

## **31.99.01.R0.01 Faculty/Staff Course Enrollment (Employees Registering as Students)**



Approved September 1, 1996  
Revised April, 2001  
Reviewed June 23, 2014  
Next Scheduled Review: June 23, 2019

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### **Procedure Statement**

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Texas A&M University-Commerce encourages the pursuit of educational opportunities for all its faculty and staff. University employees are eligible to register as students in accordance with the procedure.

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### **Reason for Procedure**

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This procedure provides guidance for employees to enroll as students at A&M-Commerce. This procedure supplements System Regulation 31.99.01.

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### **Procedures and Responsibilities**

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- 1 Employees must work the full number of hours for which they are paid, and class attendance must not interfere in any way with the accomplishment of duties or the work of the department or unit in which they are employed. The number of credit hours an employee may take is not limited when classes are held outside the regular hours of work.
- 2 Any enrollment during assigned working hours by full-time faculty or staff must be requested by the individual and approved by the departmental supervisor PRIOR to requested enrollment (See Appendix).
- 3 Time off from the regular workweek to attend classes depends on satisfactory arrangements being made before enrollment for the employee to make up the time outside of normal duty hours.
- 4 The completed application, signed by the departmental supervisor, must be kept on file in the departmental office for the duration of the enrollment period.
- 5 Petitions for exceptions to this procedure will be ruled on by the appropriate vice president or executive director and forwarded through usual administrative channels prior to enrollment.

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

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System Regulation [31.99.01 Employees Registering as Students](#)

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## **Appendix**

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*Faculty Staff Course Enrollment Application*

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## **Contact Office**

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Human Resources  
903.886.5881

Texas A&M University-Commerce  
Faculty and Staff Course Enrollment Application

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Name and Title

Department

Seeks approval to register during the semester for  
(Fall, Spring, Summer 1, Summer 2)

\_\_\_\_\_ which meets on \_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_ credit hours.  
(Course Name & Number) (Days) (Hours) (Number)

If a course is to be taken during normal working hours, explain how compensatory time will be made up (for staff members) (Please refer to System Regulation 31.99.01 § 3 *Class Hours* for identified options):

Approved:

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Signature of Applicant Departmental Supervisor

Authorization for exception to procedure:

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Signature of Appropriate Vice President/Executive Director