



Finance and Administration Standard Administrative Procedure

Title: Employees Registering as Students

1. GENERAL

Texas A&M University-San Antonio employees may register for as many courses as they wish outside of normal working hours. Employees are also eligible to register for courses held during normal work hours, in accordance with the following provisions.

2. REQUIREMENTS FOR ENROLLING IN COURSES DURING WORK HOURS

Any full-time budgeted employee may request permission to register as a student at Texas A&M University-San Antonio and attend classes held during the employee normal work day (8:00 a.m. to 5:00 p.m.) The course load during working hours must not exceed six credit hours in any semester.

2.2 Class attendance must not interfere in any way with the accomplishment of duties or the work of the department or unit.

2.3 Time off from the regular workweek to attend classes depends on satisfactory arrangements being made before registration in accordance with Section 3.

2.4 Eligible employees may audit courses subject to the same restrictions applying to courses taken for credit. Employees may also attend short courses with the permission of their department or unit heads.

2.5 Part-time employees whose work schedules will be influenced by class schedules must obtain the consent of their supervisors in arranging their class attendance time.

3. CLASS HOURS

Employees must account for class hours for courses taken during normal working hours in one of two ways outlined below:

- a. The employee may make up the class hours. Work hours must be completed during the same week class was taken.
- b. The employee may use compensatory time or vacation time to make up class hours.

4. TUITION AND RESIDENCY

4.1 Employees and their families must pay all tuition and fees charged by the university.

4.2 Teachers and professors who are employed at least one-half time on a regular monthly salary basis and their spouses and dependent children may register as Texas residents.

4.3 Students employed at least one-half time as teaching or research assistance in a degree program related position and their spouses and dependent children may register as Texas residents.

5. TUITION ASSISTANCE SCHOLARSHIP

5.1 A&M-San Antonio encourages employees who wish to pursue their education by offering a Tuition Assistance Scholarship. Part-time employees may enroll in courses but are not eligible for the Tuition Assistance Scholarship.

5.2 The following provisions apply to any full-time employee who chooses to take advantage of this scholarship:

5.2.1 Employees must maintain a cumulative GPA of 2.0 to be eligible for the scholarship.

5.2.2 All employees must be employed for at least 3 months before they become eligible.

5.2.3 Employees in their first bachelor's degree program will be eligible for scholarship support in order to complete that degree, and will be eligible to complete one additional degree at a higher level with scholarship support. An employee who has already completed a bachelor's degree when first applying for scholarship support will be eligible for support for one additional degree at a higher level.

6. SCHOLARSHIP COVERAGE

The Tuition Assistance Scholarship covers the following items:

- 6.1 Designated Tuition
- 6.2 Student Service Fee
- 6.3 Computer Use Fee
- 6.4 Library Access Fee
- 6.5 International Education Fee
- 6.6 Transcript Fee
- 6.7 Hospital Fee
- 6.8 Student Center Fee
- 6.9 ID Fee
- 6.10 Program Fee
- 6.11 Distance Learning Fee

Office responsible for this standard administrative procedure:

Finance and Administration – Business Office