Co-op Policies

Purdue Co-op Program is an academic program offered through the Office of Professional Practice (OPP), with a work integrated plan of study, resulting in a certificate upon graduation. It requires multiple industrial experiences, with a maximum of 2 employers, allowing students to gain a depth of practical knowledge within a particular field. In most cases, students must complete a minimum of 3 work rotations to earn a certificate. The maximum number of work rotations is 5. Students can complete all work rotations with the same employer, but if they chose to change employers they must complete at least 2 work rotations with both employers to earn a co-op certificate. If the student elects to change employers, they must notify their first employer and their Faculty Coordinator in writing at the conclusion of the 2nd or 3rd work session. At least one rotation with each employer must be done during the fall or spring semester. Most work rotations will be done in an alternating pattern integrating a semester of study between work rotations. Depending on the student’s academic discipline and employer’s needs, back-to-back work sessions may be approved by the student’s Co-op Coordinator.

1. **Expectations:** Students enter and continue in the Co-op Program in good faith and in fairness to both their employer(s) and Purdue University, while maintaining a satisfactory academic record and satisfactory job performance with their employer(s).

2. **Application:** Application to the Co-op Program does not guarantee job placement. Students are Co-op students once they have accepted employment with a qualified employer, verbally or in writing.

3. **Ethical Behavior:** Students will act in an ethical and professional manner as representatives of Purdue University and their employers. For example, if a student reneges an already accepted employment offer to accept a new employment offer, the student will be automatically dropped from the Co-op Program, regardless of the reason(s).

4. **Registration:** Once accepted into the Co-op Program, students are required to register for Co-op courses every work session (including summers) using appropriate course numbers. Any deviation from the specific program schedule must be approved first by the Faculty Coordinator and then by the employer.

5. **GPA Requirements:** Students must meet the Grade Point Average (GPA) and academic requirements established by the faculty of their Colleges/Schools/Divisions/Departments, and must be in Good Standing (i.e. NOT on Academic Probation with Purdue University), in order to apply for, and participate in the Co-op Program. Continued performance at this level, and completion of all applicable course requirements are prerequisites for participation in Co-op. The minimum cumulative GPA requirement is 2.60/4.00, unless otherwise specified by the student’s academic program. This GPA is required to enter the Co-op Program and must be maintained throughout the student’s participation in the program.

Students should be aware that some employers maintain higher GPA standards than those required by Purdue. If a student selects an employer with higher GPA standards, it is the student’s responsibility to maintain those standards. Specific details on employers with elevated standards will be made available to students as needed.
6. **Co-op Probation:** Should a student’s overall GPA drop below the satisfactory level at the end of an academic session, the student will be placed on Co-op Probation. Based on the severity of the drop in GPA, the Faculty Coordinator decides if the student has to stay on campus for another academic session, or if the student may return to the next Co-op work session. The student must receive permission from the Faculty Coordinator and the employer to return to the next scheduled work session while on Co-op Probation.

   Students on Co-op Probation must achieve a semester GPA of at least the satisfactory level with a normal course load in the next academic session, or be dropped from the Co-op Program. This level of performance must continue each subsequent academic session until the overall GPA again exceeds the requirement for participation, at which time the student no longer will be on Co-op Probation.

7. **Co-op Work Schedules:** The Co-Op Program is designed for alternating work and academic terms, or approved consecutive work terms as specified by their Colleges/Schools/Divisions/Departments. Deviation from these schedules is strongly discouraged as this schedule provides the most successful integration of work-related learning with academic learning. Changes in work schedules will be approved ONLY for compelling reasons, as determined by the Faculty Coordinator:

   - Approval must be obtained in writing from BOTH the Faculty Coordinator and the employer by mid-semester before the proposed change in sequence.
   - Students must initiate the approval process by presenting a petition to their Faculty Coordinators stating the reasons for the proposed change in schedule.
   - Note that back-to-back work sessions require course registrations for each session and work reports for each session.
   - Students completing the minimum of 3 work rotations must complete at least one work session during the fall or spring semester.
   - Students changing employers must work at least one rotation with each employer during the fall or spring semester.
   - If a student has 4 consecutive academic terms without a work rotation, the student must contact their Co-op Coordinator to discuss their status in the program. Failure to communicate with the Co-op Coordinator or with the OPP staff will result in removal from the Co-op Program.
   - Students not adhering to these procedures will be dropped from the Co-op Program.

8. **Co-op Work Session Durations:** Students are expected to work approximately 15 to 17 weeks during the spring and fall work sessions and approximately 12 weeks during the summer work sessions. Since the academic session dates are subject to University calendar changes, the allowed work session dates may change as the academic calendar is revised. The allowed starting and ending dates for each work session are posted and continually updated on the OPP website. Students need to work out the actual beginning and end dates with their employers.

9. **Full-Time Work Status:** Students are expected to work full-time while on work session.
10. **External Employment:** Students who wish to have an internship or similar work experience with a different employer than the primary Co-op employer, immediately prior to or in between co-op work sessions, may ONLY do so with written permission from the primary Co-op employer and permission from the Co-op Coordinator.

11. **Resignation:** A Co-op student may resign from the Co-op Program by sending a formal letter of resignation to the employer with a copy to the Faculty Coordinator. The student is responsible to inform the Faculty Coordinator that the employer has confirmed the resignation. Students are not allowed to continue working for their former Co-op employer as interns if they resign from, or are dropped from the Co-op Program.

12. **Co-op Work Session Documents:** The Work Session Record and Evaluation form, the Professional Practice Student Performance Appraisal form, and a written work report approved by the employer are required for each Co-op work session. These forms are found on the OPP website, under the Student Portal section. Additionally, students give the OPP the right to collect and disseminate certain data about work experiences in the aggregate. Only the OPP and university staff will have access to individual data. The students’ privacy will be maintained at all times. This data will be used to evaluate and improve the program. Participation in these surveys is a requirement of participation in the program. Submission of these reports, forms and information is a condition for a satisfactory grade in each Co-op work session course. These forms, and the work report, are due as specified by the Faculty Coordinator, but no later than Friday of the first week of classes following the work session. Students should check with their Faculty Coordinator for report due dates. If a student decides to change Co-op employer, the student must notify their Co-op Faculty Coordinator by submitting the Employer Transition Form at the end of their second or third work rotation.

13. **Co-op Certificate:** A Co-op Certificate will be granted if Satisfactory grades have been received in ALL required work session courses, all of the additional Co-op requirements of the student’s College/School/Department have been met, and the student has completed the minimum number of work sessions for their particular program.

14. **Registration Fee:** Students must register for each of the required work sessions as established by their Colleges/Schools/Divisions/Departments and pay the required registration and service fee. The course registration fee is due in the Bursar’s Office by the deadline specified by the University. If not received by the deadline, students will automatically be assessed a late fee. Failure to register for a Co-op work session course and/or failure to pay the required fee may result in immediate termination from the Co-op Program.

15. **Exceptions:** Each Faculty Coordinator has the authority to make exceptions to most of these policies.

16. **Policy Changes:** Individual Colleges/Schools/Divisions/Departments have the right to implement policies beyond the ones listed in this document.
17. **Student Appeal Process:** If a student wishes to appeal a decision of their Faculty Coordinator, the student may request that the Faculty Coordinator consult with the Head of the applicable academic unit, the Director of the Office of Professional Practice, and/or the student’s Co-Op employer. However, the Faculty Coordinator’s final decision will prevail, unless overruled by the Co-Op employer.

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*I have read and understand the policies governing my participation in a Co-op Program at Purdue University and hereby apply for admission. If accepted, I agree to abide by the policy statements and responsibilities listed above as conditions for admission to and continuation in the program.*

*I understand that under the Family Rights and Privacy Act of 1974, I have the right to inspect and review any records that are sent out of the University directly related to me. I hereby waive these rights regarding my resume, records, grades, directory information, employment information, or evaluations which:*

*(1) may be provided to an employer as the basis for my application for Co-op employment; Yes, I agree _____ No, I do not agree _____ (place an “X” in the appropriate place)*

*(2) may be provided to or received from my Co-op employer for the purpose of evaluating my progress while in the Co-op Program. Yes, I agree _____ No, I do not agree _____ (place an “X” in the appropriate place)*

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Signature: __________________________________________  Date: ______________

Student Name: ________________________________________

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