

Texas A&M University-San Antonio

31.99.01.00.01 Employees Registering as Students

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Procedure Statement

This Procedure outlines the Texas A&M University-San Antonio (A&M-San Antonio) education entitlement for employees and outlines the waiver of designated fees and certain mandatory fees for full-time employees registering for classes.

Official Procedure

1. ENTITLEMENT

- 1.1 An A&M-San Antonio 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 this Procedure.

2. COURSES DURING WORK HOURS

- 2.1 Any eligible employee may request permission from his/her department head or designee to register as a student at A&M-San Antonio and attend classes held during the employee's work day. The course load during work hours must not exceed four credit hours in any semester, 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/unit.
- 2.3 Modifying the employee's weekly work schedule to attend classes depends on satisfactory arrangements being made before registration in accordance with Section Three and must be documented according to the university's flexible work schedule procedure.

- 2.4 Eligible employees may audit courses subject to the same restrictions applying to courses taken for credit. Employees may also attend short courses with the written authorization of their department head or designee.
- 2.5 A part-time employee whose work schedule will be influenced by class schedules must obtain written authorization from the department head or designee.
- 2.6 To seek approval to attend class at A&M-San Antonio during normal working hours, the employee must complete the *Employees Registering as Students Request Form* and submit it to his/her department head or designee prior to class registration.

3. CLASS HOURS

Employees must account for work week hours used when taking courses during normal working hours in one of three ways outlined below:

- 3.1 The employee may make up the class hours based on a written schedule approved by the department head or designee.
- 3.2 The employee may use compensatory time or vacation time to account for work hours missed due to attending classes during the employee's scheduled work hours.
- 3.3 The University 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:
 - 3.3.1 the course must be a part of the employee's approved graduate or undergraduate degree program;
 - 3.3.2 release time is limited to three hours per week;
 - 3.3.3 an approval form must be completed for the three hours of release time;
 - 3.3.4 to be eligible for release time, the employee must be a full-time, budgeted employee;
 - 3.3.5 the classes must be offered during the employee's regular work hours;
 - 3.3.6 the three hours of release time will not count as hours worked for purposes of FLSA overtime.

4. TUITION AND RESIDENCY

- 4.1 Employees must be charged all tuition and fees as calculated by A&M-San Antonio.

4.2 Teachers and professors who are employed at least one-half time on a regular monthly salary basis and his or her spouse and dependent children may register as Texas residents with A&M-San Antonio.

4.3 A student employed at least one-half time at A&M-San Antonio as a teaching or research assistant in a degree-program-related position and his or her spouse and dependent children may register at A&M-San Antonio as Texas residents.

5. DESIGNATED TUITION AND MANDATORY FEE WAIVER

A&M-San Antonio encourages employees who wish to pursue their education by offering a designated tuition and fee waiver to full time employees who register for A&M-San Antonio courses.

5.1 The following provisions apply to any full-time employee who chooses to take advantage of this waiver:

5.1.1 Employees must maintain a cumulative GPA of 2.0 to be eligible for the waiver.

5.1.2 All employees must be employed for at least 3 months as of the census class day of the semester in which they register for classes to be eligible for this waiver program.

5.1.3 The waiver will apply to a maximum of six semester credit hours of eligible designated tuition and mandatory fees each term.

5.1.4 Employees in their first bachelor's degree program will be eligible for waiver support in order to complete that degree, and will be eligible to complete one additional degree at a higher level with waiver support. An employee who has already completed a bachelor's or master's degree when first applying for waiver support will be eligible for this waiver until they attain the next level degree.

5.1.5 An employee may receive a designated tuition and fee waiver only one time for a course. Courses repeated where this waiver was previously provided are not eligible for an additional designated tuition and fee waiver for the repeated course. Student Business Services will ensure a review is completed to identify repeated courses.

5.1.6 Deadline each term for submission of the fully completed *Employees Registering as Students Request Form* to the Student Business Services Office is Census Day.

5.2 The designated tuition and mandatory fee waiver covers the following charges:

5.2.1 Designated Tuition

5.2.2 International Education Fee

5.2.3 University Services Fee

5.2.4 Rec Sports Fee

Related Statutes, Policies, or Requirements

TAMUS Regulation [31.99.01 *Employees Registering as Students*](#)

Contact Office

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