Student Assistant Employment Rules

1. Students MUST be enrolled for a minimum of 6 semester credit hours during the fall and spring semesters (September – May) in order to be eligible for employment.

2. To qualify for employment during the summer months (June – August), students MUST meet one of the following criteria:
   a) be enrolled for a minimum of 3 semester credit hours during either summer session (June 1 – July 15 and/or July 16 – August 31); OR
   b) be pre-registered for the following fall semester (proof may be required)

3. Students MUST have an acceptable academic record with a minimum of a 2.0 cumulative GPA and be approved through their academic department. Any student whose cumulative GPA falls below 2.0 must complete a **Probationary Employment Exemption** form and get approval from the Vice President for Academic Operations – Dr. Donna Lang (or other designated representative). This form is available from the Human Resources Office.

4. It is your responsibility, as a student employee, to record your time worked into the Workday system and submit your timesheets when they are due. **Failure to record hours or submit your timesheet could result in the timesheet being cancelled.** Any hours not recorded/reported will be paid during the following bi-weekly payroll cycle.

5. Students may work **no more than** 20 hours per week (Thursday – Wednesday) at any given time during the fall/spring semester without written approval through the Student Employment Office.

6. Students MAY work UP TO 40 hours per week in the following circumstances:
   a) during the summer months (June – August) when enrolled in 3 credit hours or fewer; OR
   b) are not enrolled in courses over the summer months but are pre-registered for the immediately proceeding fall semester; OR
   c) during breaks when classes are not in session (i.e. following December graduation through the start of the winter break or following May graduation through the end of May)

7. This rule also applies to graduate students working in a student assistant or student technician capacity.