

JOB – OUT

POLICY

Students who have secured employment related to their technical college program have the option of applying for a Job-Out refers to the process of completing course requirements outside of regularly scheduled classes. The student is excused from regular attendance but must complete the course requirements. A request for Job-Out may be made during the last four weeks before graduation. The student who loses his/her job and still wishes to obtain credit for the semester must return to school and complete the required coursework. Instructors or staff may request confirmation of the student's employment from the employer.

PROCESS

The student requesting a Job-Out will obtain a Job-Out form for each class from his/her program advisor. The student will then take the Job-Out form(s) to the instructor of each class (es). **The instructor will complete the agreement section of the Job-Out form and give a copy to the student as well as keep a copy for his/her own records. A copy also needs to be given to the student's advisor.** The student will be graded on the final roster at the end of the semester.

Name	Student ID#
_____	_____
Date	Program
_____	_____
Course name and number for which I am requesting Job-Out	Instructor's name
_____	_____

EMPLOYMENT DESCRIPTION

Name and Address of Employer _____

Starting Date of Employment _____

Job Responsibilities _____

AGREEMENT (student meets with instructor)

In order to fulfill the requirements of this course, I agree to complete the following requirements to the satisfaction of the instructor by _____ (date).

A. _____

B. _____

C. _____

(attach an additional sheet if necessary)

STUDENT'S SIGNATURE

DATE

If the student completes the listed requirements to my satisfaction, the student will fulfill the requirements for this course and be given a final grade.

INSTRUCTOR'S SIGNATURE

DATE
