

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



Revised May 10, 2024

Next Scheduled Review: May 10, 2029

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### Procedure Summary

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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.

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.
- 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. Employees may use vacation to fulfill workweek requirements. Sick time may not be used to supplement time missed for classes.
- 4 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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## **Revision History**

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Approved September 1, 1996

Revised April, 2001

Reviewed June 23, 2014

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## **Contact Office**

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