

# **Student Services Manual (SSM)**

## **SSM 304–15: Duration of Employment for Graduating Student Employees**

**Effective:** 9/28/2004

**Revised:** 11/1/2006

### **Purpose**

To define the end of eligibility to work for graduating students employed through the hourly or Federal Work-Study student employment programs

### **Sources**

Financial Aid and Scholarship Services/Student Employment

*8 Code of Federal Regulations § 214.2*

### **Policy**

On- and off-campus departments or units that employ students through the university student employment programs must comply with regulations governing the duration of employment.

Graduating students employed in the hourly student employment program may work two weeks after graduation.

Graduating students employed in the Federal Work-Study Program must cease employment through the Federal Work-Study Program on graduation day. The department may choose to extend the student's employment for two weeks as an hourly student employee.

Graduating undergraduate international students must cease student employment on graduation day.

Graduating graduate international students must cease student employment on the defense date, comprehensive exam date, or the defined completion date for his/her degree program. However, if the student is taking a class that is required for the completion of the degree program during the same semester the comprehensive exams take place, then the completion date is the last day of the class and not the comprehensive exam result date.