

Faculty Course Enrollment and Employee Scholarship Program

System Policy: 31.99.01

Approved: December 19, 1995

Most Recent Revision: May 1, 2019

Next Scheduled Review: May 1, 2024

A&M-Commerce Procedure: 31.99.01.R0.01

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Next Scheduled Review: May 10, 2029

A&M-Commerce Procedure: 31.99.01.R0.02

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Most Recent Revision: October 25, 2021

Next Scheduled Review: October 25, 2026

Responsible University Office:

Human Resources

Responsible University Administrator:

Chief Human Resources Officer

The university encourages lifelong learning to aid faculty members in performing their job responsibilities and meeting their professional goals. Faculty members are eligible to register as students and to participate in the Employee Scholarship Program. Class attendance must not interfere in any way with the faculty member's accomplishment of duties or the work of the department or unit in which he or she is employed. A faculty member planning to enroll in a course that meets during assigned working hours must gain approval from his or her department supervisor prior to enrolling.

The employee scholarship may be used for either undergraduate or graduate courses, and covers the tuition portion of course charges up to six (6) credit hours per term. Visit the [Employee Scholarship Program](#) website for the Employee Scholarship Application form and information about the application process, and limitations and restrictions on what courses and programs of study are covered. New faculty members applying for the scholarship must be employed by the university for six months prior to the start of classes.