



Standard Administrative Procedure (SAP)

31.99.01.L0.01 Employees Registering as Students

First Approved: December 3, 1997 *(as TAMIU Rule 31.99.01.L1, Employees Registering as Students)*
Revised: February 16, 2015
April 8, 2020
Next Scheduled Review: April 8, 2025

Procedure Statement and Reason for Procedure

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 from the [HR webpage](#)) 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 for Educational Release Time.

- 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 [System Regulation 31.99.01, Employees Registering as Students](#), namely, by utilizing a flexible work schedule (as outlined in [TAMIU SAP 33.06.01.L0.01, 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, or Rules

[System Regulation 31.99.01, Employees Registering as Students](#)
[TAMIU SAP 33.06.01.L0.01, Flexible Work Arrangements](#)

Contact Office

Office of Human Resources, 956-326-2365