

Policy on Graduating Students starting Employment, on an Initial Part-time Basis, before Graduation



Prepared by Gretchen Shinoda, Director, Career Counseling and Services

Approved and Accepted by GSIR and GSIM Faculties Spring 2008

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POLICY STATEMENT

IUJ does not recommend or encourage students to take job offers before their graduation date. Career Services communicates this to students and employers. However, in unavoidable cases (The job offer would be reneged by the company if an earlier start is declined by the student), and there are no scholarship issues involved, students will be allowed to take the position, at their own risk, if they follow the set reporting and permission-receiving process. If, however, the students' academic standings become jeopardized, IUJ will take action to ensure on-time graduation in good standings. This can include a request to the company to cut back their working hours, or to suspend their work entirely. If an on-time graduation becomes impossible, the student accepts full responsibility for additional enrollment expenses to complete their degree, without scholarship support, or will need to withdraw from the program and forfeit their IUJ degree/diploma.

PROCESS for HANDLING THESE CASES on an INDIVIDUAL BASIS:

Students who are registered with Career Services and in active communications with the Career staff for their job hunt may take the following steps to seek permission from IUJ to begin work earlier than before graduation:

- 1) Report to Career Services staff about their situation
 - a. State clearly why you must start earlier. If you would like IUJ to try to get it postponed just ask.
 - b. Understand you may work a Maximum 28 hours a week with no exceptions
 - c. Do NOT change your Student Visa to a Work Visa before graduation
 - d. Understand you must fulfill your academic obligations and that you are first and foremost an IUJ student through graduation.
 - e. Agree to check in with Career Staff in person, once a week, with an update on your job and academic life balance.
 - i. If there is reason for concern, the Career Staff will take steps to protect your academic performance which may mean sacrificing your job standings, or provide negotiations support with the employer to be sure you finish you academic obligations.
- 2) Get approval using the provided form from your Thesis Supervisor to be away from campus, and set a schedule for completing their thesis on time and in good standings. The arrangements should be notified to the Career Staff.
 - a. In some cases, permission from the Dean and/or Program Director is also requested by the Career Staff.
- 3) Register for Spring Term and to be sure you meet your academic course requirements: total credits for graduation, and minimum credits per term requirements. For GSIR students, the mandatory attendance policy is to be followed.
- 4) Stay checked into the dorms, do not take Move Out procedures with the city, and make necessary scholarship arrangements in coordination with OSS (when applicable) for signing in, reporting, etc.
- 5) Check that your Work Permit is in good standings, or obtain a Work Permit through the OSS before starting to work.

Obtain the document:

Registration for Starting Employment, on an initial Part-Time Basis, Before IUJ Graduation Date

“EarlyEmploymentRegForm.doc” from the “After the Search” section of the career website. Fill it out and return as indicated.