

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



31.99.01.P0.01 Employees Registering as Students

Approved September 15, 1999

Revised March 12, 2013

Revised February 17, 2015

Revised February 17, 2020

Next Scheduled Review: February 2025

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to ensure compliance with System Regulation [31.99.01 Employees Registering as Students](#) and provide guidance regarding a Prairie View A&M University (PVAMU) employee registering for and attending classes as a student.

Official Procedures and Responsibilities

1. REQUIREMENTS

- 1.1 Any full-time budgeted employee must request permission from their supervisor to register as a student at PVAMU to attend classes held during the employee's normal working hours. The course load taken during normal work hours must not exceed the limits stated in System Regulation [31.99.01 Employees Registering as Students](#).
 - 1.1.1 Class attendance must not interfere with the accomplishment of duties or the work of the department or unit.
 - 1.1.2 In accordance with Sections 2.1.1 and 2.1.2 of this UAP, modifying the employee's weekly work schedule to attend classes depends on prior approval by the supervisor and satisfactory arrangements being made before registration.
- 1.2 To seek approval to attend class at PVAMU during normal working hours, the employee must complete the [Employee Request to Enroll in Classes During Working Hours](#) form and submit it to his/her supervisor for review and consideration prior to class registration, in accordance with the due date communicated by the immediate supervisor.
- 1.3 The supervisor will provide the employee with a copy of the approved form and maintain the original within the department in accordance with the University's Record Retention Schedule.

2. CLASS HOURS

- 2.1 Employees must account for work week hours used when taking courses during normal working hours in one of the two ways outlined below:
 - 2.1.1 Upon the supervisor's approval, the employee must make up the work hours missed by working additional hours during the same work week the course is taken; or,
 - 2.1.2 The employee may use compensatory time or vacation time to account for hours missed due to attending classes during the employee's scheduled work hours.

3. TUITION AND RESIDENCY

- 3.1 Employees may qualify for the Panther Employee Scholarship/Exemption Program. Criteria for eligibility and other guidelines are provided in the "[Panther Employee Scholarship/Exemption Program Guidelines](#)."

Related Statutes, Policies, Regulations and Rules

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

[System Policy 26.01 Tuition and Fees](#)

[System Regulation 26.01.01 Chancellor's Delegation of Authority Related to Tuition and Fee Exemption and Waivers](#)

[Texas Education Code 54.5035 Waiver of Fees](#)

Forms

[Employee Request to Enroll in Classes During Working Hours](#)

[Panther Employee Scholarship/Exemption Program Application](#)

[Spouse/Dependent Application For Panther Employee Scholarship/Exemption Program Application](#)

[Panther Employee Scholarship Application Payroll Deduction Form](#)

Contact Office

Office of Human Resources 936-261-1730
