

SAP 31.99.01.T0.01 Employees Registering As Students



Approved: July 10, 2002
Revised: July 25, 2016
Next Scheduled Review: July 25, 2021

Procedure Statement

Tarleton State University (Tarleton) will provide employees with the opportunity to work toward a higher degree of learning during and outside of work hours.

Reason for Procedure

The purpose for this procedure is to describe how employees may request permission to register and participate in courses during work hours.

Procedures and Responsibilities

1. COURSES OUTSIDE OF WORK HOURS

- 1.1 Full-time employees may register for courses held outside of normal work hours without permission as long as the coursework doesn't substantially interfere with job performance or attendance.

2. COURSES DURING WORK HOURS

- 2.1. Full-time employees may request permission from the department head to register for courses held during normal work hours. The course load must not exceed four credit hours in any semester or summer session unless an exception is granted under Section 2.2.
- 2.2. An employee may request permission to enroll in more than four credit hours per semester or summer session in courses that meet during normal working hours by providing a concise written justification to the department head for approval. After department head approval, the request must be approved up through the appropriate Vice President.
- 2.3. Class attendance must not interfere in any way with the accomplishment of duties or the work of the department or unit.

- 2.4. System Regulation allows for release time of up to three (3) hours per week to attend a class toward a graduate or undergraduate degree. Time off beyond 3 hours depends on satisfactory arrangements being made before registration in accordance with university procedures. This may be accomplished by making up the time or taking available vacation or compensatory time with the Department Head's approval. Where make up time is agreeable between the employee and supervisor, an Alternate Work Schedule Request form must be completed, approved, and submitted to Employee Services for record keeping.
- 2.5. Eligible employees may audit courses subject to the same restrictions that apply to courses taken for credit. Employees may also attend short courses with the appropriate administrative permission.
- 2.6. Part-time employees are subject to the same guidelines as full-time employees.

3. TUITION AND RESIDENCY

- 3.1. Residency and tuition are determined by state requirements and/or the Admissions/Registrar's office.

Related Statutes, Policies, or Requirements

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

[Alternate Work Schedule Request Form](#)

Contact Office

Employee Services
254.968.9128