

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Selective Service System Registration

**Regulation and Procedure
Number: URP: 05.260**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") is required by law to verify that newly employed male employees, who are required to register, have registered with Selective Service under the requirements established by the federal government and administered through the Selective Service System.

APPLICABILITY

This policy is applicable to TWU Student Employees, Faculty, and Staff.

DEFINITIONS

1. "Faculty" means a person who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
2. "Selective Service System ('SSS')" means an independent agency of the U.S. government that maintains a database of male citizens and residents who could be subject to military conscription, or the draft, in the event of a national emergency. The SSS is part of the country's National Defense Strategy and aims to ensure that a future draft would be fair and equitable.
3. "Staff" means each classified, administrative, and professional employee who is appointed to work in a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
4. "Student Employee" means a TWU student employed in a temporary position for which student status is required. Student Employees include

Graduate Assistants, Graduate Teaching Assistants, Graduate Research Assistants, and Student Assistants

REGULATION AND PROCEDURE

I. General Guidelines

- A. This policy applies to all male employees (regular and temporary) hired after September 1st, 1999.
- B. If a person is of the age and gender that would require registration with the SSS under federal law, TWU may only hire that person if proof of the following is provided:
 - 1. Registration with the SSS as required by federal law; or
 - 2. Exemption from registration with the SSS.
- C. Any offer of employment is contingent on compliance with Selective Service law.
- D. Males who are between the ages of eighteen (18) through twenty-five (25) years are required to furnish proof of either selective service registration or exemption for selective service as a condition of state employment. The Office of Human Resources will verify proof of Selective Service registration. This policy is not applicable to newly employed male employees who are twenty-six (26) and older.
- E. The provisions of this policy shall not be applicable to any alien lawfully admitted to the United States as a nonimmigrant under section 101(a)(15) of the Immigration and Nationality Act, as amended, for so long as he continues to maintain a lawful nonimmigrant status in the United States.
- F. Current male employees that were hired under the age requirements at the time of hire and are still employed when they turn eighteen (18) must complete the Selective Service Eligibility and Verification Form. The Office of Human Resources will verify proof of Selective Service registration.
- G. TWU Employees who are required to register with the Selective Service System under this policy and fail to comply will be terminated.

II. Employment Offers

- A. Male applicants who are finalists for employment and fall under the ages of eighteen (18) through twenty-five (25) must complete the Selective Service Eligibility and Verification Form provided by the office of Human Resources at the time of the offer of employment.
- B. Employment offers will be withdrawn if registration of Selective Service cannot be verified by the Office of Human Resources prior to the hire date.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Compilation of the Military Selective Service Act; (50 U.S.C. App. 451 et seq.)

[Texas Government Code Section 651.005. Requirement of Selective Service Registration or Exemption](#)

[Selective Service System](#)

[Selective Service System Who Needs to Register Website](#)

FORMS AND TOOLS

None

Publication Date: 07/02/2021

Revised: 01/13/2026