

# **POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 2.3.2**

**Reviewed: August 14, 2017**

## **SUBJECT: EMPLOYEES REGISTERING AS STUDENTS**

Each employee of Wayland Baptist University who is budgeted by name on a full-time basis and each full-time faculty member is eligible to register as a student for classes held during normal working hours provided, with the exception noted below, the course load does not exceed **one course per term** or twelve-week summer session. The employee must work the full number of hours for which paid, and class attendance must not interfere in any way with the accomplishment of duties or the work of the department. Similarly, a faculty member must not let class attendance interfere with the accomplishment of the work of the school.

Time off from the regular workweek to attend classes depends on satisfactory arrangements being made for the employee to make up the time outside of normal duty hours. Such employment arrangements are to be recommended by the head of the employing department or unit and approved by the president or the president's designee prior to the employee's registration. A letter of authorization will be filed with the immediate supervisor.

If it is determined to be beneficial to the university, an eligible employee may petition to enroll for more than four credit hours per term or twelve-week summer session in classes which meet during normal working hours. The petition must be recommended by the head of the employee's department or unit and approved by the president or president's designee. If the employee is working for more than one department or unit, the petition must be similarly approved by each department or unit. An approved copy of the petition must be presented to the individual who is responsible for approving the course of study (registration advisor) when the employee registers.

Eligible employees may audit courses with the permission of their department or unit head subject to the same restrictions on class attendance and work arrangements prescribed above for courses taken for credit. Employees may also attend short courses with the permission of their department or unit heads.

Part-time employees are eligible to register for as many credit hours as their terms of employment will permit. Such employees will be paid only for the hours worked, and will obtain the consent of their supervisors in arrangement of their class attendance time if their work atwo

For each doctoral program, only one Faculty/Staff or Dependent Tuition Scholarship in an amount per credit hour to be determined by the university for one course will be awarded per cohort each term. The

- 09/14/2015 - Revision-Update to include doctoral program. Faculty/Staff Scholarship changed to Faculty/Staff or Dependent Tuition Scholarship, addition of 7<sup>th</sup> paragraph
- 08/03/2015 - Revision - deletion of “The Faculty/Staff Scholarship will be awarded at the end of the term once grades are verified.” from paragraph 13.
- 07/06/2015 - Revision-addition of paragraph 11 and update of paragraph 13; change of Contact for Interpretation from EVP/V to CFO
- 02/03/2014 - Revision-update of language, addition of Attachment A
- 05/18/2010- Revision of academic standards statement
- 12/11/2009 - Addition of academic standards
- 03/05/2009 - Addition of default statement; family adjusted gross income
- 03/29/2007 - Reviewed
- 08/01/2005 - Changed from four hours to one class per term
- 10/01/2004 - Title change
- 01/15/2003 - Reissued as 2.3.2; tuition changes, use of FAFSA
- 08/19/1997 - Reviewed
- 03/04/1992 - Inception as policy 2.4.3.1