

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER RULES**

31.99.01.Z1 Employees Registering as Students

Approved April 17, 2002

Revised March 19, 2008

Revised August 17, 2011

Supplements System Regulation 31.99.01

1. GENERAL

The Texas A&M Health Science Center (HSC) endorses the philosophy that individuals who choose to continue their education at an institution of higher learning will gain knowledge and skills to enhance their performance as employees. HSC employees may register for as many courses as they wish outside of normal working hours. HSC 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.

2. PERMISSION TO ENROLL IN COURSES DURING WORK HOURS

- 2.1 HSC employees wishing to enroll in courses that are conducted during normal work hours are required to get written approval of their employing department chair or appropriate supervisor prior to registration in order to make the necessary employment arrangements. If an employee is working for more than one department, then each department must approve the request.
- 2.2 A copy of the approved request will be retained in the employee's official personnel file.
- 2.3 Leave of absence to attend class is subject to restrictions addressed in System Regulation 31.99.01. The course load attended during work hours should not normally exceed four credit hours per semester unless the employee receives specific written approval from the department chair.

Office of Responsibility

Vice President for Finance and Administration