



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
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REVISION
1

PAGE
D2-200.0

SUBJECT

APPOINTMENTS

SUB-TOPIC

QUANTITY OF WORK RULE (FOR EMPLOYEES ATTENDING ACADEMIC CLASSES AT UTD)

The Quantity of Work Rule was adopted by the Board of Regents to establish the maximum amount of course work employees of the U.T. System are permitted to take, 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 may take not more than three (3) semester hours of course work per long semester or summer session, in the hours from the beginning to the end of his/her work day, subject to the approval of his/her administrative officer.

An employee may also register for a thesis or dissertation course in addition to the course load authorized above provided that this course does not require absence from his/her place of employment.

PART-TIME REGULAR EMPLOYEES

1. If employed three-fourths (3/4) time, an employee may not take more than six (6) semester hours per long semester session or four (4) semester hours during a summer session.
2. If employed one-half (1/2) time, an employee may not take more than nine (9) semester hours per long semester session or five (5) semester hours during a summer session.
3. If employed one-fourth (1/4) time, an employee may not take more than twelve (12) semester hours per long semester session or six (6) semester hours during a summer session.

The arrangement of class hours is subject to the approval of the employee's administrative officer. Employees 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.



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**PAGE
D2-200.0.1**

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SUB-TOPIC

QUANTITY OF WORK RULE (FOR EMPLOYEES ATTENDING ACADEMIC CLASSES AT UTD), Continued

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.