

	Approved by: Academic Coordinating Committee
	Authorizer: Director, Co-operative Education and Career Services
	Effective Date: September 1, 2010
Policy Title: <b>Eligibility to Participate in Co-op Work Terms Policy</b>	

**Policy Statement:**

Students must maintain the academic requirements of their program to remain in the co-op stream. Their eligibility to participate in a co-op work term is evaluated at the end of the term that occurs two terms prior to the co-op opportunity.

**Scope:**

This policy applies to all students enrolled in a Conestoga co-operative education program.

**Definitions:**

Co-op Work Term – a co-op work term is a paid work experience in a field that provides a learning situation relevant to the student’s program of study. Work terms are usually a minimum of four-months in length and occur between academic semesters.

Optional Co-op Program – students apply for entry into the co-op stream of an academic program after admission to the college. Acceptance is based on academic achievement, usually in semester one.

Program Design – academic programs are developed using levels (1, 2, 3 and so on) and specifying the courses that should be completed at each level. Co-op work terms will appear in the program design at specified levels.

**Policy Elaboration:**

To participate in a co-op work term, students must:

1. Successfully complete the Co-op and Career Preparation course (Career Development 1020 & 8010 for HRM 0965C). Students who fail the Co-op and Career Preparation course more than once will not be permitted to continue in their co-op program.
2. If enrolled in an optional co-op program, attend a mandatory co-op information session prior to applying to the co-op stream.
3. Be enrolled full-time (full-time = 70% of the hours, or 66 2/3 % of the courses in the current session/level of the Program Design.) Students on academic probation are not eligible to participate in a co-op work term. Exceptions will apply to those students who have been granted special timetabling based on formal identification of barriers or challenges for which accommodation is required.

4. Achieve and maintain the program-specific academic requirements (see attached chart under Academic Requirements).

**References:**

Eligibility to Participate in Co-op Work Terms Procedure for information on the administration of this policy

**Revision Log:**

<b>Revision Date</b>	<b>Summary of Changes</b>
July 14, 2010	Policies and Procedures Committee - Approved
August 4, 2010	Academic Coordinating Committee - Approved