PEACE OFFICER EXEMPTION PROGRAM

The following legislation establishes circumstances under which certain peace officers are exempted from tuition for undergraduate criminal justice classes (UHD does not charge course fees for criminal justice classes).

Tex. Educ. Code § 54.3531

HISTORY: Enacted by Acts 2011, 82nd Leg., ch. 359 (S.B. 32), § 17(b), effective January 1, 2012; am. Acts 2013, 83rd Leg., ch. 161 (S.B. 1093), § 4.010(a), effective September 1, 2013; am. Acts 2013, 83rd Leg., ch. 1316 (S.B. 220), § 3.01(a), effective June 14, 2013.

Requirements of Peace Officer:
- Present proof one is currently employed as a Peace Officer in this state or by a political subdivision of this state for any semester for which the exemption is sought (letter from current employer).
- Must be an officially declared major in the Criminal Justice program at UHD as reflected on the Banner records system.
- Must be making satisfactory academic progress toward their degree as assessed by the College of Public Service (2.0 GPA AND 9 hours per long semester, 6 total hours per combined summer terms).
- Must apply for the exemption through the process prescribed by the College of Public Service no later than one week prior to end of regular registration.

Parameters of the Exemption:
- Available exemptions are restricted to no more than 20% of the seats in any class as established by the course cap.
- Students must meet the published prerequisites for any course for which they seek to enroll.

Instructions and Process to Submit Form:
- Student prints, completes, and signs the form.
- Student takes form for authorizing signature to a Criminal Justice Advisor.
- Student delivers, emails, or faxes signed form to Student Accounts, 320 One Main Building.

Instructions for Advisors (Authorized Signature)
- When the last semester attended in college was at UHD use UHD GPA to qualify.
- When the last semester attended is at a different institution other than UHD use cumulative GPA to qualify.

UHD
College of Public Service
Criminal Justice

PEACE OFFICER EXEMPTION

STUDENT NAME	UHD-ID #	SEMESTER

I have verified that the above named student meets the following requirements:

- Present proof one is currently employed as a Peace Officer in this state or by a political subdivision of this state for any semester for which the exemption is sought. (letter from current employer)
- Must be an officially declared major in the Criminal Justice program at UHD as reflected on the Banner records system.
- Must be making satisfactory academic progress toward their degree as assessed by the College of Public Service (2.0 GPA AND 9 hours per long semester, 6 total hours per combined summer terms).
- Must apply for the exemption through the process prescribed by the College of Public Service no later than one week prior to end of regular registration.

TOTAL APPROVED EXEMPTION HOURS_____

I hereby acknowledge that upon submission of this form to Student Accounting, I must either pay the remaining balance for the term or set up an installment plan using this exemption. As a condition of using this exemption, a hold will be placed on your account which will prevent you from adding/dropping classes. If you wish to add/drop any courses, you must contact the Criminal Justice Department in order to do so.

COURSE	CRN	APPROVAL	COURSE	CRN	APPROVAL

NOTE: Include all courses enrolled. Total hours enrolled must be verified. Only CJ courses are tuition exempt.

Student Signature	Date

Authorized Signature (CJ Advisor)	Title	Date

For CJ Advisor Use

Take this completed form to, Student Accounting, 320 South.

A student may submit a completed form with the student signature and the authorized signature via email (3rdpartycontracts@uhd.edu) or by fax (713-223-7413)

__GPA Checked
__9 Hours Minimum
__Hold on Drops
__S Drive Updated

Created 4/29/11; modified 1/16/2018 by CPS Associate Dean