



April 30, 2021

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: End of Semester Reminders for Graduating Students

As a reminder, students who are graduating at the end of each semester should be moved off student title codes no later than the Monday following the latest commencement ceremony of the term. Based on this spring's ceremony schedule, the date is May 24, 2021.

The following exceptions apply:

Graduating students can remain on student title codes if:

- they have already registered for the Summer or Fall 2021 semester or
- they communicate intent to register for the Summer 2021 semester, such as showing proof of acceptance to a new TAMU program beginning in Summer 2021.

Different Dates may apply to Work Study and International students:

- If work study funds are being utilized to pay students, separate deadlines may need to be used - please contact the TAMU Student Employment Office for further details.
- Graduating international students, on F-1 or J-1 visas, must stop working on or before the day degrees are conferred or the expiration of their I-20 or DS-2019 whichever comes first - please contact ISS for further details.

Special note for Placement in Temporary/Casual Positions:

If each of the following criteria are met, employees in a student status (graduate or undergraduate level) may be temporarily placed in a temporary/casual position:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, AND
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, AND
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

If you have any questions, please contact your HR Generalist or the TAMU Student Employment Office.