

**Purdue University**  
**Professional Practice Programs**  
**Student Policy Statements**  
**Revised 01/04/19**

1. **Expectations:** Students enter and continue in their specific Professional Practice Programs in good faith and in fairness to both their employers and Purdue University while maintaining a satisfactory academic record required for their specific programs and satisfactory job performance with their employers. Students in the **Five-Session and Three-Session Co-Op** programs work for the same employer for all work sessions in their program. Students in the Flex Co-Op program have the opportunity to work for no more than two employers during their Co-Op program. In the **Flex Co-Op** program, students must work for their first employer for a minimum of two work sessions, and then have the option to continue for one-to-three additional work sessions; or, after completing two work sessions with the first employer, the student may elect to start with a second employer. If the student elects to change employers, they must notify their first employer and their Faculty Coordinator in writing at the conclusion of the second work session. The student must commit to work for the second Co-Op employer for a minimum of two work sessions.
2. **Application:** Application to the Professional Practice Program does not guarantee job placement. Students are Professional Practice students once they have accepted employment with a qualified employer, orally or in writing.
3. **Ethical Behavior:** Students will act in an ethical and professional manner as a representative 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 corresponding Professional Practice Program, regardless of the reason(s).
4. **Registration:** Once accepted into a Professional Practice Program, students are required to register for Professional Practice courses every work session (including summers) using appropriate course numbers. Any deviation from the specific program schedule must be approved by the Faculty Coordinator and 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 apply for and to participate in Professional Practice Programs. Continued performance at this level and completion of all applicable course requirements are prerequisites for participation in Professional Practice Programs.

Students with a GPA of 2.80/4.00 or higher after their first semester are eligible to apply for the **Five-Session Co-Op Program**. Continued academic performance at this level, remaining in Continued Good Standing (i.e. not on Academic Probation), and the completion of all First Year course requirements are prerequisites for beginning the first work session.

Students participating in the Five-Session Co-Op Program are expected to maintain a minimum Grade Point Average of 2.80/4.00 or better and maintain satisfactory progress toward degree requirements; however, GPA requirements may vary by Colleges/Schools/Divisions/Departments.

Students with a GPA of 2.60/4.00 or higher after two semesters are eligible to apply for the **Three-Session Co-Op Program**. Continued academic performance at this level, remaining in Continued Good Standing (i.e. not on Academic Probation), and the completion of the

sophomore year courses in their respective disciplines are prerequisites for beginning the first work session.

Students participating in the Three-Session Co-Op Programs are expected to maintain a minimum Grade Point Average of 2.60/4.00 or better and maintain satisfactory progress toward degree requirements; however, GPA requirements may vary by Colleges/Schools/Divisions/Departments.

Students with a GPA of 2.80/4.00 or higher after their first semester are eligible to apply for the **Flex Co-Op Program**. Continued academic performance at this level, remaining in Continued Good Standing (i.e. not on Academic Probation), and the completion of all First Year course requirements are prerequisites for beginning the first work session.

Students participating in the Flex Co-Op Program are expected to maintain a minimum Grade Point Average of 2.80/4.00 or better and maintain satisfactory progress toward degree requirements; however, GPA requirements may vary by Colleges/Schools/Divisions/Departments.

Students in Continued Good Standing are eligible to participate in the **Internship Program** after completing all First Year requirements. Students in Continued Good Standing are eligible to participate in the Intensive Internship Programs after completing the sophomore year courses in their respective disciplines. Students participating in the Internship and Intensive Internship Programs must remain in Continued Good Standing.

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 you as needed.

6. **Co-Op Probation:** Should a student's overall Grade Point Average drop below the satisfactory level at the end of an academic session, the student may return to the next Professional Practice work session, but will be placed on Professional Practice 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 Professional Practice work session. The student must receive permission from the faculty coordinator and the employer to return to the next scheduled work session while on Professional Practice Probation.

Students on Professional Practice 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 Professional Practice 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 Professional Practice Probation.

7. **Academic Probation:** Academic probation is immediate cause for termination from the Professional Practice Program.
8. **Co-Op Work Schedules:** The Five-Session and Three-Session and Flex Co-Op Programs are designed for alternating work and academic terms as specified by the 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 alternating schedules will be approved **ONLY** for compelling reasons, as determined by the Faculty Coordinator:

- Approval must be obtained in writing from BOTH the employer and Faculty Coordinator 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.
  - The prescribed alternating schedule for the Five-Session Co-Op program allows for only two summer work sessions, and for the Three-Session Co-Op program allows for only one summer work session. Exceptions requested by and granted to the student can alter these numbers; however, under no circumstances will a student in the Five-Session Co-Op program be allowed more than three summer work sessions, and a student in the Three-Session Co-Op coop program be allowed more than two summer work sessions. In the Flex Co-Op program, the maximum number of summer work sessions allowed depends on the total number of work sessions in the plan, and must be approved by the Faculty Coordinator. A 4 session Flex Co-Op program allows for two summer work sessions.
  - Note that back-to-back work sessions require two course registrations (one for each session) and two work reports (one for each session).
  - Students may not spend their last semester before graduation on a Co-Op work session; students are required to complete at least one full semester (two semesters for some majors) registered in classes prior to graduation.
  - Students not adhering to these procedures will be dropped from the Professional Practice Program.
9. **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. The Professional Practice Programs are academic programs that exercise the right to utilize alternative schedules.
10. **Full-Time Work Status:** Students are expected to work full-time while on work session.
11. **Second Professional Practice Employer:** A Professional Practice student participating in a Co-Op program may have a second employer, ONLY if it does not conflict with the interests of the primary Co-Op employer.
12. **Resignation:** A Professional Practice student may resign from a Professional Practice Program by writing 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. A former Co-Op student may not work for their former Co-Op employer until after graduation. Students in a Flex Co-Op, who elect to change Co-Op employers after their second work session, shall notify their first Co-Op employer in writing in writing at the conclusion of the second work session.
13. **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 Professional Practice work session. Additionally, students give the Professional Practice office the right to collect and disseminate certain data about work experiences in the aggregate. Only the Professional Practice Office 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 Professional Practice 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. Check with your Faculty Coordinator for the due date of your reports. If they are not received by the specified due date, the student's grade may be changed to Unsatisfactory/Incomplete. If not received within six (6) weeks (3 weeks in summer), the employer may be notified. If not received by mid-semester (end of 4th week in summer), the student may be dropped from their Professional Practice Program. All students in a Flex Co-Op shall submit a *Flex Co-Op Transition Form* at the conclusion of the second work session, indicating that they elect to either continue their Co-Op assignment with their first Co-Op employer, or that they elect to discontinue their Co-Op assignment and seek another Co-Op assignment with a different company. This written notification, which will be a fourth work session document in addition to the three documents noted above; shall be prepared on the form required for this purpose; and shall be signed by the student and the Co-Op employer.

14. **Professional Practice Certificate:** A Professional Practice Certificate will be granted if Satisfactory grades have been received in ALL required work session courses, all of the additional Professional Practice 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. A Certificate may be granted for fewer than the standard number of work sessions required by the College/School/Division/Department (e.g., late start in the Program), but the student must petition their Faculty Coordinator for the Certificate. The Professional Practice student must keep a current address, telephone number, and email address on file with their Faculty Coordinator, whether they are at work or on campus.
15. **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. A new bill will be mailed that includes the late fee and the course registration fee. The student's record will be encumbered if payment is not received within 3 weeks of the due date. Poor postal service or not receiving a fee statement are NOT acceptable reasons for waiving the late penalty. Failure to register for a Professional Practice work session course or failure to pay the required fee may result in immediate termination from the Professional Practice Program.
16. **Exceptions:** Each Faculty Coordinator has the authority to make exceptions to any of these policies.
17. **Policy Changes:** Individual Colleges/Schools/Divisions/Departments have the right to implement policies beyond the ones listed here.
18. **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.

*I have read and understand the policies governing my participation in a Professional Practice 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 Professional Practice 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 Professional Practice employer for the purpose of evaluating my progress while in a Professional Practice Program.*

**Yes, I agree \_\_\_\_\_ No, I do not agree \_\_\_\_\_ (place an "X" in the appropriate place)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Student Name:** \_\_\_\_\_

**Summary of Available Programs:**

**COOPERATIVE EDUCATION PROGRAMS:**

**Five-Session Co-Op Program**

Students work for the same employer 5 alternating work/school sessions. Students begin work after completing all First Year requirements. Minimum GPA requirement is 2.80/4.00, but may vary by College/Department.

**Three-Session Co-Op Program**

Students work for the same employer 3 alternating work/school sessions. Students begin work after completing all sophomore year requirements. Minimum GPA requirement is 2.60/4.00, but may vary by College/Department.

**Flex Co-Op Program**

Students in the Flex Co-Op program have the opportunity to work for no more than two employers during their Co-Op program. In the Flex Co-Op program students must work for their first employer for a minimum of two work sessions, and then have the option to continue for one-to-three additional work sessions; or, after completing two work sessions with the first employer, the student may elect to start with a second employer. If the student elects to change employers, the student must commit to work for the second Co-Op employer for a minimum of two work sessions. Students can begin work after completing all freshman year requirements. Minimum GPA requirement is 2.80/4.00, but may vary by College/Department.

**INTERNSHIP PROGRAMS:**

**IP – Internship Program**

Students are not required to work for the same employer each work session. Students work any time after their freshman year and work either 2 or 3 summer work sessions. The minimum GPA requirement is Continued Good Standing.

**IIP – Intensive Internship Program**

Students work 2 consecutive work sessions for the same employer. Students begin work any time following their sophomore year. The minimum GPA requirement is Continued Good Standing.