

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7270 Student Assistants**

**References:**

Education Code Sections 69960 and 88003  
8 C.F.R § 214.2(f)(6)(iii)(C) and (f)(9)

Student Assistants may be hired to gain work experience and develop new skills. Eligibility is based on students' enrollment status and their authorization to work legally in the United States.

The District may employ full-time students enrolled at the Colleges in the District as Student Assistants on a part-time basis. The District also may employ part-time students in a college-work study program under Education Code Section 66960, or in a work experience education program that is conducted by the District and is financed by state or federal funds.

Solely for the purpose of qualifying to be a Student Assistant under Education Code Section 88003, international students with an F-1 visa are considered to be full-time students in their final semester of study when enrolled in the number of units remaining for completion of the students' program of study, even if the number of units is less than 12, if they otherwise comply with applicable visa and immigration regulations. International students with an F-1 visa who are full-time students can be hired by the District to work on campus as Student Assistants if they otherwise comply with applicable visa and immigration regulations. International students with an F-1 visa generally are prohibited from working off campus.

This category of employee is temporary, exempt from the classified service, and is limited to work under the direction of one immediate supervisor for a maximum of 19.5 hours per week during the fall and spring semesters. Student Assistants may work a maximum of 28 hours per week outside of the fall and spring semesters.

Student Assistants are prohibited from being employed by the District in any other type of temporary position such as short-term employee or substitute employee during the same fiscal year (July 1 – June 30).

Renumbered from CCCD Policy 7906, December 2, 2013  
Revised December 2, 2013  
Revised April 17, 2019; Effective July 1, 2019  
Revised December 11, 2019