**Quantity of Work Rule - UTDBP3088**

**Quantity of Work Rule (For Employees Attending Academic Classes at UTD)**

The UT Dallas Quantity of Work Rule establishes the maximum amount of work hours employees are permitted to use for course work, dependent upon the degree of employment. Exceptions to the rules outlined below can be made only with the recommendation of an academic dean and approval of the President.

**Full-Time Regular Employees**

An employee appointed on a regular, full-time basis for at least four and one-half (4 1/2) months is eligible to use work hours for course work. Subject to the prior written approval of his/her administrative officer, an eligible employee may use up to four (4) work hours per week for course work. For the purpose of this policy, work hours are defined as the hours from the beginning to the end of an employee's work day. An eligible employee may use work hours for course work during a long semester or summer session.

Time spent in class is not considered time spent at work. Any time missed from work must be made up on an hour-for-hour basis.

**Part-Time Regular Employees**

The arrangement of class hours for part-time regular employees is subject to the approval of the employee's administrative officer. Approval is only necessary for courses attended during the employee's regular work hours.

**Student Employees**

A student's combined employment and semester hours load may not exceed forty (40) hours per week. A student employee may register for a thesis or dissertation course in addition to the course load authorized above, provided that the thesis/dissertation course does not require any absence from his/her place of employment and that prior approval of an academic dean has been secured.

Academic deans may impose limitations for their students below the maximum established above. Further limitations may be imposed by the Graduate Dean for teaching assistants and teaching associates.

**Policy History**

- Issued: 1998-06-01
- Revised: 2012-09-01
Policy Links

- Permalink for this policy: https://policy.utdallas.edu/utdbp3088
- Link to PDF version: https://policy.utdallas.edu/utdbp3088/makepdf
- Link to printable version: https://policy.utdallas.edu/utdbp3088/makeprint