

# **Guidelines: Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses**



**Student Financial Aid Programs  
Texas Higher Education Coordinating Board**

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# PEACE OFFICERS ENROLLED IN LAW ENFORCEMENT OR CRIMINAL JUSTICE COURSES

The Texas Higher Education Coordinating Board (THECB) Program Guidelines are intended to support institutions by highlighting requirements that appear in the Texas Education Code (TEC) and Title 21 of the Texas Administrative Code (TAC). When administering this program, institutions should always refer to the applicable statutes and rules. The information provided in this document is to be used solely as a resource and does not supersede the statute and/or rules for this program.

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## PROGRAM AUTHORITY AND PURPOSE ([19 TAC, SECTION 21.518](#))

The Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses is authorized by [TEC, Chapter 54, Subchapter D, Section 54.3531](#). Rules establishing procedures to administer the subchapter can be found in [Title 19 of the TAC, Chapter 21, Subchapter Q](#). The program provides an exemption from the payment of tuition and laboratory fees to eligible employed peace officers in the state of Texas enrolled in specific undergraduate criminal justice or law enforcement courses.

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## ELIGIBLE INSTITUTIONS ([19 TAC, SECTION 21.519](#))

Texas public institutions as defined in [TEC, Section 61.003\(8\)](#), are eligible to participate in the Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses program.

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## ELIGIBLE COURSES ([19 TAC, SECTION 21.522](#))

This exemption applies only to courses pertaining to law enforcement-related or criminal justice degree or certificate programs **that are identified by the institution and then compiled** into one [uniform list by the THECB](#). The exemption does not apply to courses that make up the general education core curriculum required for all degrees, nor does it apply to courses that are not law enforcement or criminal justice courses, even if the applicable courses are included in the law enforcement-related or criminal justice degree or certificate program. (See [TAC, Section 21.524](#).)

## ELIGIBILITY

### ELIGIBILITY REQUIREMENTS ([19 TAC, SECTION 21.521](#))

The institution will determine what documentation (e.g., proof of employment) is necessary to decide whether the student is eligible for the program.

#### DOCUMENTATION COLLECTED MUST PROVE THE FOLLOWING:

- Student is currently employed as a peace officer by the state of Texas or by a political subdivision of this state.
- Eligible peace officer is defined as an individual elected, appointed, or employed to serve as a peace officer for a governmental entity under [Article 2.12](#), Code of Criminal Procedure, or other law—[Texas Government Code, Section 615.003\(1\)\(A\)](#).

#### PROGRAM REQUIREMENTS:

- Be an undergraduate student who is enrolled in an eligible criminal justice or law enforcement-related degree or certificate program.
- Apply for the exemption at least one week before the last day of the institution's regular registration period for the applicable semester or term.
- Be registered with Selective Service or be exempt (see [Selective Service Statement Requirements](#)).

### CONTINUATION OF ELIGIBILITY ([19 TAC, SECTION 21.638](#))

A student can continue to receive this exemption in subsequent semesters or terms if the student:

- Meets the institution's satisfactory academic progress (SAP) requirement for financial aid.

**NOTE:** A student who fails to meet the grade point average (GPA) to satisfy the institution's SAP requirement may have the ability to regain eligibility for this exemption if he or she meets the GPA requirement during an upcoming term or semester in which the exemption was not awarded. The student may also be granted a hardship **exception** by the institution.

### DISCONTINUATION OF ELIGIBILITY

A student may *not* continue to receive this exemption in a subsequent semester or term if the student:

- Has attempted a number of undergraduate hours considered to be excessive under [TEC, Section 54.2001\(a\)\(2\)](#).

**NOTE:** At the start of a semester or term, if an undergraduate student is attempting hours considered to be excessive, the student may continue to receive this exemption if he or she is granted a hardship **extension** by the institution.

### HARDSHIP PROVISIONS ([19 TAC, SECTION 21.526](#))

Institutions must adopt a hardship policy that may grant a student an **exception** from meeting the GPA requirement to satisfy the institution's SAP, or an **extension** of eligibility for excess undergraduate hours, when a student has a showing of a hardship or other good cause, including:

- A showing of a severe illness or other debilitating condition that could affect the student's academic performance;
- An indication that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care could affect the student's academic performance;
- The student's active duty or other service in the United States armed forces or the student's active duty in the Texas National Guard; or
- Any other cause considered acceptable by the institution.

All hardship decisions must be documented in the student's record and be available for submission to the THECB, if requested.

## AWARDING

Institutions **must exempt** the cost of all tuition and laboratory fees for **eligible** law enforcement-related or criminal justice courses attempted by the student for which space is available (space for this exemption is limited to 20 percent of the maximum enrollment for each eligible course). Eligible courses are those for which an institution receives formula funding ([TEC, Section 54.2002](#)).

**NOTE: Formula funding** is defined as the method used to allocate appropriated sources of funds among institutions of higher education. Formula-funded courses are those that do not depend solely on student tuition and fees to cover their costs.

### DETERMINATION OF ELIGIBLE PROGRAMS

Institutions are responsible for reporting a list of criminal justice or law enforcement programs that qualify for exemption directly to the THECB.

Institutions must ensure that all eligible programs are listed accurately.

To make changes to the programs on the [peace officer exemption list](#), email: [AQW@thecb.state.tx.us](mailto:AQW@thecb.state.tx.us).

Changes must be approved by the governing board of your institution.

The THECB will maintain the list of all degree programs covered by the Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses exemption on the [College for All Texans website](#).

Public Universities Peace Officer Exemption List	
Universities	Peace Officer Programs
Angelo State University	BA, BS Criminal Justice
Lamar University	BA, BS Criminal Justice
Midwestern State University	BS, Criminal Justice BAAS, Criminal Justice Option
Prairie View A&M University Specialization)	BS, Criminal Justice BS, Criminal Justice (Juvenile Justice)
Sam Houston State University	BA, BS Criminal Justice BA, Victim Studies
Stephen F. Austin State University	BA, Criminal Justice BAAS, Public Safety and Administration
Sul Ross State University	BS, Criminal Justice
Sul Ross State University Rio Grande College	BS, Criminal Justice
Tarleton State University	BS, BAAS Criminal Justice
Texas A&M International University	BS, Criminal Justice BAAS Criminal Justice Concentration
Texas A&M University-Central Texas	Criminal Justice BAAS, Criminal Justice
Texas A&M University-Commerce	BS, Criminal Justice BAAS, Security and Protective Services
Texas A&M University-Corpus Christi	BS, BAS Criminal Justice
Texas A&M University-Kingsville	BS, Criminology
Texas A&M University-San Antonio	BAAS, BS Criminology
Texas A&M University-Texarkana	BS, Criminal Justice
Texas Southern University	BS, Administration of Justice
Texas State University-San Marcos	BSCJ, Criminal Justice BSCJ, Criminal Justice-Corrections BSCJ, Criminal Justice-Law Enforcement
Texas Woman's University	BA, BS Criminal Justice

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## SELECTIVE SERVICE STATEMENT

Male students must be registered with or exempt from Selective Service (SS) in order to be eligible to receive federal or state financial assistance. In accordance with [TEC, Section 51.9095](#), male students must file the required **Selective Service Statement of Registration Status** (found below) with their institution or other entity granting or guaranteeing financial assistance. This includes grants, scholarships, loans, or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

### When is the statement NOT Required?

- **When the SS registration is confirmed through the Institutional Student Information Record (ISIR):** The ISIR confirmation serves as the student’s official, signed statement because the Department of Education validates registration directly with the Selective Service System (SSS).
- **NEW** **When the SS registration is confirmed through the [SSS.gov website](#):** The institution can save the confirmation directly from the website to serve as the student’s official, signed statement on record.
- **NEW** **When the ISIR confirms that a student is under the age of 18:** No statement or documentation is needed for the applicable award year, even if the student turns 18 during that year.

### When is the statement REQUIRED, including all supporting documentation?

- When the student completes a Free Application for Federal Student Aid (FAFSA) but is flagged “not registered” on the ISIR and SS status **cannot** be confirmed on the [SSS.gov website](#).
- **NEW** **When the student completes a Texas Application for State Financial Aid (TASFA):** The required statement is embedded in the 2020-21 TASFA and must be completed by the student.
- **NEW** When the student does not complete a FAFSA or TASFA but applies for state financial aid, such as through exemptions or waivers, and SS status **cannot** be confirmed on the [SSS.gov website](#).

## ADDITIONAL INFORMATION

### FREQUENCY COLLECTING THE STATEMENT

If the student’s status will NOT change, the statement and supporting documentation can be used for subsequent semesters. (Example: The student entered the U.S. after the eligible age to register.)

If the student’s status is temporary, the statement must be collected each academic year until the student is registered or determined exempt. (Example: Student is under age 18 but did not complete a FAFSA or TASFA.)

### RETENTION SCHEDULE

The status statement and all documentation must be retained in the student’s record for 7 years after the date of completion of the award period ([TEC, Section 441.1855](#)).

### REPROCESSED ISIRS

If the student’s most recent ISIR transaction has been reprocessed by the Central Processing System (CPS) and the registration with the SSS was confirmed, the institution does not need to collect the status statement or any documentation.

**Institutions may collect the required status statement and documentation either electronically or on paper.**  
**([English Statement](#) or [Spanish Statement](#))**

SELECTIVE SERVICE STATEMENT OF REGISTRATION STATUS	
Male students must verify their current Selective Service registration status by marking one of the statements below and providing proof of their registration status to their current institution. Failure to do so may result in the loss of eligibility for state financial aid.	
_____ I am under the age of 18 and not currently required to register.	
_____ I am <b>REGISTERED</b> with the Selective Service and, <i>Check the following box that applies:</i> <input type="checkbox"/> I have already submitted proof of registration to my current institution. <input type="checkbox"/> Proof of registration is included with this statement. <input type="checkbox"/> I will submit proof of my registration. <b>NOTE:</b> Proof is required to be considered eligible for financial aid.	_____ I am <b>EXEMPT</b> from registration and, <i>Check the following box that applies:</i> <input type="checkbox"/> I have already submitted proof of my exemption to my current institution. <input type="checkbox"/> Proof of my exemption is included with this statement. <input type="checkbox"/> I will submit proof of my exemption. <b>NOTE:</b> Proof is required to be considered eligible for financial aid.
_____ I am over the age of 18. I am not registered with Selective Service and I am not exempt from registration with Selective Service.	
I, _____, hereby certify that the Selective Service status statement provided above is true and accurate.	
Student ID: _____	Signature: _____ Date: _____

# APPENDIX 1: QUICK REFERENCES

## CONTACT FINANCIAL AID SERVICES

By phone: (844) 792-2640

Contact us by completing an [online inquiry form](#) and select “Financial Aid Question” as the Contact Reason.

## OTHER RESOURCES FOR INSTITUTIONS

To add, edit, or remove eligible law enforcement-related or criminal justice programs, email the request to the THECB.	<a href="mailto:AQW@thecb.state.tx.us">AQW@thecb.state.tx.us</a>
General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
Texas Program Statutes	<a href="#">Texas Education Code</a>
Texas Program Rules	<a href="#">Texas Administrative Code</a>
Information concerning programs, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. To receive these communications, interested individuals must subscribe.	<a href="#">GovDelivery</a>
Federal Selective Service Requirement Guide	<a href="#">Who Must Register Chart</a>