

**COLLEGE OF ENGINEERING AND APPLIED SCIENCE  
COOPERATIVE EDUCATION**

# **STUDENT HANDBOOK**

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## Approval of this Handbook

The Cooperative Education Student Handbook for the College of Engineering and Applied Science was established and is maintained by the faculty of the College of Cooperative Education and Professional Studies (CCPS) CEAS Co-op Unit.

Changes approved Spring 2026:

- Further clarification on academic waivers, involuntary class demotion due to academic dismissal or suspension, co-op certification due to deficiencies, COOP course registration, changing co-op employers, and changing co-op work semesters
- Additional language, requirements, and procedure for advanced standing for transfer students, and Curricular Practical Training and pre-Optional Practical Training requirements for international students
- Introduced language regarding drug testing
- Removed instances referencing the Professional Assessment + Learning (PAL) platform and replaced it with Handshake or Canvas, and updated co-op assignments
- Revised co-op eligibility
- Removed the application to the co-op program
- Revised requirements for the Certificate of Professional Practice
- Updated campus resources and URLs
- Removed language from when the handbook applied to the DAAP and CECH-IT co-op programs
- Clarified requirements of the Experiential Exploration Program (EEP)
- Updated First-Year summer co-op eligibility to specific university programs
- Revised voluntary job change notification deadline to end of co-op semester
- Clarified that EEP's follow the same minimum week requirements as traditional co-ops
- Added clarification about shortened co-op term approval for international students.

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## Definition of Cooperative Education

University of Cincinnati Definition of Cooperative Education (Co-op):

Cooperative Education experiences are career-oriented, transcribed, and compensated. They require academic preparation, faculty mentorship and assessment, and guided student reflection that integrates the experience to student learning goals and their academic curriculum.

The College of Engineering and Applied Science further defines Cooperative Education as full-time employment that is progressive in experience and alternates between classes and work terms.

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## How to Use This Handbook

The Cooperative Education Program for the College of Engineering and Applied Science Student Handbook covers the policies and procedures of the mandatory, undergraduate Cooperative Education Program for the College of Engineering and Applied Science. If you have questions about the Cooperative Education Program anytime throughout your participation, you should refer to this handbook or talk to your Cooperative Education (Co-op) Faculty to seek clarification.

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## Key Terms

The following key terms will aid in understanding and implementation of the policies and procedures contained in this Handbook.

**Academic Advisor:** Academic Advisors located within the college provide intensive proactive and reactive advising support through regular contact with their advisees.

**Academic Program:** The program in which a student is enrolled, (i.e. Aerospace Engineering, Construction Management).

**Academic Semester:** The semester(s) during which the student is enrolled and participating in academic courses on campus.

**Advanced Standing:** Status given to a student by the college and the Professional Standards Review Committee for qualifying previous work experiences.

**Certification:** Certification is the process whereby Academic Advisors review each student's cumulative record to determine co-op eligibility. A student whose record satisfies certain academic conditions will be certified to participate in the Cooperative Education (Co-op) program.

**College of Cooperative Education and Professional Studies (CCPS):** The academic college at the University of Cincinnati which administers the Cooperative Education Program. [www.uc.edu/campus-life/careereducation/get-experience/co-op.html](http://www.uc.edu/campus-life/careereducation/get-experience/co-op.html)

**Co-op Assignments:** The Learning Objectives, Student Project, and Student Report administered through the Canvas (UC Learning Management System) which are required to be completed during each co-op semester.

**Co-op Employer:** The organization or corporation employing the student for the duration of the term the student is working in a co-op position.

**Co-op Position:** The position a student is filling with an employer as a part of the Cooperative Education Program, i.e. the co-op job.

**Co-op Reflection:** A required meeting between the student and the Co-op Faculty at the end of a co-op semester.

**Co-op Semester:** The semester(s) during which the student is participating in a co-op experience (i.e. "on co-op" or EEP).

**Cooperative Education (Co-op):** The academic program which alternates terms of full-time academic course work with terms of full-time work experience which is paid, properly supervised and evaluated, and discipline related.

**Cooperative Education Faculty:** The faculty member(s) in CCPS who is responsible for instructing students in the Cooperative Education Program. To find the Co-op Faculty for your academic program go to [www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/support/advisors.html](http://www.uc.edu/campus-life/careereducation/get-experience/co-op/full-time/support/advisors.html)

**Mandatory Programs:** Those academic programs for which participation in the Cooperative Education Program is a requirement for graduation. All undergraduate programs in the College of Engineering and Applied Science, with the exception of Fire Science, require participation in co-op.

**Matriculated:** Officially enrolled in an academic college and/or major.

**Partners:** This often refers to employers (employer partners) who participate in the UC co-op program and hire UC students as co-ops and interns.

**Professional Standards Review Committee (PSRC):** A committee composed of faculty and student members for the purpose of reviewing all matters pertaining to program and student relations or irregularities.

**Section:** Section refers to the cohort or grouping in which students are designated for their co-op terms. In some academic programs, such as Mechanical Engineering, there are two sections within each class year. In other academic programs, such as Electrical Engineering Technology, there is only one section within each class year. Students are sectioned during their first year or upon entry as a transfer student.

Double Section refers to all CEAS academic programs that have two sections. When one section is out on co-op, the other section is taking classes on campus.

Single Section refers to all CEAS academic programs that have one section. When the students in the one section are out on co-op, there are no other students in that class year taking classes on campus.

**Transfer Students:** Students who enter the University of Cincinnati from another university or college.

**Transition Students:** Students who change majors or change colleges within the University of Cincinnati.

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# I. Introduction

## About the College of Cooperative Education and Professional Studies (CCPS)

### Mission of Cooperative Education

A portion of the mission of the College of Cooperative Education and Professional Studies is to provide a premier global academic program of cooperative education. This pedagogic innovation had its founding at the University of Cincinnati in 1906. Through cooperative education, the professional world partners with the University to integrate theory and practice. Supporting the University's mission, cooperative education extends student learning beyond the classroom providing an enhanced educational experience which includes paid, discipline-related work experience to further student's career preparation. While students are gaining practical experience in their chosen field, they acquire an understanding of the world of work, integrate theory and practice, and have the opportunity to further develop professional and interpersonal skills.

We strive to carry out our mission and vision and act in accordance with these values:

**Respect:** We respect each of our colleagues, students, and partners to reinforce the power of teamwork and collaboration.

**Equity and Inclusion:** We value diversity, in all forms, and embrace the perspectives and contributions of each individual. Through the lens of humanity, we cultivate a culture of belonging where everyone is welcome and valued.

**Service:** We serve each student and partner in an ethical, empathetic, and productive way.

**Innovation and Excellence:** We innovate to achieve academic excellence, provide exceptional career-based services to students, and develop collaborative relationships with partners.

**Integrity:** We keep our commitments to each colleague, student, and partner. Our words and actions are governed by honesty, transparency, accountability, and trust.

**Professional Development:** We invest in the professional growth of all employees and understand its impact on our students, partners, and the University.

### Faculty

Upon acceptance into the Cooperative Education Program, students are assigned to one or more Co-op Faculty who are responsible for specific phases of the program. Faculty in the College of Cooperative Education and Professional Studies (CCPS) assist 5,600 students each year in developing, implementing, and verifying their professional interests through classes and through national and international co-op positions. The Co-op Faculty are responsible for all curricular communication between the Cooperative Education Program and employers participating in the program and conduct regular individual and/or small group mentoring sessions with the students. The Co-op Faculty acts as a catalyst between the student and the cooperative education employer. They assist each student in integrating practice and classroom theory and in realizing their fullest potential during a discipline-related practice assignment.

### Professional Staff

The College has a wide variety of professional staff to assist with the hiring of students, industry engagement, and other administrative functions.

### Bearcat Promise Career Studio

The College of Cooperative Education and Professional Studies offers a Bearcat Promise Career Studio where students can participate in career planning and development. Services offered include assistance with resume and cover letter writing, mock interviews, elevator pitch practice and networking strategies ([www.uc.edu/campus-life/careereducation/career-studio.html](http://www.uc.edu/campus-life/careereducation/career-studio.html))

## Location, Hours, Contact Information

The College of Cooperative Education and Professional Studies (CCPS) is located on the first floor of the University Pavilion.

College hours: 8:00 AM - 5:00 PM, Monday through Friday  
(including breaks but not university holidays)

Website: [www.uc.edu/campus-life/careereducation.html](http://www.uc.edu/campus-life/careereducation.html)

Office Phone Number: (513) 556-COOP (2667)

For individual Co-op Faculty contact information please visit: <https://www.uc.edu/campus-life/career-co-op-support/gain-experience/co-op/mandatory/faculty-advisors.html>

## **The Cooperative Education Program**

The Cooperative Education (Co-op) Program of the University of Cincinnati is designed to provide eligible students the most comprehensive education and professional preparation available. Participating undergraduate students alternate semesters of paid, career-related experiences with semesters of classroom study starting in the sophomore year and extending through the summer prior to their senior year. The extension of classroom, laboratory, and studio teaching through practice in a chosen profession adds a unique dimension to student learning and preparation for entering a chosen career area.

The co-op experience related to the field of study, acquired while earning a degree, assists the student in developing an understanding of human relationships and in learning to work with others as a member of a team. Individual growth is enhanced by the realization that, in addition to demonstrating theoretical knowledge, one is also learning to become an integral part of the working community and developing an awareness of the interrelationship between the academic and professional worlds. Thus, during the college years, the student obtains first-hand knowledge of professional practices, expectations, and opportunities. At the same time, a student is offered a realistic test of career interests and aptitudes. Work experiences make the student more valuable to employers, increase qualifications for career opportunities, and provide an excellent background for pursuit of graduate programs.

UC requires that Cooperative Education positions meet the following requirements:

- Full-time employment
- Compensated
- Discipline or career-related
- Supervised
- Evaluated
- Aligned with dates of the Academic calendar

## International Co-op Program

Success in today's global workforce demands increased adaptability, cross-cultural competency, and intellectual flexibility. The College of Cooperative Education and Professional Studies offers an international cooperative education program to support student development in these areas. The International Co-op Program was developed to provide students an opportunity to apply theoretical classroom knowledge in a real-world setting, enabling them to gain a better understanding of their chosen field, in a global context.

The International Co-op Program (ICP) provides exciting opportunities for UC students to learn a second language and gain international experience through an overseas co-op assignment in German, Japanese, French, or Spanish speaking countries. ICP maintains the same requirements as the standard Cooperative Education Program but incorporates a series of language and culture courses to support the international co-op positions. This experiential learning opportunity provides students with a competitive advantage in the global marketplace by incorporating intensive language course offerings while providing students the opportunity to expand their academic, cultural, and industrial knowledge.

Students complete the first three co-op semesters in the U.S., followed by two semesters of co-op abroad (usually spring and summer of the fourth year). In preparation for the international co-op experience, students learn the language and culture of the country in which they will be working through courses specifically designed for co-op students.

Admission to the ICP is competitive and requires a 3.0 GPA. Students are encouraged to apply at the first opportunity, which is spring semester of the first year. Early application is preferable to enable students to make choices that fit ICP courses into existing curriculum requirements. Late applications (pre-junior year) will be considered only if space is available and with approval of the student's Co-op Faculty.

### Experiential Explorations Program (EEP)

The Experiential Explorations Program (EEP) is designed to give students enrolled in the Cooperative Education Program the opportunity to have an educational alternative to traditional co-op positions and to provide students and co-op faculty with additional educational employment alternatives to better prepare students to qualify for future co-op and career opportunities.

Each of the EEP alternatives requires prior notification to and approval from the Co-op Faculty and in some cases the Professional Standards Review Committee (PSRC). Process details are communicated through respective Co-op Faculty. It is highly recommended that students seek approval no later than the first week of the respective co-op semester. Dependent upon which EEP is used, students may be required to complete the co-op assignments as typically prescribed by CCPS and the Co-op Faculty.

The EEP program must not:

- Allow an employer to replace a co-op student who is working in a paid position with an unpaid student
- Be available to students who do not have a declared CEAS major and are not certified to co-op by the College of Engineering & Applied Science

Co-op students may choose from the following EEP options. Each option offers a description and information on the process to count towards their co-op requirements.

### Emerging Professional EEP

Students in required co-op programs will develop their professional and technical skills through the Emerging Professional EEP. The experience is designed by the student in collaboration with a faculty member in the College of Cooperative Education and Professional Studies and completed under the guidance of a mentor/practicing professional in the student's field of study or closely related field. Students participate in a variety of upskilling and professional experiences throughout the course of one academic term. **The Emerging Professional EEP is intended to be a faculty-initiated experience for students who would benefit from additional professional developmental skills.** This experience will provide students an opportunity to cultivate professional and technical skills and apply them through project-based work, research or part-time work in their field of study.

Requirements for the Emerging Professional EEP are indicated below:

#### **Conditions:**

- 1) Students are eligible to participate in the Emerging Professional EEP for their first co-op experience or upon recommendation of their Co-op Faculty.
- 2) Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 350 (fall/spring) or 300 (summer) total hours per semester, follow the standard co-op term minimum lengths of 13 weeks (fall/spring) or 11 weeks (summer), and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
- 3) Work must include:
  - a. Technical upskilling
  - b. Professional skill development
  - c. Project-based work
- 4) **Technical Upskilling:** Student will upskill in career relevant technical skills. Technical upskilling can include coursework on LinkedIn Learning, Coursera, edX, SkillShare, Udemy or certification courses. Credit bearing courses cannot count towards EEP hours if they are also being used to satisfying a degree requirement.

- 5) **Professional skill development:** Students will include cross-cutting/professional skills in the EEP plan. Cross-cutting skills include communication, critical thinking, leadership, teamwork/collaboration in diverse settings, ethical judgement, innovative approaches. Examples include informational interviews; community and campus involvement; industry-specific competitions, professional meetings, and conferences; finding mentorship; participating in multi-disciplinary collaborations including service learning.
- 6) **Project-based work:** Project-based work can include competitions; personal projects; research; and/or part-time work in their field of study. Group project-based work is encouraged.
- 7) Experience is structured and formalized and outlines a plan with benchmarks/deliverables and timelines for specific skill development. Student should plan their EEP in collaboration with a CCPS faculty member or Co-op Faculty.
- 8) Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrates their increased proficiency with specific concepts, professional and technical skills that they plan to develop through the experience.
- 9) Final EEP plans including a schedule and deliverables must be approved by a faculty member in the College of Cooperative Education and Professional Studies.
- 10) Student must keep time sheets showing both direct instruction as well as time spent on application.
- 11) The experience may be paid or unpaid.
- 12) Work is guided by a mentor/practicing professional in the student's field of study or closely related field. The role of the mentor/practicing professional is to assist the student through the EEP Experience, not to provide instruction.
- 13) Student is responsible for identifying a mentor/practicing professional. If you are having trouble identifying a mentor, please contact your Co-op Faculty.
- 14) The student is required to meet with their mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month.
- 15) Mentor/practicing professional must have a minimum of one year of experience in the student's field of study and have the capacity to assess the student's EEP experience. Mentor/practicing professional cannot be a direct family member, a peer, or the student's Co-op Faculty. Please consult with your Co-op Faculty before asking a UC faculty member.
- 16) Students have until the last week of the academic semester prior to the EEP Experience to enroll in the EEP.

### Professional Practice EEP

The Professional Practice EEP allows students to substitute one semester of cooperative education work experience with a professional practice experience. The experience may include discipline-related projects, exploration of specific concepts and development of professional and technical skills. **The Professional Practice EEP is a student-initiated independent exploration that cannot be completed under the structure of the traditional co-op model.** The experience will be designed by the student in collaboration with a faculty member in the College of Cooperative Education and Professional Studies and completed under the guidance of a mentor/practicing professional in the student's field of study or closely related field.

Requirements for the Professional Practice EEP are indicated below:

#### **Conditions:**

- 1) Students are eligible to participate in the Professional Practice EEP after they complete their first and second co-op experience or upon recommendation of their Co-op Faculty.
- 2) Hours can be accumulated through a variety of experiences throughout the semester. Experience must be a minimum of 350 (fall/spring) or 300 (summer) total hours per semester, follow the standard co-op term minimum lengths of 13 weeks (fall/spring) or 11 weeks (summer), and must be verified by a faculty member in the College of Cooperative Education and Professional Studies.
- 3) Experience must be discipline related.
- 4) Part-time positions in the student's field of study may be substituted for project work.
- 5) This experience may be paid or unpaid.
- 6) Student must identify the specific concepts, professional and technical skills that they will be studying and working to develop through their experience.

- 7) Experience is structured and formalized and outlines a plan with benchmarks/deliverables and timelines for specific skill development. Student should plan their EEP in collaboration with a CCPS faculty member or Co-op Faculty.
- 8) Final deliverables/projects: Student must identify and propose final deliverables/projects that adequately demonstrates their increased proficiency with specific concepts, professional and technical skills that they have developed through the experience.
- 9) Final EEP plans including a schedule and deliverables must be approved by a faculty member in the College of Cooperative Education and Professional Studies before the end of the semester prior to the EEP experience.
- 10) Student must keep time sheets showing both direct instruction as well as time spent on application.
- 11) Work is guided by a mentor/practicing professional in the student's field of study or closely related field. The role of the mentor/practicing professional is to assist and guide the student through the EEP Experience, not to provide instruction.
- 12) Students are responsible for identifying a mentor/practicing professional. If having trouble identifying a mentor, please contact your Co-op Faculty.
- 13) The student is required to meet with their mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month. Mentor/practicing professional must have a minimum of one year of experience in the student's field of study and have the capacity to assess the student's EEP experience. Mentor/practicing professional cannot be a direct family member, a peer, or the student's Co-op Faculty. Please consult with your Co-op Faculty before asking a UC faculty member.
- 14) Students have until the last week of the academic semester prior to the EEP Experience to enroll in the EEP.

#### Student Process for Professional Practice and Emerging Professional EEP

- 1) Notify your Co-op Faculty of your intention to participate in EEP.
- 2) Record your EEP as an experience in Handshake and register for COOP course in Catalyst.
- 3) Outline your plan with benchmarks/deliverables for specific skill development.
- 4) Submit your EEP Plan for approved by CCPS Faculty.
- 5) Verify your EEP experience at [ucexperience.uc.edu](http://ucexperience.uc.edu)
- 6) Communicate all EEP plan changes/updates that occur during semester with your CCPS Faculty.
- 7) Meet with your mentor/practicing professional regularly: weekly or every two weeks is preferred, minimum is once a month.
- 8) Complete the EEP, including semester progress meetings, reports, and any additional requirements.
- 9) Complete the required EEP student report, meet plan benchmarks/deliverables, and any additional requirements.
- 10) Submits time sheet and final deliverables to your CCPS Faculty co-op adviser or relevant CCPS Faculty prior to your reflection meeting or final presentation.

#### College Faculty/Staff Process

- 1) Approve the student's request to participate in the EEP for one co-op semester.
- 2) Approve the student's EEP plan.
- 3) Meet with student to discuss their EEP plan.
- 4) Approve the students EEP experience in Handshake.
- 5) Review and approve all EEP plan changes/updates that occur during semester with faculty member.
- 6) Assess the EEP and works with student for reassignment to co-op position or job change.

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## II. Eligibility

### General Participation Criteria for All Programs

In order to complete the program and receive continuing program services, students must meet the following criteria:

- Students must be matriculated students in a CEAS co-op major and maintain satisfactory academic progress in their program.
- Students must participate in the co-op program.
- Students who are dismissed, suspended, or otherwise not permitted to take classes are not permitted to participate in the co-op program.
- Students who are seeking co-op for the first time in their major must be academically certified to participate in the co-op program by their Academic Advisor (see Conditions below). Transfer, transition, change of major, and re-admitted students must also be certified prior to participating in the co-op program.
  - Total number of co-op semesters to complete will be based on academic plan, previous transcribed co-op experience, and previous advanced standing
- Co-op is a transcribed course that students need to self-register for each semester of co-op.

### Certification for Initial Co-op Job Search for Engineering & Applied Science

In order to participate in the co-op job search, students must be academically certified. Academic Advisors review each student's cumulative record to determine if it meets the minimum conditions for eligibility.

#### Process for Certification to Co-op:

- 1) Certification occurs by the sixth day of every academic semester (Fall, Spring, Summer).
- 2) First-year students are initially certified in January of their second semester so that they may begin searching for a co-op position. Students in double section programs are assigned to a specific cohort, by their Co-op Faculty, which determines their initial co-op semester.
- 3) Any First-year student not initially certified in January could become certified in May or August once the minimum academic requirements for co-op are met. Transfer and transition students are assigned to a class year in their new CEAS major fitting where they are in the program academically. Certification for co-op job search will then occur the semester preceding the transfer or transition student's first co-op term.
- 4) Any late certifications will be submitted to the co-op office by the end of the sixth week of the semester preceding the semester in which the student wishes to co-op. If certification occurs after the cut-off date, the student will co-op at the next available co-op term.

#### Conditions for Certification to Co-op:

- 1) Completed, or be enrolled in, all course work (with the exception of one General Education elective or one English Composition course) required for the first two semesters of the first year as listed on the official curriculum guide for their class year with grades of A through D-, (C- in the case of courses in which a C- grade is required).
- 2) Earned a cumulative GPA of 2.000 or higher at the time of certification.
- 3) If a student does not satisfy the conditions stated above for certification, they will work with their Academic Advisor to determine their best option below:
  - a) Be permitted to continue into the sophomore year but be required to delay participation in the Co-op program until they meet the certification requirements.
  - b) Delay their year of graduation.

After participation in co-op is initiated, (student begins their accepted co-op experience), a student is expected to continue to alternate work and study semesters through the summer semester prior to the beginning of the senior year. Students do not co-op during their senior year as co-ops are only part of the sophomore, pre-junior, and junior

years. Any deviation from the students assigned co-op schedule must be pre approved by the student's Academic Advisor and Co-op Faculty. Failure to receive approval prior to deviating from an assigned co-op schedule may result in graduation delay and PSRC sanctions.

In some cases, a student might accept a position after initial certification and fail to receive final certification. In this instance, students should immediately contact both their Academic Advisor and Co-op Faculty prior to contacting their prospective employer.

### First-Year Summer Semester Experiences

Students do not begin their first official co-op search until they have been certified. In some instances, students may participate in established First-Year summer university experiences (LSAMP, UPRISE, etc.) that meet the co-op requirements outlined in this handbook. Students may be able to register these experiences for co-op credit. In order to qualify, students must have met all conditions for co-op certification outlined at the beginning of this section. Note, International Students interested in participating in such experiences should seek support from UC International Services to determine how registering for co-op may impact their visa status and availability of future opportunities.

### Considerations for International Students

Students on permanent resident status (green card), F-1 or J-1 visas, or other non-immigrant visas with an Employment Authorization Document from the Department of Homeland Security, are eligible to participate in the program. Most F-1 or J-1 visa holders must complete one full-year of classes in the US before they are eligible for participation in a co-op position. However, there are exceptions for F-1 students in graduate programs that require co-op participation during the first year of study and for J-1 exchange visitors participating in formal exchange programs. International students should consult with International Services to confirm their co-op rotation meets their international requirements.

All international students are required to complete documentation with the UC International Services following acceptance of a co-op position and prior to the beginning of each co-op semester. This will enable students to work without jeopardizing their visa status in the United States. Please review the International Students section under Considerations During the Co-op Semester for additional details.

### Co-op Participation after Dismissal, Suspension or Class Demotion

Students who were demoted a class year or dismissed/suspended from their academic program, and are returning to the College of Engineering and Applied Science must meet with their Academic Advisor to identify a revised academic plan and graduation cohort year. Once the new graduation plan is established, the Co-op Faculty will confer with the Academic Advisor to identify the next co-op semester.

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## **III. Number of Co-op Terms to Graduate**

### **Five (5) Co-op Terms**

All students who participate in the mandatory Cooperative Education program for the College of Engineering and Applied Science must complete five (5) co-op terms/semesters, as long as the student's pre-determined academic schedule will allow it.

#### Determining the number of co-ops required to graduate:

- 1) Students are required to complete 5 co-ops, unless exceptions to a student's pre-determined academic schedule warrant a reduction in co-op terms.
- 2) The actual number of required co-op semesters is the number available on a regular alternating basis from the time of acceptance into the Cooperative Education Program, up to and including the last scheduled co-op semester in the summer prior to the senior year (not to exceed five total required co-op terms).
- 3) This is to ensure the effective curriculum contribution of the co-op assignments and to meet accreditation standards. The initial number of co-ops a student must complete to graduate is determined by the Co-op Faculty in conjunction with Academic Advising upon a student's certification to co-op. Any subsequent decrease in number of co-op rotations required must be approved by the student's college along with the

student's Co-op Faculty and the Professional Standards Review Committee prior to the student's participation in the program.

**Common Example:**

A traditional first-year student in CEAS, who is certified and eligible to participate at the conclusion of their first year of classes must complete five (5) co-op terms.

**Exceptions to Five (5) Co-op Terms**

Accelerated Degree Tracks:

While most CEAS students participate in a traditional five-year undergraduate engineering program, some disciplines offer four year/accelerated graduation tracks. If a student is part of an accelerated program, the number of required co-op terms is determined based on the number of rotations available on a regular alternating basis from the first term of co-op participation, up to and including the last scheduled co-op semester in the summer prior to the senior year. Students must complete as many co-ops as are available in their program's curriculum plan, which may be less than five total co-op terms. Note, students must belong to an official accelerated degree track offered by CEAS.

Transferring to CEAS:

A transfer student is a student who enters the University of Cincinnati from another University. The number of co-op terms for a transfer student is determined based on the number of rotations available on a regular alternating basis from the first term of co-op participation, up to and including the last scheduled co-op semester in the summer prior to the senior year. Ideally, students should complete no more than two academic semesters prior to starting their first co-op. Reductions in co-op terms due to transfer will be noted by CEAS in the student's academic record.

**Example:** A transfer student who matriculates in the fall semester of the traditional 2nd year and is certified at the beginning of the fall semester would most likely be eligible for four (4) co-op semesters.

Transitioning to CEAS:

A transitioning student is a student who changes majors or changes colleges within the University of Cincinnati. The number of co-op terms for a transitioning student is determined based on the number available on a regular alternating basis from the time a student begins their accepted co-op experience, up to and including the last scheduled co-op semester in the summer prior to the senior year. Ideally, students should complete no more than two academic semesters prior to starting their first co-op. Reductions in co-op terms due to transition will be noted by CEAS in the student's academic record.

**Example:** A transitioning student from Arts & Sciences who begins taking CEAS classes in the fall semester of their 2nd year and who is certified at the beginning of that fall semester would most likely be eligible for four (4) co-op semesters.

Late Certification:

A traditional first-year student in CEAS, who is *not* certified and is therefore *ineligible* to participate at the conclusion of their first year of classes, and who becomes certified later in their second year of classes has a late certification. The number of co-op terms for a student with a late certification is determined based on the number available on a regular alternating basis from the time a student begins their accepted co-op experience, up to and including the last scheduled co-op semester in the summer prior to the senior year. Reductions in co-op terms due to late certification will be noted by CEAS in the student's academic record.

**Example:** A traditional first-year student who is certified at the beginning of the fall semester of their second year would most likely be eligible for four (4) co-op semesters.

Class Year Reassignment:

This applies to students who get promoted from their initial class graduation year to an earlier class graduation year (e.g. from class of 2030 to class of 2029). Class reassignments are made by the CEAS Academic Advisors based on the number of credits applicable to their degree a student has previously earned, including college credits and AP, IB, CCP, or other post-secondary credit. When this occurs, there is typically a reduction of the number of co-op rotations

available on a regular alternating basis. Reductions in co-op terms due to class year reassignment will be noted by CEAS in the student's academic record.

#### Co-op Waiver:

A co-op term may be waived in some instances. Students must have approval of the Professional Standards Review Committee (PSRC) to receive a co-op waiver. See section XII for additional details. Reductions in co-op terms due to waivers will be noted by CEAS in the student's academic record after receiving notification of approved waivers from CCPS.

#### Advanced Standing

Advanced Standing may be granted for a co-op semester under either of following criteria:

Co-op experience from another academic program or educational institution that has a Cooperative Education Program with similar standards. Experience must be noted on a transcript.

-OR-

Full-time work of four consecutive months or more in a job related to a student's major.

A student should indicate prior experience with their Co-op Faculty early in their participation in the Cooperative Education Program and complete a PSRC Advanced Standing petition if they wish to receive advanced standing/credit. The petition process should be completed prior to the initial job search in the Cooperative Education Program. Students may only receive Advanced Standing credit for experience gained prior to enrollment in their undergraduate engineering program.

If a student has earned transcribed full-time co-op or internship experience from another academic program or educational institution that has a cooperative education program with similar standards, this experience must be noted on a transcript and processed through Academic Advising as course equivalency. If not transcribed, Advanced Standing would be submitted for a PSRC petition process.

#### ***Advanced Standing Application Requirements***

- 1) Students must speak with both their Academic Advisor and their Co-op Faculty prior to applying for Advanced Standing.
- 2) After students speak with their Academic Advisor and their Co-op Faculty, students may submit a PSRC petition.
- 3) Students must include proof of work when submitting the petition, including a letter from a previous supervisor that validates: dates of employment, scope of engineering-related tasks, and quality of work.
- 4) Students will be notified via email if their Advanced Standing request is approved.

If granted, Advanced Standing would apply to the final co-op semester(s), and students would register for COOP 2011 for their first co-op and follow the appropriate course sequence. Advanced Standing credit does not necessarily reduce the time to graduation, which is also impacted by academic course requirements and course offering schedules.

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## **IV. Cooperative Education Courses**

The College of Cooperative Education and Professional Studies (CCPS) offers classroom-based introductory cooperative education courses, mid-curricular courses, and additional preparatory courses. These courses are taught by the faculty of the College of Cooperative Education and Professional Studies.

### **Co-op for CEAS (COOP 2011/2012/3011/4011/4012)**

An individualized, progressive course of study utilizing cooperative education to facilitate and focus the process of integrating theory and practice through faculty-guided, discipline-related learning experiences. In addition the course

develops and applies students' observation, reflection, and evaluation skills related to specific learning objectives. Cooperative education learning objectives include topics and assignments designed to support increasing levels of professional knowledge and skills in the workplace and enhance students' ability to critically analyze the learning gained through workplace experiences. The student will build a body of work that will be assessed from the student, employer and faculty perspective and that gives evidence of successful accomplishment of the learning outcomes. Focused learning objectives topics will include reflection, communication, initiative/motivation, and organizational culture.

This pass-fail, zero-credit course is intended for students enrolled in the College of Engineering and Applied Science co-op programs. A COOP course is assigned to every co-op experience.

### **Introduction to Cooperative Education for CEAS (PD1011)**

The College of Cooperative Education and Professional Studies (CCPS) offers an academic course required for participants in the Cooperative Education Program. This course is designed to introduce students to the cooperative education learning model and how it is executed through the Cooperative Education Program. It will prepare students to maximize learning and assist in the development of strategies and necessary skills for effective participation in the Cooperative Education Program. The course is graded on the standard A - F scale and carries one hour of academic credit. A passing grade of C- is required for certification and participation in the co-op program.

### **Exploring Culture, Life, and Work Abroad (PD2010)**

This course is designed to introduce students to concepts and practices necessary to successfully live and work abroad and provides students with an overview of international program options at the university. Students will examine aspects of culture, as applied to their personal culture and culture of a target country of their choice. Students will develop strategies to successfully participate in an international work-abroad experience and will examine social issues that affect cultural participation and equity. This course is open to all students at the university and is required for those accepted into the International Cooperative Education Program (ICP).

### **Mid-Curricular Co-op Community for Engineering & Applied Science (PD2050)**

This course provides a forum for students to share their co-op experiences in community with their classmates and to explore career options, prepare for the full-time job search, and discipline-specific topics of their choosing. Students must have completed a minimum of one cooperative education work term in order to take the course. Please refer to the major's curriculum sheet to determine when to take this course.

### **Unpacking Your International Experience (PD3005)**

Designed for undergraduate and graduate students who have returned from an international experience (internships, co-ops, study abroad, research, service learning), this course supports students in navigating re-entry, reverse culture shock, and the reflection process of their experience abroad. The course focuses on providing students with the tools to analyze their experience, understand their story, effectively communicate their story, identify and articulate the skills and abilities developed or enhanced, and integrate their international experience into their resumes and interviews. Through this course, students will distinguish the transformational moments in their experience and learn how to integrate their international experience both now and after graduation.

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## **V. Participating in the Cooperative Education Program**

After successful completion of the *Introduction to Cooperative Education for Engineering* course and acceptance into the Cooperative Education Program, the student will receive correspondence from the Co-op Faculty instructing the student on appropriate time frames and necessary actions. Due to the varying nature of discipline-specific job

markets and preferences, certain procedures used during participation in the Cooperative Education Program and the search for a cooperative education position will vary based on student major and/or advisor. However, all disciplines adhere to the same basic tenets of the job search, interviews, acceptance, and registration.

### **Determining the First Work Term**

During certification, the Co-op Faculty determines the 1st co-op work term. For traditional first-year students this will be either the 1st or 2nd semester of the sophomore year. For transfer or transitioning students, this will be the first available co-op term as planned by their Academic Advisor. A student must be willing to accept a co-op position in either a Section I or Section II schedule-to begin in fall or spring (if applicable).

Deviations from the assigned co-op schedule must be approved by the Co-op Faculty and the student's CEAS Academic Advisor. Any request for schedule irregularity, exception or interruption to an uninterrupted sequence must be submitted to Academic Advising as a petition. The schedule irregularity must be supported by the employer. Such requests should be sent directly to the student's Co-op Faculty by email prior to submitting the Academic Advising petition and requested schedule change. Requests will be reviewed by Academic Advising and Co-op Faculty to ensure no negative impact on the student's graduation timeline.

### **Search for a Cooperative Education Position**

The search for a cooperative education position typically begins one semester in advance of planned employment. During the first three weeks of the search semester, the student will receive communication and instruction through individual or group meetings. Students may be allowed to begin their job search two semesters in advance. Students must formally meet with and obtain approval from the Co-op Faculty prior to searching.

All decisions with respect to co-op positions must be made in the light of their effect on the student, the employer, and the University's program objectives. While the students' interests are paramount, sufficient resources are not available to tailor the program to meet highly specialized or narrowly defined experience preferences. Positions related to a student's long range career interests are often possible, provided those interests are consistent with the student's academic studies and such opportunities are available. The educational value of the experience available from a co-op position, not the pay rate, section, or location, is the controlling factor in determining the appropriateness of a student's co-op position. The Co-op Faculty refers a student's credentials to potential discipline-related employment opportunities.

Due to fluctuations in the labor market, the University cannot guarantee employment for any student. However, the hiring rate for UC co-op students has consistently been higher than the national average.

It is the student's responsibility to be an active participant in the job search by spending time each week in the job search until a position is secured. This includes following procedures and communicating clearly with your Co-op Faculty. Should any issues arise, these should be communicated to your Co-op Faculty immediately.

There is no way to compel an employer to hire when there is no need for a student's services. Past experience has shown that most employers are not receptive to the employment of a student with poor academic standing or one whose previous employment record is unsatisfactory. Therefore, it is important not only to maintain satisfactory academic progress but also to provide employers with acceptable job performance. If there are extenuating circumstances that prevent your return for a second term, you should notify your Co-op Faculty and submit a Student Petition to the Professional Standards Review Committee. In line with general University policy, the College is committed to assisting students with physical or cognitive differences in gaining full benefit from their participation in the Cooperative Education Program. Every effort is made to serve all students equally in job referral activities, however, limitations in individual capabilities, needs, or performance, may limit the options for discipline-related co-op opportunities for some program participants since, ultimately, employing organizations make the hiring decisions.

## Rules that Apply to the Search for a Cooperative Education Position

### Section Assignment & Geographic Preference

Students must be willing to accept a position in either co-op section (when applicable) and in any geographic location within the continental United States.

**Section Assignment:** Students in academic programs that are designated as “double-section” will be assigned to a section by their Co-op Faculty (Section I or Section II, or to begin in fall or spring semester, if applicable). Students in “single section” academic programs must co-op during designated semesters in accordance with their academic program’s schedule.

**Geographic Location:** At the time of acceptance into the Cooperative Education Program students agree that there are no restrictions as to geographic location of co-op. That means they must apply and be willing to work in any of the 50 United States and not only searching in the tri-state area. If a student later attempts to impose restrictions on the co-op position location (i.e. declining a job offer due to geographic location), participation in the program may be revoked until a time when the student can fulfill the participation requirements.

### Equal Opportunity

Employers of co-op students, whose policies and practices are not found to be consistent with the institution's policy, will be advised of their need to comply if they are to continue their working relationships with the College of Cooperative Education and Professional Studies (CCPS).

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities. See ‘Standards of Professional Conduct, Notice of Non-Discrimination’ section for additional information and support.

### Participation and Non-Compliance

As previously stated, it is the student’s responsibility to be an active participant in the job search consistently until a position is secured. This includes following job search and CCPS procedures and communicating clearly with Co-op Faculty.

Students that do not fully participate in the search process as defined by their Co-op Faculty may be considered non-compliant and may be removed from the search. Typically, non-compliance notifications will be sent during week 8 in the semester prior to the co-op term, but Co-op Faculty may determine non-compliance at any time. Advisors will communicate this to both the student and their Academic Advisor via email. Should this occur, the student will be required to make up the missing co-op term. This may delay the student’s graduation.

Students must complete a minimum number of job applications utilizing university resources as pre-determined by their Co-op Faculty. This may include both a minimum number of jobs applied for through Handshake or other external job search engines (e.g., LinkedIn Jobs, Indeed, etc.).

Students will receive notification that they are non-compliant and being removed from the job search if they fail or refuse an employer-required pre-employment drug test. Please refer to the UC Student Code of Conduct for further information as it pertains to other possible university actions: [www.uc.edu/campus-life/conduct/student-code-of-conduct.html](http://www.uc.edu/campus-life/conduct/student-code-of-conduct.html).

Students will receive notification that they are non-compliant and their paperwork is being sent to PSRC (Professional Standard and Review Committee) for review and recommendations.

Students who are ultimately found to be non-compliant during the job search will be removed from the search. Co-op Faculty may determine non-compliance at any time and will communicate this to both the student and their Academic Advisor via email. Should this occur, the student will be required to make up the missing co-op term. This will likely delay the student’s graduation.

Student Appeals: If a student disagrees with a non-compliance decision, they should first have a discussion with their Co-op Faculty. If the student decides they would like to appeal the noncompliance decision - they can follow the PSRC procedures as defined in the handbook.

### Interviews

Employers are encouraged to contact students directly to hold interviews for open positions. The interview process is at the discretion of the employer and may include an interview(s) on-site, on-campus, or over the phone/internet. It is the student's responsibility to maintain professional decorum when communicating with employers. If questions arise during this communication, the student should contact their Co-op Faculty.

## **Accepting a Co-op Position**

### Verbal Acceptance and Notification

The co-op position is an agreement between the student and the employer. When the student verbally accepts a co-op position, s/he has committed to the position and is no longer in the job search. The student must immediately notify the Co-op Faculty to begin the co-op recording and registration process. Upon this commitment, students must respectfully decline any additional interviews or offers.

### Dates and Duration

The length of the co-op work term is based on the beginning and end of the academic semester (including finals). Students are required to work the length of the university academic semester. Any proposed deviation should be addressed with the Co-op Faculty prior to approaching the employer.

### Compensation

One of the tenets of the Cooperative Education Program is ensuring one's experience is compensated. The employer determines the rate of pay and the student is directly compensated by the employer for work performed. The primary consideration in the Cooperative Education Program is the learning and experience a student receives from the opportunity an employer affords rather than monetary compensation.

Salary is set by the employer and is typically not negotiable. Variances in pay rates exist among positions and applicants for numerous reasons such as student ability, tenure with firm, geographic location, employer pay scales, and economic conditions. Before approaching an employer about salary and/or benefits, students must first discuss these issues with their Co-op Faculty. When considering a co-op offer, students should take into consideration that the main benefit in participating in any co-op position is to increase learning and experience in a student's field of study. Monetary compensation is a secondary benefit.

When considering compensation, students are encouraged to accept positions where they are paid as W-2 employees. Independent contracting (1099 contractors) follows a different contractual and employment relationship between employer and employee. For example, a W-2 employee receives a paycheck with all applicable taxes taken out by the employer, while 1099 contractors are responsible for paying these taxes on their wages independently. Please see Section XI.E for more information regarding co-op and independent contracting.

### Relocation

Transportation, relocation, and housing are the responsibility of the student, not the University or employer, and must be handled in such a way as not to interfere with starting and completing a co-op position.

## **Registering for Co-op**

Cooperative Education is a full-time academic program at the University of Cincinnati. In order to maintain full-time student status, a student must be registered with the University for each co-op semester. If a student participates in a co-op position working two consecutive semesters, the student must register for EACH semester. (Note: working two consecutive semesters is not an option in all academic programs and is only permissible per the approved academic schedules indicating this combination). In most cases, students may not work in a co-op position for three consecutive semesters. Failure to register in the appropriate timeframe can result in serious problems with student loans, health

insurance coverage, visa status and/or university fees. The following steps should be completed to register for a co-op semester:

- 1) A student should register for co-op when their early registration appointment opens prior to their intended cooperative co-op semester. This action will a) indicate their intention to be “seeking” a co-op position to both their Academic Advisor and Co-op Faculty and b) secures their full-time status for the upcoming semester. This COOP course is a zero-credit hour, full-time course and corresponds to the students’ major, semester sequence of co-op, and program major.
- 2) Registration adheres to the University’s Open Enrollment schedule and closes on the fifteenth day of the co-op semester. If an approved delay of the starting date for the co-op semester has been granted, the student must still register before the specified deadline. Failure to register by the specified date may result in the student not being able to register for co-op and may be required to complete another co-op semester later in the degree causing a delay in graduation.
- 3) A Co-op Fee will be assessed to the student’s University account. It is the student’s responsibility to adhere to the University payment schedule to avoid late fees.
- 4) After securing a position, the student must notify their Co-op Faculty following the steps as indicated by the advisor.
- 5) Online co-op recording should then be completed by Submitting an Experience in Handshake (<https://uc.joinhandshake.com>). During the online co-op recording, students are asked to submit salary and supervisor contact information. If some information cannot be obtained prior to the co-op recording process, students will have another opportunity to edit and confirm their hiring information at the beginning of the co-op work semester.

## Considerations During the Co-op Semester

This section is meant to make students aware of the ramifications co-op may have on other student-relevant issues. Students are advised to contact the appropriate entities who have authority on these issues.

### International Students

In order to work in the United States or undertake an experiential program, students on an F-1 or J-1 visa must receive written authorization from UC International Services prior to the experience.

The procedural form issued by the Department of Homeland Security states that "Students enrolled in a college or university having alternate work study courses as a part of its regular prescribed curriculum may participate in such courses, without change of status, provided that such periods of actual employment shall be considered as practical training."

UC International Services has provided the College of Cooperative Education and Professional Studies (CCPS) with the following requirements that must be met each co-op semester in order to be eligible to work in the United States.

For most CEAS international students, **Curricular Practical Training (CPT)** is the standard authorization mechanism for co-op and EEPs. CPT is appropriate because co-op is an integral, required part of the CEAS curriculum. To obtain CPT authorization, students must submit the appropriate eForm in iBearcatsGlobal and have it certified by their Co-op Faculty and UC International Services before beginning work. Any employment or experience not authorized in writing by UC International Services is illegal and jeopardizes visa status. International students must follow the co-op calendar. In some cases, established opportunities, such as summer research experiences, fall below the minimum number of weeks needed to satisfy the co-op term length requirement. In these cases, international students must be granted a PSRC policy exception and submit approval documentation along with an employer offer letter verifying employment dates to UCIS to receive work authorization. Under no circumstances will a student be granted a policy exception for the purposes of shortening a co-op to preserve CPT/OPT. International students may not limit their work availability to preserve CPT/OPT and must be available to the employer for the entirety of the co-op term if required. In cases where students receive an offer at a time when PSRC approval timing is prohibitive, Co-op Faculty should indicate that the shortened work term is employer determined in the CPT eForm.

**Pre-completion Optional Practical Training (OPT)** allows F-1 students to work in jobs directly related to their major *before* graduation, provided they have completed one academic year of study. There is an exemption for graduate students if their program requires CPT for all students during the first academic year of study. Pre-completion OPT can be used for part-time work ( $\leq 20$  hours/week) during sessions, or full-time ( $\geq 20$  hours/week) during breaks or co-op terms. Use of OPT prior to graduation subtracts from the total 12-month, post-completion allowance.

As a co-op institution many undergraduate students attempt to use pre-completion OPT to fulfill required co-ops as a way of saving some OPT for post-graduation by keeping their full-time CPT totals under 365 days. While this is an option that can be pursued, USCIS processing times, university co-op rules, and UC International Services processing all require strict protocols to be followed. Students who attempt to apply for pre-completion OPT for a co-op must understand the risks and agree to follow specific protocols. In addition, student must understand that wanting to save OPT for after graduation can never be considered as a reason for asking for shortened co-op periods, or a waiver of a co-op requirement.

Please refer to the UC International Services website for updated policy information for applying for pre-completion OPT.

Currently, obtaining authorization to engage in pre-completion OPT through normal processing takes more than 90 days and involves an application being sent to U.S. Citizenship and Immigration (USCIS). Since students can only apply for pre-completion 90 days in advance, any student wishing to apply for pre-completion OPT must agree to file using premium processing. The premium processing fee is several thousand dollars. While paying for premium processing is supposed to guarantee a decision within 30 business days, USCIS has added biometrics to the application process. As a result, students must apply for pre-completion OPT at least 60 days prior to the needed start date (we recommend applying 90 days in advance).

UC International Services will not process pre-completion OPT applications for any student who does not apply at least 60 days in advance of needed start date or who does not agree to file using premium processing. Any student whose pre-completion OPT application is not approved by the co-op start date for the term will be authorized for additional CPT. UC International Services will authorize any remaining CPT time left up to 364 days, in an effort to save post-completion OPT. If pre-completion OPT is not approved by the later date, CPT will be authorized for the remainder of the term and students will be out the OPT application and premium processing fees. There is risk for applying for pre-completion OPT and students who apply agree to these risks that could include loss of money and loss of post-completion OPT.

### **International Co-op/EEP's for F-1 Students**

If the employer is based in the US, OR the student is in the US (even if the employer is based outside the US), CPT is necessary.

Alternatively, a student doing a Co-Op outside the US will not need to utilize CPT if the employer is based outside the US AND the student is also located outside the US. This also applies to students who will do an EEP outside the US. The student still needs to submit the CPT eForm in iBearcatsGlobal so that the experience and presence outside the US can be recorded which will allow for the student's SEVIS record to remain active and for their I-20 to be signed for Travel. Co-Op/EEPs completed outside the U.S. will not be counted as CPT time used when determining a student's eligibility for OPT in the future. The student must be outside the US for the entire semester. Any time spent in the US during the semester (not just the dates of the actual experience) will necessitate the issuance of CPT for the entire semester. It is recommended that students carefully plan Co-op/EEP's outside the US so that they are not physically present in the US at any time during the semester in question, and make appropriate arrangements for the CPT eForm to be submitted, obtain the necessary travel signature, and in the case of third country experiences, obtain the required visa/work permit.

### Housing

Students living in University of Cincinnati managed on-campus housing should review the terms and conditions of their housing contract for the procedure to be released from their housing and/or meal-plan contract due to co-op participation.

### Verification of Full-Time Status

Cooperative Education is a full-time academic program at the University of Cincinnati. During co-op semesters, properly registered students maintain full-time student status. This status can be verified for student loan and health insurance purposes through the Office of the Registrar: <https://www.uc.edu/about/registrar/transcripts-diplomas-verifications/student-verifications.html>

### Health Insurance

The University of Cincinnati Board of Trustees requires all students who are registered as full-time students to be covered by health insurance, this includes students working in a co-op position. Students with University of Cincinnati Student Health Insurance must be properly registered for the co-op semester in order to maintain full-time student status and thus eligibility for University Student Health Insurance.

The College of Cooperative Education and Professional Studies (CCPS) is not involved in health insurance practices or policies and, therefore, will not assume responsibility for any health insurance charges for any reason.

Any questions related to health insurance should be directed to the Student Health Insurance Office, (513) 556-6868 or visit [www.med.uc.edu/landing-pages/studenthealth/home](http://www.med.uc.edu/landing-pages/studenthealth/home).

### Financial Aid

Review information at [www.financialaid.uc.edu](http://www.financialaid.uc.edu) in order to understand and maximize student aid. It is important for students who rely on financial aid to fund their education to understand how financial aid may be handled or affected by co-op participation. Most aid is typically applied to academic semesters. Some aid may be applied to a co-op semester; however, it is dependent on the type of aid received. It is important to know the aid eligibility and required adjustments so students can plan for full academic year expenses. After accepting aid online and reporting planned co-op rotation, if the co-op rotation changes, students should work with One Stop ([www.onestop.uc.edu](http://www.onestop.uc.edu), [onestop@uc.edu](mailto:onestop@uc.edu); (513) 556-1000) to adjust for changes.

Make sure co-op registration is complete prior to the beginning of a co-op semester to ensure proper crediting of financial aid. Failure to register for a co-op semester can cause a loss of financial aid eligibility.

The College of Cooperative Education and Professional Studies (CCPS) is not involved in financial aid practices or policies and, therefore, will not assume responsibility for student issues with financial aid.

### Scholarships

Students in the Cooperative Education Program are eligible to receive all university scholarships. There are differences in scholarships, so it is important to understand how each scholarship works. Visit [financialaid.uc.edu/aid/scholarships.html](http://financialaid.uc.edu/aid/scholarships.html) for more information. Scholarship money is typically applied to academic semesters; however, it may vary depending on the scholarship. Contact One Stop or the sponsoring organization with questions ([www.onestop.uc.edu](http://www.onestop.uc.edu), [onestop@uc.edu](mailto:onestop@uc.edu); (513) 556-1000).

The College of Cooperative Education and Professional Studies (CCPS) is not involved in scholarship practices or policies and, therefore, and will not assume responsibility for scholarship issues.

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## **VI. Cooperative Education Policies**

It is expected that all students participating in the Cooperative Education Program adhere to the University's Policies for the Cooperative Education Program. In the event that extenuating circumstances prevent a student from following the specified policies, the situation should be discussed immediately with the Co-op Faculty. In such situations, policy exceptions may be granted by the Co-op Faculty or the Professional Standards Review Committee (PSRC), as deemed appropriate. Failure to abide by the policies of the Cooperative Education Program will result in the student being referred to the PSRC Committee for action.

## **Cooperative Education Calendar**

Students are required to be available for employment beginning the first date of the co-op semester through the end date as prescribed by the Cooperative Education Calendar. The Cooperative Education Calendar aligns with the university's academic semester dates. During the co-op term, students are expected to work in alignment with the employer's calendar with respect to any holidays or breaks. For example, students completing a co-op during the spring term would be expected to work through the university's Spring Break. Students may work through the academic break following the co-op term with the approval of their employer but may not accept co-op positions that are shorter than thirteen weeks for the fall/spring or eleven weeks for the summer without approval of their Co-op Faculty. International students MUST obtain the approval of both their Co-op Faculty and UC International Services and obtain an updated I-20 form to extend their CPT period.

In the instance a student is unable to fulfill the obligation to the Cooperative Education Calendar due to lay-off, termination, accident, illness, or through no fault of their own, the student should contact their Co-op Faculty immediately.

## **Absence from Work**

Students must follow their employer's policy when it comes to sick time and time off work, including when a doctor's note should be provided. If, due to illness or serious personal circumstances, a student cannot report for work on a scheduled workday, the employer must be advised as soon as possible. The Co-op Faculty must also be advised if it seems likely that the absence will extend beyond one week. Should absences result in working less than thirteen total weeks of the fall or spring co-op semester or eleven total weeks of the summer co-op semester, the student must immediately contact their Co-op Faculty to determine if it will be possible to meet the Learning Outcomes for the semester. The student must complete a PSRC Petition form, including on the form a detailed explanation of the reason for and dates of the absence.

## **Absence for Personal Reasons**

The student should not ask the employer for time off from work for any reason, academic, social, or other, without first obtaining the consent of their Co-op Faculty. The student observes only company holidays, not University holidays or vacations, during the co-op semester.

## **Work Tenure (2 Semester Minimum)**

The student is required to work with the same employer a minimum of two (2) consecutive co-op semesters. This is applicable to each new employer a student may work for during their time in the co-op program, not just the very first employer.

Experience has shown that the first semester in a co-op position with a company involves a high level of training and acclimation, and it is after this first semester that students are able to function at a higher level and contribute to the position.

Further, in most cases, it is more advantageous for the student to try to progress within the organization of one employer than to change continually from one employer to another. Each time a student starts with a new employer, there is usually a period during which the student is being tested, and the employer may be hesitant to give much responsibility. In addition, co-op positions often increase in interest and responsibility after the student has been with the same organization for several co-op semesters.

If there are extenuating circumstances that prevent the student's return for a second term, the student should notify their Co-op Faculty as soon as possible and may be required to submit a Student Petition to the Professional Standards Review Committee.

## **Change of Employer**

If a student has fulfilled the required work tenure with a co-op employer, a student may seek approval to pursue a change in employer. Additionally, situations may arise in which the student, involuntarily, has a need to change employers. In these situations, the following policies apply:

### Voluntary Change

If a student has completed two co-op semesters with a single employer and desires or has a need to change employers, the student must inform their Co-op Faculty by the end of co-op work semester. This request must be approved by the student's Co-op Faculty prior to a student participating in job search activities. Prior to making decisions regarding changes in employment status, a student should contact the Co-op Faculty.

Changes in assignment are permitted but are not granted solely on a basis of student financial gains, personal commitments or assumed responsibilities. The reasons for desiring a change must be set forth in detail. A student must not initiate a discussion with an employer concerning the desire to change employers without the prior approval of the Co-op Faculty.

### Involuntary Change

In the event that a student is unable to return to the previous employer, the student must inform their Co-op Faculty immediately. Events could include, but are not limited to, layoffs, position or budget cuts, or employer reorganization.

## **Classes During the Co-op Semester**

A student is not permitted to take any academic courses that would conflict with the regularly established work hours as determined by the employer. Provided there are no such conflicts, students may elect to take up to a maximum of six (6.0) credit hours of academic coursework during their co-op semester.

When students must take courses during the co-op semester to make up and/or repeat coursework, they must provide proof of their supervisor's approval to participate in the course if the course is during the established work hours. Students must also obtain permission from their Academic Advisor and Co-op Faculty by completing a CEAS E-Petition.

If taking courses while on your EEP semester, please note that your class hours do not count toward EEP hours if they are being used to fulfill a degree requirement. Any class hours must fall outside degree requirements to count.

## **Independent Contracting**

Students are permitted to accept positions as 1099 independent contractors for co-op credit. Students should be aware of 1099 contract tax implications. It is the student's responsibility to ensure they are aware of their status or protection under workman's compensation, payroll deductions for taxes and social security, and possible penalties should students fail to pay self-employment taxes.

## **Unemployment Compensation**

Students may not apply for unemployment compensation based upon periods of Cooperative Education employment.

It is not ethical for a participating student to request or receive unemployment compensation based upon periods of Cooperative Education employment. Such application on the part of a Cooperative Education student is in violation of most state laws, including Ohio, and would be a breach of the good faith understanding between the student and the Cooperative Education employer. Any student who makes an inappropriate application for unemployment compensation will be subject to immediate suspension from the Cooperative Education Program.

## **Suspension or Withdrawal**

Participation in the Cooperative Education Program is affected by academic suspension or withdrawal from an academic program. Students under suspension are restricted from making forward progress in their academic program.

### Academic Suspension/Dismissal

In the event a student is scheduled to be suspended or dismissed from their academic program, college, or university, he or she should contact their Co-op Faculty. Should the suspension or dismissal notice occur during a co-op semester, the student should not resign from the co-op position. He or she should contact the Co-op Faculty. If this procedure is not followed, the student will not be permitted to re-enter the Cooperative Education Program at the conclusion of the suspension.

### Cooperative Education Suspension

The Professional Standards Review Committee can issue a cooperative education suspension to a student for failing to comply with Cooperative Education Program policies which includes unprofessional conduct while employed in a co-op position. This sanction typically results in academic suspension.

### Official Withdrawal from the Cooperative Education Program

In the event that a student transfers out of an academic degree program after acceptance to and/or participation in the Cooperative Education Program, the student must notify the Co-op Faculty of their withdrawal.

If the student is transitioning into a different degree program at the University of Cincinnati which offers cooperative education, the student should follow the Transition/Transfer Student Application Process as described in an earlier section.

### Unofficial Withdrawal from the Cooperative Education Program

If, after initiating the job search process, or holding a co-op position, a student elects to discontinue the job search and/or active participation, the student is considered withdrawn from the program and may face academic sanctions as determined by their Co-op Faculty, college, and the Professional Standards Review Committee.

Once a student's resume is distributed to employers, they are considered actively participating in the program. In CEAS, where co-op is mandatory, unofficial withdrawal from the Cooperative Education Program can jeopardize academic standing.

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## **VII. Standards of Professional Conduct**

While on the work assignment, the student is an employee of the company or agency and is under the supervision of that organization in the performance of duties. Each student is expected to meet all of the requirements of professionalism inherent in the employing organization.

### **Notice of Non-Discrimination / Title IX**

The University of Cincinnati is committed to creating and maintaining an environment in which individuals may work, live, learn, and thrive in a harassment-free environment. The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community.

The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

## **Reporting Discrimination, Harassment, or Retaliation**

Students should report incidents of discrimination, harassment, or retaliation while on co-op to the appropriate office listed below. This includes incidents that a student has either experienced directly or witnessed while on co-op.

Report discrimination, harassment, or retaliation to:

**Office of Ethics, Compliance and Community Impact**

Phone: (513) 556-3349

Website: <https://www.uc.edu/about/ethics-compliance-community.html>

## **Mental Health Services**

Counseling Services, Clifton Campus. Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue or concern. After hours, students may call UHS at 513-556-2564 or CAPS Cares at (513) 556-0648. For urgent physician consultation after-hours students may call (513) 584-7777.

## **Campus Resources Available During Your Co-op Semester**

Even while you are off campus, your Co-op Faculty is still available and wants to hear from you during your co-op semester. Your Co-op Faculty contact information is available to you in Catalyst. If you have any questions or concerns, please do not hesitate to reach out, as they are a resource to you before, during and after your co-op term. While on co-op, you are still considered a full-time UC student and have access to the below resources and services:

Department	Website and Phone	Details
Accessibility Resources	<a href="http://www.uc.edu/campus-life/accessibility-resources.html">www.uc.edu/campus-life/accessibility-resources.html</a> (513) 556-6823	Contact for academic accommodations or specialized services
Campus Recreation Center	<a href="http://www.uc.edu/campusrec">www.uc.edu/campusrec</a> (513) 556-0604	Access while on co-op requires a membership fee that is the same cost as the semester student fee for students. Students on co-op are not automatically charged all student fees as when taking a full semester of classes.
Counseling & Psychological Services	<a href="http://www.uc.edu/campus-life/caps.html">www.uc.edu/campus-life/caps.html</a> To speak with a counselor 24/7, call (513) 556-0648 and press 1	CAPS can recommend face-to-face counseling in Cincinnati area as well as outside the local area.
Student Affairs & Services	<a href="http://www.uc.edu/campus-life/student-affairs.html">www.uc.edu/campus-life/student-affairs.html</a>	Explore and engage in a variety of co-curricular activities. Students should access resources that fit their needs and schedule
International Student Services	<a href="http://www.uc.edu/about/international.html">www.uc.edu/about/international.html</a> (513) 556-4278	Contact for cultural, work authorization and immigration services support. International students leaving the country must contact International Services in advance of their trip in order to update their I-20. International students preparing to participate in any curriculum-based work experience (co-op, internship, service learning, etc.) must submit and receive approval for their Work Authorization Request in iBears Global prior to their first day of employment.
University Health Services	<a href="http://med.uc.edu/landing-pages/university-health/home">med.uc.edu/landing-pages/university-health/home</a> (513) 556-2564	<p>All UC students can receive medical attention regardless of insurance status. All registered students may be seen at University Health Services. In the case of medical assistance, a student's insurance will be charged, and the associated deductible and co-pays will apply. University Health Services now accepts most insurance plans. All students are responsible for any charges not covered by their specific health insurance plan.</p> <p>Note: UC's student health insurance can be used anywhere in the US, so students on co-op outside of Cincinnati can continue to use it. Students will be charged deductibles and co-pays for care, as with any outside insurance. If students are close enough to come to UHS for medical attention, they will not have to pay these associated costs.</p>
Veterans Programs & Services	<a href="http://www.uc.edu/campus-life/veterans.html">www.uc.edu/campus-life/veterans.html</a> (513) 556-6811	Connect with a variety of on-campus, local and national resources. For veterans navigating tuition costs and the GI Bill, VPS is a great resource as well.

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## VIII. Military Obligations

Any student who is a member of, or who contemplates becoming a member of a military organization, including ROTC, should contact their Co-op Faculty immediately. The student should plan to meet with the Co-op Faculty to discuss military commitments in relation to participation in the Cooperative Education Program. It is the student's responsibility to understand the commitment requirements of both the military and Cooperative Education Program. Please see the following section detailing military obligations within the Cooperative Education Program.

## **Selective Service**

Students participating in the Cooperative Education Program are classified as full-time students at the University of Cincinnati, so long as they are registered for each semester, including the co-op semester.

## **Non-ROTC Military Training**

Students who are considering non-ROTC military training (Reserves, National Guard, etc.) should consult their Co-op Faculty immediately to determine how this will affect Cooperative Education participation.

## **Reserve Officers Training Corps (ROTC)**

In keeping with university policy, students in the Cooperative Education Program are accommodated when participating in ROTC programs. Both the Army and the Air Force offer a five-year, full-time program for students in the Cooperative Education Program. Students should meet with the appropriate personnel in the ROTC program to determine the best schedule to meet requirements for the academic major, co-op, and ROTC. Both services offer Advanced or Two-year Programs for qualified students.

## **Student Responsibilities**

Students enrolled in a ROTC program must contact their Co-op Faculty at the start of their sophomore year or upon enrollment in the Program to make the appropriate arrangements for the field training semester (a minimum of one semester advance notice is essential). If participation will prevent students from fulfilling the requirements of a standard co-op term, students have two options for their field training semesters, in relation to fulfilling their cooperative education requirement. These options are also available to students with other military obligations outside of the ROTC program.

## **Professional Practice EEP**

Military training experiences are often shorter than the standard co-op term but require an intensive time commitment that may fulfill the hours required by the Professional Practice EEP program. Students participating in military training/service experiences may receive cooperative education credit for these experiences if they meet the requirements of the Professional Practice EEP. Interested students should contact their Co-op Faculty for more details. See additional details on Professional Practice EEP requirements listed in this handbook.

## **Military Waiver**

Students may submit a Student Petition Form for a Military Waiver to be reviewed by the Professional Standards Review Committee (PSRC). This form is available on the CCPS website. Students should submit proof of participation in a relevant program (a letter verifying participation from the organization with rough program dates is sufficient). Approval of this petition by the PSRC allows the student to waive the co-op term with no impact on progress toward their degree. Students should note that a waiver means that the student will not be registered for a co-op course during their waived semester, and this may impact full-time student status. If students meet all other cooperative education requirements of their major, this exception will not affect certification in the Cooperative Education Program. In the event a student can participate in the field training as a Professional Practice EEP experience or still complete a traditional co-op for the minimum number of weeks required by the co-op calendar, a petition is not necessary.

If necessary, Field Training does not occur during the student's final co-op semester, the student's Co-op Faculty will work with the student to attempt to arrange a leave of absence with the student's employer for the period of summer training. When job continuity is interrupted in this manner, it may not be possible for the student to be employed at the same position, by the same employer, or in the same industry in the next co-op semester.

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## IX. Cooperative Education Semester Requirements

Enrollment in the co-op experience is a course experience for academic credit. As such, there are requirements to be completed during each co-op semester. These requirements include confirming the student's co-op hire with his/her Co-op Faculty, registering for the appropriate COOP course during the co-op semester, completing co-op reflection assignments, performing work evaluated as satisfactory or better, working the prescribed calendar dates, and completing a co-op reflection. If a student works consecutive semesters, he/she is required to complete all requirements for each co-op semester. The university recognizes each co-op semester as a unique academic experience, hence requiring COOP course enrollment and completion of requirements. This includes registration for each co-op semester during the appropriate registration window and completing the student report for each co-op semester.

### Assignments

Reflection is a critical component of learning through cooperative education. Throughout participation in the Cooperative Education Program, tools and assignments are provided to facilitate reflection and learning. These assignments are accessible through a COOP course in Canvas and as assigned by the student's Co-op Faculty.

Assignments must be completed by the last day of the co-op work semester and submitted through the enrolled COOP course in Canvas. Failure to submit student assignments and meet with the Co-op Faculty will result in an incomplete "I" or "U/P" grade for the semester or semesters. Grades given by the College of Cooperative Education and Professional Studies (CCPS) for academic courses are part of the official University grading system. All grades given by the College are recorded on the official grade report issued by the Office of the Registrar.

The Student Report is the primary assignment for each full-time co-op semester. This encompasses goal setting, mid-term evaluation, and self-reflection. The Student Report is substantial, and students should allow ample time for completion.

#### 1) **COOP Report 1: Goal Setting**

To start the co-op semester, students are to schedule a meeting with a work supervisor to set expectations and goals. In each semester, the student is to establish two SMART goals and strategies to meet these goals, in collaboration with a supervisor. Additional goals may be pre-established by the Co-op Faculty and students work in collaboration with a supervisor to develop a strategy to meet these goals as well. Student learning objectives support the cooperative education experience and assist both employer and student in achieving a positive and productive co-op semester. Learning objectives, or goals, along with a plan to meet the objectives, should be established during the first three weeks of the co-op semester. At the mid-point and conclusion of the co-op semester, learning objectives are reviewed by the student and supervisor.

#### 2) **COOP Report 2: Goal Progress**

At the mid-point of the semester, students again are required to meet with a supervisor to discuss progress in the role as well as progress toward established goals and make any necessary modifications. Students are asked to evaluate their progress towards the goals set in COOP Report 1, identify additional steps needed to reach the goal by the end of the semester, revise any goals based on supervisor feedback or changes in the experience and briefly reflect on the work experience with specific attention to how it is similar or different from the start of the experience.

#### 3) **COOP Report 3: Goal Assessment**

The final, most lengthy component of the assignment is a self-assessment completed by the student to reflect upon professional, technical, and personal skills and learning. Reports prepared while still on the job are more comprehensive and thus of greater value to both the student and the Co-op Faculty than those prepared hurriedly and from memory at a later date. The **COOP Report 3** should be completed in its entirety during the final two weeks of the co-op semester.

## Employer Report

All students are evaluated by their supervisor each co-op semester using the Employer Report pushed out to the COOP course in Canvas. Students are asked to reach out to their supervisor to complete the Employer Report. This report is viewed as a performance evaluation and the student's Co-op Faculty reviews the ratings with the student and uses this form as a basis for counseling and advising the student regarding individual professional development. If a student receives a failing grade, the student may not receive recognition of a completed co-op semester. Students are not penalized if an employer chooses not to complete the evaluation.

## Co-op Reflection

For each co-op semester, students are required to participate in reflection experiences as outlined by their Co-op Faculty. These may occur during the co-op semester and/or following the conclusion of the co-op semester. Reflection activities may include completing assignments throughout the co-op term and/or participating in an individual or group reflection meeting. Completion of these experiences is required to receive a passing grade for the co-op term. Students will be contacted by their Co-op Faculty about reflection requirements. Reflection experiences provide an opportunity to review the co-op assignments, to discuss any problems, and to focus on learning outcomes and future learning goals.

## Summary of Requirements

In summary, in order to receive a passing grade for the co-op semester, a student must:

- 1) Register for the co-op semester COOP course section as advised by your Co-op Faculty via the university's online registration system. Back or late registrations beyond the university's established enrollment window will not be accepted.
- 2) Confirm co-op hire with Co-op Faculty through the ucexperience.uc.edu portal.
- 3) Complete the assigned COOP Reports for each semester worked.
- 4) Request completion and review of the Employer Evaluation.
- 5) Perform work which the employer evaluates as satisfactory or better.
- 6) Work the entire semester as prescribed by the Cooperative Education Calendar. This information is confirmed through both the Student and Employer Reports.
- 7) Complete the co-op reflection assignment determined by your Co-op Faculty. Complete any additional requirements assigned by the Co-op Faculty.

Note, students may receive a failing co-op grade if they fail to complete all co-op assignments by the deadline assigned by their Co-op Faculty. If students fail to satisfactorily complete all co-op term requirements, they will receive an automatic failing grade after one year. These students may be required to make up the co-op term prior to graduation.

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## X. Cooperative Education Recognition and Certificates

The College of Cooperative Education and Professional Studies (CCPS) awards certificates for participation to qualified students graduating from the Cooperative Education Program. These certificates are University-recognized and noted on student's transcripts. These certificates and the way in which they are earned are described below. Students must receive passing grades in all Professional Practice courses to receive a certificate.

### Cooperative Education & Practice Excellence

A Certificate of Cooperative Education & Practice Excellence is awarded by the Faculty of the College of Cooperative Education and Professional Studies (CCPS) for excellence in participation in the Cooperative Education Program. To be eligible for the Excellence certificate, a student must satisfactorily complete, with no exceptions, five co-op semesters (five passing COOP course grades).

## Cooperative Education & Practice Participation

A Certificate of Cooperative Education & Practice Participation is awarded by the Faculty of the College of Cooperative Education and Professional Studies (CCPS) to those students who are ineligible for an Excellence Certificate, but who have satisfactorily completed all co-op semesters necessary for graduation certification.

## International Cooperative Education Certificate

A Certificate of International Cooperative Education Program Participation is awarded to those students who fully participate in the formal ICP and meet the academic requirements.

## Recognition and Honors

Awards of recognition are presented annually to a select group of seniors who have demonstrated outstanding achievement on their co-op assignments. An award is available in each of the undergraduate degree programs.

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# XI. Professional Standards Review Committee (PSRC)

In order to maintain the standards of the University of Cincinnati and the College of Cooperative Education and Professional Studies (CCPS), as well as the best interest of the individual student's education, CCPS has established the Professional Standards Review Committee (PSRC). The Committee is composed of faculty and student members appointed by the College, the Student Tribunal, and the Director of Professional Practice & Experiential Learning for the purpose of maintaining program standards.

## PSRC Cases

The PSRC reviews all matters pertaining to petitions of irregularity, conflict resolution, and violations of program rules. Additionally, any variance to an uninterrupted sequence of co-op semesters as a result of any activities, unemployment, or other events, must be approved through petition to the PSRC. Some common situations are outlined below.

- **Military Waiver** - A student participating in military service that significantly shortens or conflicts with a scheduled co-op rotation may request a Military Waiver via a PSRC petition.
- **Medical Waiver** - A student who misses three or more weeks of the co-op term or is unable to participate in the co-op term due to a medical reason may request a Medical Waiver via a PSRC petition. Students should submit a doctor's note/medical documentation with their petition.
- **Academic Waiver** – Students may request to substitute one of their alternating co-op semesters with an additional semester of academic coursework if needed. Students should consult with their Academic Advisor as well as their Co-op Faculty to determine the optimal timing and appropriateness of an extra academic semester. Students must submit an updated academic plan approved by their Academic Advisor that reflects their planned courses for the term in which they are petitioning for a waiver with their PSRC petition. Students may not use an extra academic term to pursue class promotion **and/or early graduation**. Students may use an academic waiver to take classes necessary to avoid demotion. This petition can be used only once during the course of the student's CEAS degree and cannot be used by students who are participating in a pre-established accelerated CEAS degree track (referenced in section III and does not include ACCEND). Students should request an academic waiver prior to accepting a co-op position and in advance of the respective co-op semester they are requesting to waive. If an academic issue arises after a co-op position is accepted, students may be considered ineligible for an academic waiver for the term. In this circumstance, students should work with their Academic Advisor to determine an alternative plan for taking needed coursework if coursework will conflict with the student's

planned co-op.

Typical uses for Academic Waivers include, but are not limited to:

- Completion of ACCEND
- Study abroad
- Minor, double major, or pre-med coursework
- Makeup of prior coursework necessary to sustain progress toward a student's degree.

Students do not need to be enrolled full-time during an Academic Waiver term but must be enrolled in university coursework. Typically, academic waivers are not necessary if students are taking six credits or less of night or distance coursework during a co-op term; however, this waiver can be used whenever completion of a traditional co-op or EEP will cause significant challenges to the successful completion of approved coursework.

- **Unemployment Waiver** - In the case that a student is unable to secure co-op employment or is relieved of position duties, due to no fault of their own, they may submit a PSRC Petition for an Unemployment Waiver.
- **Violation of Program Rules** - Some examples of behaviors which may result in PSRC action are listed below yet are not limited to examples shown here. Serious violations of program rules can result in Suspension and Dismissal.
  - **Dishonesty** - Furnishing CCPS or co-op employers false written or oral information.
  - **Violation of Probation** - Violation of Program rules and regulations while on probation for a previous action.
  - **Employer Termination** - A student is terminated by the employer due to improper behavior or other misconduct by the student while officially fulfilling a co-op semester with the employer.
  - **Unauthorized Change of Co-op Employer** - Violation of the requirement to have official CCPS approval of any change in the student's co-op employer.
  - **Unsatisfactory Performance** - Two or more unsatisfactory performance reports from the student's co-op employer(s).
  - **Disregard for Policy** - A pattern of disregard for policies by a student as evidenced by prior warnings or probation sanctions by the College.

## PSRC Outcomes

The PSRC is the deciding body that reviews both Student Petitions and Faculty Recommendations to come to a decision regarding program irregularities. Outcomes of the PSRC decision may be a program waiver, policy exception and/or academic sanctions.

### Waiver

A waiver has no detrimental effect on the student's participation in the Cooperative Education Program or projected date of graduation. This designation is utilized when a student is unable to secure or complete an appropriate co-op position or semester through no personal fault.

Common causes of a waiver may include failure to secure an appropriate co-op position due to the economy after all reasonable efforts were made, termination of a co-op position for reasons other than performance by the employer. Waivers do not apply to scenarios in which a student does not pass or refuse to participate in any pre-employment screenings, including drug testing.

### Policy Exception

A policy exception has no detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation. This designation is utilized when a student is granted as exception to a co-op policy in order to fulfil their co-op work semester.

Common causes for a policy exception may include starting a co-op work semester late or leaving early due to participation in a study abroad program, requesting a change of employer, participating in a second or third EEP or any other situation deemed an acceptable exception to a policy.

### Policy Violation

A policy violation may have a detrimental effect on a student's participation in the Cooperative Education Program, or projected date of graduation. This designation is utilized when a student violates a program policy and is recorded as a Participation Violation.

Common causes for a policy violation may include starting a co-op work semester late or leaving early for no approved reason, changing employers without prior approval, providing false information to an employer, or failing pre-employment screenings as required by employers. A co-op employment violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions.

### Participation Violation

A co-op participation violation is given when a student does not participate in a cooperative education work semester as a result of their own actions. A co-op participation violation will result in loss of recognition for the co-op semester and could include the addition of a co-op semester as a program requirement. This action could be coupled with academic sanctions and is recorded as a Participation Violation.

Refusal to participate in a drug test as a regular part of the employment process may result in a participation violation per the co-op policy. Students should consult their Co-op Faculty for advice if they are considering refusal to participate in required drug testing.

Common causes for a participation violation may include: a student is unable to secure or complete an appropriate co-op position due to failure or refusal to comply with Cooperative Education policies, personal restrictions as to geographic location, section availability, salary level, or violations of standards of professional conduct for the co-op semester that result in loss of the job.

### Cooperative Education Sanctions

A student admitted to the Cooperative Education Program of the University of Cincinnati accepts the responsibility to know and comply with all institutional and College rules, the Student Code of Conduct, and standards that govern the Program. In general, when a student demonstrates unwillingness to obey the rules governing conduct for Cooperative Education Program participation, the individual will be treated the same as one who has failed in traditional classroom courses and may be suspended or dismissed from the Cooperative Education Program. The University of Cincinnati's Student Code of Conduct, which defines the behavior expected of students, is applicable to students while in co-op positions. Copies of this Code are available for review in the following locations: all Student Affairs and Services offices, student organization offices, College Deans' offices, and the Office of the University Ombuds.

Proven failure to meet these regulations and standards justify appropriate academic sanctions by the Professional Standards Review Committee of the College of Cooperative Education and Professional Studies (CCPS). The academic sanctions include Warning, Probation, Suspension and Dismissal. These sanctions are serious matters, especially so for students in programs where the satisfactory completion of the Cooperative Education Program is part of the degree requirements and may delay graduation.

The various sanctions are defined as follows:

- **Warning** is an official notification to the student that their behavior has been unacceptable. Any further misconduct may result in a more severe sanction.
- **Probation** is an official notification to the student that their behavior has been unacceptable. This action becomes a part of the student's record and could result in probation status in the student's academic

unit. This sanction is in effect for a specified period as determined by the Professional Standards Review Committee. After receiving notice of probation, it is the responsibility of the student to confer with their Co-op Faculty to discuss any questions concerning the probation and to plan an appropriate course of action to avoid further difficulties. Any further misconduct on the student's part during the period of probation may result in suspension or dismissal from the Cooperative Education Program.

- **Suspension** prohibits the student from participating in the Cooperative Education Program of the University of Cincinnati for a specified period of time. A suspension period does not typically exceed one calendar year. The Professional Standards Review Committee will determine the effective beginning and ending dates of the suspension. This Cooperative Education action could result in suspension from the student's College. Suspension requires that the student must petition for readmission. Suspended students will be notified in writing as to the rationale for the action and when they will be eligible to apply for readmission into the Cooperative Education Program. Once readmitted into the program, if the student then later fails to comply with Program policy, this will normally result in dismissal.
- **Dismissal** prohibits the student from ever participating in the Cooperative Education Program of the University of Cincinnati. In cases of serious misconduct, a student may be dismissed without any previous disciplinary action by the Professional Standards Review Committee. Dismissed students will be notified in writing as to the rationale for the action and the effective date of the dismissal. Dismissal actions are terminal and readmission to the Program is normally not permitted.

## **Petitioning**

In all cases, either or both the Co-op Faculty and the student may present a petition and relevant information to the PSRC.

### Student Petition

Prior to submitting a PSRC petition, the student should discuss their circumstances with both their Academic and Co-op Faculty Advisors. It is most advisable for the student to submit the initial petition to the Committee. The following steps should be followed by a student presenting a case to the Committee:

- a. Submit the "Student Petition for Exception or Waiver" e-form on the CCPS website or through a link from the Co-op Faculty.
- b. Follow the instructions on the form to complete the petition form, including any supporting documentation. The student's Co-op Faculty will be notified and invited to comment via the submission of a Faculty Response form.
- c. The PSRC will meet (typically twice a month) to review submitted petitions.
- d. After the Committee meets and reaches a decision, a copy of the decision of the Committee will be returned to the student.
- e. The student should contact the Co-op Faculty to confirm the impact of the Committee's decision on the schedule for future participation in the Cooperative Education Program.

### Faculty Petition

In the event that a student does not submit a petition for their situation or the Co-op Faculty deems it appropriate, the Co-op Faculty may submit a petition for a student case without a Student Petition. In this situation, the faculty completes and submits the Faculty Referral e-form. The student will receive confirmation of the receipt of their faculty advisor's petition and notification of the date of the upcoming PSRC meeting.

After the Committee meets and reaches a decision, the written decision of the Committee will be communicated to the student. After receiving the decision, the student should contact the faculty advisor to confirm the impact of the Committee's decision on the schedule for future participation in the Cooperative Education Program.

## **Appeals**

In a few cases, the student or the Co-op Faculty may feel that the decision of the Committee is inappropriate or that the case was not presented effectively in the petition. In such instances, the decision may be appealed. All appeals

related to a committee decision must be submitted in writing within 30 days of the receipt of the decision which is being appealed. Appeals are determined by the Unit Head of the CCPS CEAS Co-op Unit or their designee.

