

**Peace Officer
Criminal Justice Tuition Exemption Process
College of Public Service
University of Houston Downtown**

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).

Texas Education Code 54.208 Firefighter and Peace Officers enrolled in Certain Courses, Acts 1971, 62nd Leg., p. 3345, ch.,1024, art. 2 & 16, eff. Sept. 1, 1971 and Amended by Acts 2009, 81st Leg., R.S. Ch.1299, Sec. 1, eff, January 1, 2011.

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 (completes at least 9 hours per long semester with a 2.0 average).
- 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.

College of Public Service Exemption Application Process:

- Submit completed Peace Officer Exemption Form to College of Public Service Advising Center : <https://www.uhd.edu/academics/public-service/about/advising/Pages/default.aspx> attached to proof of current employment as a Peace Officer in this state or by a political subdivision of this state. This can be accomplished in person or through email via scanned documents at cpsadvisor@uhd.edu .
- Advisor will verify you are a declared major, making satisfactory progress toward completion of your degree as reflected on the Banner records system, that a seat within the 20% of the course cap for the courses for which you listed on the exemption form is available. If so, the advisor will enter your exemption in the available seat database, sign the exemption form and return it to you. If there is not an available seat left in any class for which you requested an exemption, you will be notified to determine if you would like to select another class.

- It is your responsibility to submit the original completed exemption form with all signatures to **Student Accounting, 320 South**. Student Accounting will not honor copies of the completed and signed forms.
- Keep in mind that you might have to select classes other than your first preference if you wish to take maximum advantage of the tuition exemption legislation.

College of Public Service Academic Advising (C420) 713-221-8906 cpsadvisor@uhd.edu