

Student Work Schedule Availability

Under the Federal Student Career Experience Program (SCEP), you are required to complete at least 640 work hours prior to graduation. Please indicate your work schedule availability below and return this form to your HR point of contact. Any changes to this schedule must be closely coordinated with your supervisor and HR.

Student Name:

Projected Graduation Date:

Start Date:

Work Schedule Availability:

(Please list dates available to work and how you plan to meet 640 work hour requirement PRIOR to graduation).