

# COOPERATIVE EDUCATION POLICIES



- › The normal work hours for Cooperative Education (Co-op) students will be 10 to 30 hours per week (minimum of 75 hours of work per semester/term) for parallel Co-op students, arranged around class hours. Variations will be subject to agreement between the company, college and the student involved.
- › Cooperative Education students are to maintain a grade point average (GPA) of at least 2.0. Some employers require higher GPAs.
- › If the Cooperative Education student's GPA falls below the program standard, he/she will be placed on a probationary status by the department. If the student's GPA is below 2.0 for the semester, but the overall GPA is above 2.0, the student will receive a warning by the department. Two consecutive semesters below 2.0 will result in the student being dropped from the Co-op program (subject to departmental requirements).
- › Sponsoring companies agree to evaluate the Co-op student's work performance for college credit purposes each semester. The college will furnish the company the evaluation form.
- › Any Co-op student who processes a withdrawal from college without the company's approval is subject to dismissal from the job.
- › Companies are requested to encourage their Co-op students to complete all requirements for graduation and to make graduation a requirement for permanent employment.
- › Adjustments to these policies should be made jointly by the company, college and the affected Co-op student(s).
- › Any student dismissed from a job will receive a grade of "I" (Incomplete). Circumstances regarding the dismissal will be reviewed by the Academic Department and the Co-op Office. If appropriate, the student will be allowed to complete the coursework the next semester.
- › Both Midlands Technical College and the employer agree that full consideration will be given to all qualified applicants without regard to race, sex, national origin or ethnic group, color, age, religion, disability, or military service.