

Peace Officer Exemption: Qualifications, Instructions, Application of Waiver, and Included Courses

Peace Officers Enrolled in Certain Courses (Sec. 54.3531)

The governing board of an institution of higher education shall exempt from the payment of tuition and laboratory fees charged by the institution for a criminal justice or law enforcement course or courses [for] an undergraduate student who:

- 1)** is employed as a peace officer by this state...
- 2)** is enrolled in a criminal justice or law enforcement-related degree program at the institution
- 3)** is making satisfactory academic progress toward the student's degree [by maintaining a 2.0 GPA]
- 4)** Applies for the exemption at least one week before the institution's regular registration period...

You can read the entire statute [here](#).

Letter Instructions

To complete the letter to qualify for the Peace Officer Exemption, please have the Chief or a supervisor in your department complete the following:

- Address an official letter to me, Dr. Bang.
- The letter must be completed on departmental letterhead.
- Include the date:
 - Please update the date for every semester the letter is submitted (Spring/Fall).
 - The Spring waiver also waives tuition for the Summer sessions, so there is no need to submit an additional Summer letter if you have been approved for the Spring.
- Please include what semester the waiver is for: Fall or Spring
- Please include the student's name, Buff ID number, and TCOLE ID number.

- If the student does not yet have a Buff ID number, please omit the number, but please include it in subsequent letters when you have one.
- State that the student is currently a full-time officer/deputy in the department and is in good standing.
- Please include a signature with the letter, relevant contact information, and a phone number.
- Please email the completed letter to me at bbang@wtamu.edu
- Please ensure I have the letter one week before the beginning of the semester.

For auditing purposes, if all of the above is not included in the letter, I will send the letter back to you, and your waiver will not be approved.

When the Waiver is Applied

Once I approve and submit the waiver, your account may still show an amount due. The waiver will not officially be applied to your account until after the Census Date, usually the 13th class date or shortly after. The Census Date for each term is clearly identified on each year's academic calendar. **You will need to pay the total balance, and then, after the Census Date, the Business Office will apply the waiver. You will receive a refund for the tuition portion of the bill.**

This exemption is a waiver, not a sponsorship; it does not cover mandatory fees, and it IS NOT A PAYMENT ON A STUDENT ACCOUNT. Students who receive the waiver are still responsible for paying any balance due on their student account by the same deadlines as all other students. Students who fail to meet minimum payment requirements by the specified due dates will be subject to the same policies as all other students, including possible schedule deletion, reinstatement fees of \$100, and/or late payment fees of \$20 per missed deadline. Check payment deadlines on the [Academic Calendar](#) located on the [Registrar's Office](#) web pages, or go to the Business Office [Payment Methods and Deadlines](#) page for complete payment deadline information.

Remember, the waiver is a reduction in charges, not a payment, and does not cover 100% of the registration cost. The waiver does not protect a student's schedule from deletion, and the student is still responsible for making the minimum payment required to hold their schedule for the term.

Included Courses

Not all courses required for your Criminal Justice degree are covered under the exemption. According to the Texas Administrative Code Rule 21.524, “The exemption does not apply to courses that make up the general education core curriculum required for all degrees.” In other words, the exemption does not cover the CORE courses or what are frequently referred to as “general” requirements.

Furthermore, according to the Texas Administrative Code, “The exemption does not apply to courses that are not law enforcement or criminal justice courses even if they are included in the law enforcement-related or criminal justice degree or certificate program in which an individual is enrolled.” In other words, not all courses required for the Criminal Justice degree are covered under the exemption, even if the course is required for your Criminal Justice degree.

Below, you can find the listed courses approved for the Peace Officer Exemption by West Texas A&M University, and according to Texas State law, as written by the legislature:

Course Prefix/Number	Crosslisted	Title
CRIJ 1301		Introduction to Criminal Justice
CRIJ 1306		Court Systems and Practices
CRIJ 1307		Crime in America
CRIJ 1310		Introduction to Law
CRIJ 2313		Correctional Systems and Practices
CRIJ 2328		Contemporary Policing
CRIJ 3312	EMA	Applied Stats for First Responders
CRIJ 3322		Advanced Criminal Investigations
CRIJ 3332		Law of Corrections
CRIJ 3361		Writing and Research in Criminal Justice
CRIJ 3362	POSC/SOCI/SOCW	Statistics for Social Sciences
CRIJ 3372		Prisons in America
CRIJ 3374		Victimology
CRIJ 3380		Violence Against Women
CRIJ 3382		Women and the Criminal Justice System
CRIJ 3384		Drug Abuse, Crime and Society
CRIJ 4098		Capstone Internship
CRIJ 4302		Criminology
CRIJ 4304		Community Corrections
CRIJ 4324		Community Policing

CRIJ 4326		Managing Police Organizations
CRIJ 4334	POSC	Criminal Law
CRIJ 4340	POSC	Advanced Criminal Procedure
CRIJ 4342		Juvenile Delinquency
CRIJ 4346		Ethics and Criminal Justice
CRIJ 4350		Administration of CJ Organizations
CRIJ 4362		Social Research
CRIJ 4375		Capital Punishment
CRIJ 4392		Topics in Criminal Justice
POSC 3305		Judicial Politics and Process
POSC 4328		Terrorism
POSC 4331		Administrative Law
POSC 4348		Ethics and the Justice and EMA Systems
POSC 4352		Administrative Management
POSC 4353		Public Administration
POSC 4354		Public Personnel Administration
POSC 4355		Public Financial Administration
POSC 4356		Principles of Emergency Management

You can find the Clarifying Rules in the Texas Administrative Code concerning the Peace Officer Exemption and what courses are included [here](#).

Additional information can be found at the Texas Higher Education Coordinating Board, located [here](#).