

SYSTEM REGULATION

31.99.01 Employees Registering as Students

Approved December 19, 1995

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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 Any full-time, budgeted employee is eligible to request his or her department head's permission to register as a student at educational institutions 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 grants an exception.

2.2 Class attendance must not interfere in any way 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 department head's permission.

2.4 A part-time employee whose work schedule will be influenced by class schedules must obtain his or her supervisor's consent in arranging class attendance time.

2.5 Each member will establish procedures to implement this regulation.

3. CLASS HOURS

A member may account for class hours for courses taken during normal working hours in one of three ways outlined below.

3.1 The member may require an employee to make up the class hours.

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 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 three hours of 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 three hours of release time will not count as hours worked for purposes of FLSA overtime.

4. TUITION AND RESIDENCY

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

CONTACT OFFICE: The System Human Resources Office