

Educational Release Time Request

Office of Human Resources

With few exceptions, you have the right to request, receive, review, and correct information about yourself using this form.



A Member of The Texas A&M University System

Educational Release Time is limited to employees pursuing a graduate or undergraduate degree for courses that are part of their approved degree program. Educational Release Time is limited to three hours per week for full-time, budgeted employees for a course offered during the employee's regular work hours. Online courses do not qualify unless the course requires online class time during the employee's normal work schedule. Educational Release Time Program requests will be reviewed and approved in accordance with *System Regulation 31.99.01, Employees Registering as Students* and *TAMU SAP 31.99.01.L0.01, Employees Registering as Students*.

EMPLOYEE NAME: _____ UIN: _____

TITLE: _____ DEPARTMENT: _____

DEGREE BEING PURSUED: _____ COURSE: _____

Educational Release Time is requested for Fiscal Year _____				Fall Semester	Spring Semester	Summer Semester
Educational Release Time is requested for the following class hours (limited to 3 hours per week):						
Monday	time: _____	Tuesday	time: _____	Wednesday	time: _____	
Thursday	time: _____	Friday	time: _____	Saturday	time: _____	

- ATTACH:**
1. Attach copy of the degree plan showing the course for which you wish to register.
 2. For online courses requiring online class time during regular work hours, attach documentation of this requirement.

CERTIFICATION: I request Educational Release Time as outlined above. I believe that my work can be accomplished with no loss of effectiveness, efficiency, customer service, or disruption to the operations and others in my department. I understand that all approvals must be obtained in advance, prior to registering for courses.

X _____
Employee Signature Date

X _____
Immediate Supervisor Signature Date

X _____
Department Head/Dean Signature (if applicable) Date

X _____
Appropriate VP Signature Date

Submit completed form with all approvals to the HR Office.