

STUDENT EMPLOYMENT ELIGIBILITY

Student Employee Definition

A student employee is a part-time employee who is concurrently enrolled at Chapman University, with the primary purpose of achieving a degree within an academic program. On-campus student employment is interim, temporary and is a non-exempt hourly role. Student employees are not eligible to receive benefits such as vacation pay or sick leave.

Student Employment Terms and Eligibility

Academic Year; first day of fall semester class to May 31

In order to qualify for student employment, the following criteria must be met:

- Be admitted as a regular (degree seeking) student at Chapman University.
- Be enrolled in a minimum of 6 credit hours for undergraduate students and 4 credit hours for graduate students for the semester in which the student is employed.
- Continue to be enrolled for the appropriate number of credit hours in order to be eligible for continuation of on-campus employment in a student position. Students failing to meet current minimum on-campus eligibility requirements will be terminated from their student position at the university.

Summer Term; June 1 through August 31

- For summer on-campus employment, the student must have been enrolled and completed a minimum of 6 credit hours for undergraduate students and 4 credit hours for graduate students at Chapman University in the spring semester **and/or** be registered for minimum of 6 credit hours for undergraduate students and 4 credit hours for graduate students at Chapman University for the upcoming fall semester **and/or** be registered for credit hours for the current summer term at Chapman University.

For Students Graduating in December/January

- Students graduating in December/January are not eligible to work as student employees in the spring semester unless they meet current minimum on-campus eligibility requirements.

Incoming Freshman and Transfer Students

- Incoming freshman or transfer students may be hired in student positions for the current summer term pending verification of fall enrollment and their future student status at Chapman University.
- For all questions regarding a student's status or eligibility, please contact Student Employment Services for further assistance.