

## Texas A&M AgriLife Extension Service Procedures

### 31.99.01.X0.01 | Employees Registering as Students

*Approved: September 13, 2007*

*Revised: August 20, 2012*

*Reviewed: July 30, 2014*

*Next Scheduled Review: July 30, 2019*



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#### **PROCEDURE STATEMENT**

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Texas A&M AgriLife Extension Service (AgriLife Extension) encourages the pursuit of educational opportunities for all employees to gain knowledge and skills to enhance their performance. AgriLife Extension employees may register for as many courses as they wish outside of normal working hours. Employees may also register for courses held during normal work hours, provided they do so in accordance with the provisions outlined in System Regulation 31.99.01, *Employees Registering as Students*.

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#### **REASON FOR PROCEDURE**

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This procedure is required by System Regulation 31.99.01, and provides guidelines for the process of course enrollment during work hours.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 PERMISSION TO ENROLL IN COURSES DURING WORK HOURS

AgriLife Extension employees who meet the requirements outlined in System Regulation 31.99.01 and the following, are eligible to register as students during the normal work hours:

- 1.1 Any enrollment during assigned working hours by full-time employees must be requested by the individual, and approved by the department/unit head prior to the requested enrollment.
- 1.2 To request release time from work to attend educational classes, the employee will complete an AG-489, *Educational Release Approval*, form and obtain signature/approval prior to the activity.
- 1.3 Any course load that will exceed four credit hours in any semester during working hours must be approved by the department/unit head.
- 1.4 The completed request must be placed in the employee's personnel file.

##### 2.0 CLASS HOURS

- 2.1 Accounting for class hours during work hours will be done in accordance with System Regulation 31.99.01.
- 2.2 A department/unit head may allow up to three hours release time for a full-time budgeted employee enrolled in a course to attend classes in pursuit of a graduate or undergraduate degree, in accordance with System Regulation 31.99.01.

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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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**CONTACT OFFICE**

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For questions, contact AgriLife Human Resources at 979-845-2423.