

**U.S. ARMY CORPS OF ENGINEERS**  
**SOUTHWESTERN DIVISION**  
**STUDENT EDUCATIONAL EMPLOYMENT PROGRAM**  
**PROGRAM REQUIREMENTS**

The Student Educational Employment Program is designed to help current students complete their education in conjunction with on the job experience. Because the program is set up for a special purpose, there are responsibilities that must be carried out by the students. This requirement is divided into the Student Temporary Employment Program (STEP) and Student Career Experience Program (SCEP).

\* Agencies may appoint non-citizens to either program provided the student is lawfully admitted to the U.S. as a permanent resident or otherwise authorized to be employed. SCEPs must be U.S. citizens at the time they are non-competitively converted to career-conditional appointment.

\* School Certification (provide at the **beginning** of every semester/quarter/term to show at least half-time enrollment). A letter from the school or a paid registration voucher will be sufficient.

\* Transcript (provide at the end of each semester/quarter/term). A copy of grade reports will also be accepted although a student may be required to furnish a complete transcript at various times during the course of employment.

\* The Southwestern Division has established **minimum** academic requirements for the Student Educational Employment Program. All students must successfully pass a half-time program of study. Half-time is determined by the educational institution. "Pass" is defined as having earned at least a "C" (2.0 grade point average) or equivalent each semester/quarter/term. If students are unable to maintain a 2.0 grade point average or equivalent, they will be placed on academic probation by the Agency for one semester/quarter/term. This probationary period will give students the opportunity to raise their grades to the required level. If the student fails to bring the grade point average up to or above the 2.0 or equivalent, then the student will be terminated. Students will only be allowed to have one probationary period during their employment in the Student Educational Employment Program.

\* Driver's license, if position requires student to drive government vehicles (provide at time of initial appointment and update as license expiration date occurs).

\* Students in the STEP program are appointed for a period of one year.

\* Students may work part-time or full-time while school is in session, and they may work full-time during any vacation, period or when school is officially closed. If students are not maintaining a 2.0 grade point average or equivalent, management may lower the amount of hours the student is allowed to work.

\* Students who fail to meet these requirements must resign or they will be terminated from the program. A student may also be terminated from employment for performance or conduct related reason.

I, as **the Student** Employment Program participant, am aware that these are obligations that are placed upon me. It is my responsibility to provide proper documentation for eligibility through my supervisor, to the Civilian Personnel Advisory Center (CESWD-HR) as described above. I understand that my continued employment depends on my timely submission of appropriate documentation. I also understand that I must meet the enrollment and academic requirements stated above.

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SIGNATURE

DATE