

DEPAUL UNIVERSITY



Student Employee Eligibility - Enrollment Status

Category: Academic Affairs - Operational

Responsible Department: Office of Student Employment

Responsible Officer: Director of Career Experiences

Effective Date: 12/19/2017

Policy Summary

This policy establishes consistent guidelines concerning the necessary enrollment requirements for Student Employees. To remain in compliance with the FICA tax exemption student employees must maintain their enrollment status as a student of the University.

Scope

This policy affects the following groups of the University:

- Hiring/Supervising Managers
- Student Employees

This policy affects all members of the above groups.

Policy

Department managers are responsible for compliance with this policy.

U.S. Citizens/Permanent Residents

U.S. Citizens and Permanent Residents must be enrolled at least half-time (6 quarter hours for undergraduates, 4 quarter hours for graduate students or 6 semester hours for law school students) to be employed by the university as a student employee. Full-time student status can also be granted by academic department or special program.

Non U.S. Citizens (International Students in F-1 and J-1 non-immigrant visa status)

International students (Non U.S. Citizens) in a non-immigrant F-1 or J-1 student status must be enrolled full-time (12 quarter hours for undergraduates, 8 quarter hours for graduate students, or 12 semester hours for JD students; 9 semester hours for LLM and MJ law school students) to be employed by the university as a student employee. Full time enrollment is mandated by the Department of Homeland Security (DHS).

Non U.S. Citizens (Students with other visa status)

Other international students' employment eligibility will be pre-determined by their visa status in accordance with federal regulations.

Enrollment Exceptions

Exceptions to the above include university break periods, including Spring Break, Summer Break and Winter Break. During these periods a student employee remains eligible to hold a student position if they were enrolled in the required amount of hours in the preceding quarter. Other exceptions might include:

- Student working towards completion of doctoral or other terminal degree
- Students requiring less than a full or half-time course load of classes needed in order to receive their degree. The Office of Student Employment will contact the student's Academic Advisor and/or ISS Advisor and request approval be sent before the start of the quarter.
- Graduate students given one quarter extension after completion of their necessary classes to complete their thesis. The Office of Student Employment will contact the student's Academic Advisor and/or ISS Advisor and request approval be sent before the start of the quarter.

All other enrollment exceptions must be cleared with both the Office of Student Employment and the student's academic area (and the International Student and Scholar Services when applicable).

Procedures

At the time of hire, The Office of Student Employment will provide student employees with a Student Employment Agreement Form (see appendix). The Agreement Form is completed by the student and returned to the Office of Student Employment. By signing this form, students are acknowledging and accepting the responsibility to maintain the proper enrollment status as outlined in the policy and as listed in the Agreement Form.

U.S. Citizens/Permanent Residents

1. When a student is not enrolled for the minimum number of credit hours they are no longer eligible for employment as a student employee.
2. Once the student regains enrollment eligibility, he/she may be rehired.
3. Supervisors must desist from employing students who do not meet the enrollment requirement.

Non - U.S. Citizens (International Students in F-1 and J-1 non-immigrant visa status)

1. Regarding International students with non-immigrant F-1 or J-1 student visa status, supervisors are responsible for ensuring that proper enrollment status is maintained while the student is employed. The student also bears responsibility for his/her full time enrollment status.
2. Students who do not meet the enrollment requirements and continue to work as a student employee are in violation of their lawful immigration status. Students who do not meet

enrollment requirement exceptions (as determined by the International Student and Scholar Services) will be terminated from employment and will not be eligible for re-hire until they have met the enrollment requirements. The Office of Student Employment will immediately refer such terminated students to the International Student and Scholar Services (ISS) for consultation with an ISS advisor.

3. Supervisors must desist from employing international students who are not considered enrolled full-time at the University or who have not been authorized by the ISS for a reduced course load exception to the standard full-time enrollment requirements.
4. After a termination of employment, the student must consult with his/her ISS advisor to determine if s/he is eligible to continue on-campus employment. The student must provide documentation to the Office of Student Employment showing that the student is eligible to resume on-campus employment before being re-hired or reinstated to their position.

Divisional Collaborations

- Human Resources
- Financial Affairs
- International Student and Scholar Services
- Compliance & Risk Management
- Supervisors in all departments need to be aware of this policy and ensure they do not have students working for their department who are in violation of this policy.

The International Student and Scholar Services will provide information on the enrollment status of International Students, as requested

Contact Information

Office of Student Employment Website: studentemployment.depaul.edu

Email: studentemployment@depaul.edu

Lincoln Park Office:

2320 North Kenmore Avenue
Schmitt Academic Center 192
(773) 325-7431

Loop Office:

1 East Jackson Boulevard
DePaul Center 9400
(312) 362-5599

Appendices

[Student Employment Agreement Form \(US Citizens and Permanent Residents\)](#)

[Student Employment Agreement Form \(F-1 & J-1 Status\)](#)

History/Revisions

Origination Date: 09/01/1998

Last Amended Date: 12/19/2017

Next Review Date: N/A