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## Procedure Summary

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Texas A&M University–Central Texas (A&M–Central Texas) values the contributions of its employees and supports their pursuit of educational opportunities. This procedure is designed to provide faculty and staff with greater flexibility to advance their professional growth, deepen their engagement with the university community, and enhance their knowledge and skills—ultimately fostering a more productive and informed workforce.

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## Procedure

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### 1. GENERAL

- 1.1 The Office of Human Resources is responsible for administering procedures for employees registering as students.
- 1.2 Requirements to enroll in courses during work hours must be in accordance with System Regulation 31.99.01 *Employees Registering as Students*.
- 1.3 A&M-Central Texas employees meeting the requirements stated in Section 2, may receive release time for class hours in pursuit of a graduate or undergraduate degree. The course must be part of the degree program and the course load must not exceed four credit hours in any semester or summer sessions unless the department head or designee grants a written exception via the scholarship application form and/or the Educational Release Time Program Application and Approval Form.

### 2. PROCEDURES

- 2.1 Employees must complete and submit the Educational Release Time Program Application and Approval request dynamic form to their immediate supervisor who will ensure the request meets all requirements in System Regulation 31.99.01 *Employees Registering as Students*. The employee must also submit a copy of the degree plan and schedule for the semester. The form will be forwarded to the Executive Director of Human Resources & Payroll.

2.2 If approved, supervisors are required to ensure class attendance does not interfere with job responsibilities or departmental operations and to review timesheets for compliance with educational release time reporting each semester.

2.3 No more than three hours per week during normal business hours is permitted. There are no restrictions on the number of class hours outside normal business hours. The three hours of time off will not count as hours worked for purposes for FLSA overtime. None-exempt employees must enter Educational Release Time hours in their timesheet.

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## **Related Statutes, Policies, or Requirements**

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[Texas Education Code § 54.211](#)

[System Regulation 31.99.01 \*Employees Registering as Students\*](#)

[University Procedure 33.06.01.D1.01 \*Alternate Work Schedules for Non-faculty Employees\*](#)

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## **Appendix**

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[Request for Educational Release Time Form](#)

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## **Contact Office**

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Human Resources  
(254) 519-8015