

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

Procedure 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 procedure applies to all students enrolled in a Conestoga co-operative education program.

Responsibilities and Procedure:

Tracking Student Eligibility

Co-operative Education and Career Services' Employment Advisors will review the Achievement Summary Matrix and the Students by Program report for each of their assigned co-op programs during the week of the start of classes of the Job Search term. This is the term immediately prior to the co-op employment term. Students must meet the requirements listed in the Eligibility to Participate in Co-op Work Terms Policy as well as achieve and maintain the program-specific academic requirements (see attached chart under Academic Requirements).

Students who fail to meet the academic requirements to remain in co-op will be reviewed in collaboration with Program Coordinators:

- 1) Students who do not meet the requirements to participate in the upcoming work term and have already missed one work term in their program design will be transferred to the non-co-op program stream by the Program Coordinator. The student will be informed of this transfer by their Employment Advisor. Transfer fees will be waived. This does not apply to degree programs.
- 2) Students who do not meet the eligibility requirements to participate in co-op but have not missed any previous work terms will be withdrawn (W) from the upcoming co-op work term by the Employment Advisor and remain in the co-op program. To continue in the co-op program, the student must meet the academic requirements for the next work term.
- 3) Students who do not meet the eligibility requirements to participate in co-op in programs with only one work term or with consecutive work terms will be transferred to the non-co-op program by the Program Coordinator. The student will be informed

of this transfer by their Employment Advisor. Transfer fees will be waived. This does not apply to degree programs.

- 4) Students enrolled in degree programs will be eligible to participate in co-op work terms provided they maintain the academic requirements for promotion within their program.
- 5) Program Coordinators are encouraged to contact the Employment Advisor for their program prior to the achievement review stated above to identify 'at risk' students in advance.

Documenting Co-op Eligibility Requirements

Co-op eligibility information should be input consistently to the Student Information System.

All School and/or Program Student Handbooks should contain a link to information on co-op, including eligibility for admission to optional programs and to participate in a work term. There should be a link to the School and/or Program Student Handbook on the Program Page of the Conestoga website.

Each Program Page on the college website should include a co-op summary (number of work terms, eligibility). The type of information should be consistent for every co-op program.

References:

Eligibility to Participate in Co-op Work Terms Policy

Revision Log:

Revision Date	Summary of Changes
July 14, 2010	Policies and Procedures Committee – Approved
August 4, 2010	Academic Coordinating Committee - Approved