlined below.

- 3.1 The member may require an employee to make up the class hours based on a written work schedule approved by the department head or designee.
- 3.2 The member may allow the employee to use compensatory time or vacation time to make up class hours.
- 3.3 The member may allow release time for an employee enrolled in a course to attend classes in pursuit of a graduate or undergraduate degree. In such cases, the following criteria must be included in the member's written release time program:
  - (a) The course must be a part of the employee's approved graduate or undergraduate degree program.
  - (b) Release time is limited to three hours per week.
  - (c) An approval form must be completed for the release time.
  - (d) To be eligible for release time, the employee must be a full-time, budgeted employee.
  - (e) The classes must be offered during the employee's regular work hours.
  - (f) The release time will not count as hours worked for purposes of FLSA overtime.

### 4. TUITION AND RESIDENCY AT THE TEXAS A&M UNIVERSITY SYSTEM

- 4.1 An employee and his or her family members must pay the tuition and fees calculated by the member university.
- 4.2 A teacher or professor employed at least one-half time on a regular monthly salary basis at a member university and his or her spouse and dependent children may register at a member university as Texas residents.
- 4.3 A student employed at least one-half time at a member university as a teaching or research assistant in a degree program-related position and his or her spouse and dependent children may register at a member university as Texas residents.

## **Related Statutes, Policies, or Requirements**

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[Tex. Educ. Code § 54.211](#)

[Tex. Educ. Code § 54.212](#)

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## **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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