

TEXAS A&M
INTERNATIONAL
UNIVERSITY™

STANDARD ADMINISTRATIVE PROCEDURE (SAP)

31.99.01.L1.01 Employees Registering as Students

Approved: December 3, 1997 (as Rule 31.99.01.L1 Employees Registering as Students)
Last Revised: February 16, 2015
Next Scheduled Review: February 2018

Standard Administrative Procedure Statement

Texas A&M International University (TAMIU) recognizes the value of its employees by providing an Educational Release Time for employees registering as students at an educational institution. The purpose of this SAP is to establish the procedures an employee will follow to request registering as a student during normal working hours.

Procedures and Responsibilities

TAMIU employees wishing to register as students during normal working hours may do so under the provisions and requirements outlined in [System Regulation 31.99.01, Employees Registering as Students](#).

Employees meeting the requirements of the Regulation may qualify for Educational Release Time provided they are pursuing a graduate or undergraduate degree, and each of the following conditions is met:

- a. The course is part of the employee's approved graduate or undergraduate degree program.
- b. Educational Release Time is limited to three hours per week.
- c. The "Educational Release Time Request" form available at the end of this SAP is submitted and approved before registering for classes.
- d. The employee is a full-time, budgeted employee.
- e. The course is offered during the employee's regular work hours. Online courses do not qualify for the Educational Release Time unless the course requires online class time during the employee's normal work schedule. Similarly, courses offered outside of the employee's regular work hours do not qualify.
- f. The three hours of Educational Release Time will not count as hours worked for purposes of FLSA overtime.

The "Educational Release Time Request" form must be approved by the employee's department head through his/her immediate supervisor, if applicable, and the appropriate VP prior to class registration in order to determine and make necessary work schedule arrangements.

Employees wishing to take more than three hours of coursework must submit a written request under the other provisions of the Regulation, namely, by utilizing a flexible work schedule (as outlined in [TAMIU SAP 33.06.01.L1.01, Flexible Work Arrangements](#)) or compensatory or vacation time to make up the additional class hours.

Employees working for more than one department must be similarly approved by each department head.

The employee must promptly provide the approved written request(s) to the Office of Human Resources for filing in the employee's HR file.

Related Statutes, Policies, Regulations, Rules or Requirements

[System Regulation 31.99.01, Employees Registering as Students](#)
[TAMIU SAP 33.06.01.L1.01 Flexible Work Arrangements](#)

Contact Office

Office of Human Resources, 956-326-2365

Educational Release Time Request

Office of Human Resources

With few exceptions, you have the right to request, receive, review, and correct information about yourself using this form.



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Educational Release Time is limited to employees pursuing a graduate or undergraduate degree for courses that are part of their approved degree program. Educational Release Time is limited to three hours per week for full-time, budgeted employees for a course offered during the employee's regular work hours. Online courses do not qualify unless the course requires online class time during the employee's normal work schedule. Educational Release Time Program requests will be reviewed and approved in accordance with *System Regulation 31.99.01, Employees Registering as Students* and *TAMIU SAP 31.99.01.L1.01, Employees Registering as Students*.

EMPLOYEE NAME: _____ UIN: _____

TITLE: _____ DEPARTMENT: _____

DEGREE BEING PURSUED: _____ COURSE: _____

Educational Release Time is requested for Fiscal Year _____				Fall Semester	Spring Semester	Summer Semester
Educational Release Time is requested for the following class hours (limited to 3 hours per week):						
Monday	time: _____	Tuesday	time: _____	Wednesday	time: _____	
Thursday	time: _____	Friday	time: _____	Saturday	time: _____	

- ATTACH:**
1. Attach copy of the degree plan showing the course for which you wish to register.
 2. For online courses requiring online class time during regular work hours, attach documentation of this requirement.

CERTIFICATION: I request Educational Release Time as outlined above. I believe that my work can be accomplished with no loss of effectiveness, efficiency, customer service, or disruption to the operations and others in my department. I understand that all approvals must be obtained in advance, prior to registering for courses.

X _____
Employee Signature Date

X _____
Immediate Supervisor Signature Date

X _____
Department Head/Dean Signature (if applicable) Date

X _____
Appropriate VP Signature Date

Submit completed form with all approvals to the HR Office.