



Policy Title: Highlander Cooperative Education Full-time Enrollment Policy	Effective Date: 5/20/2020
Policy Number: AA-PO-0001	Date of Last Review: 5/20/2020
Oversight Department: Center for Career and Talent Development	Next Review Date: 5/20/2024

1. PURPOSE

The *Highlander Cooperative Education (Co-op) Full-Time Enrollment Policy* for Radford University outlines the requirements for undergraduate students to enroll in a Co-op experience and maintain full-time enrollment status for enrollment verification purposes, including notification to the National Student Clearinghouse for loan deferment while participating in an approved Cooperative Education experience.

2. APPLICABILITY

The *Highlander Cooperative Education Full-time Enrollment Policy* is applicable to any undergraduate student meeting the requirements to enroll in the Highlander Cooperative Education Program and seeking to maintain full-time enrollment status for enrollment verification purposes.

3. DEFINITIONS

Co-op: Cooperative education (Co-op) enables students to alternate one or more semesters of full-time course work with semester(s) and/or summer of full-time paid professional experience in the field, while maintaining full-time enrollment status for enrollment verification purposes. A Co-op helps students explore and confirm their career choice.

Full-time Enrollment Status: Radford University full-time status for an undergraduate student is 12 semester hours during each semester, for fall spring and summer semesters.

Full-time Enrollment Status Equivalency for Co-op Students: Federal regulations permit the reporting of full-time status for undergraduate Co-op students for enrollment verification purposes, including notification to the National Student Clearinghouse for loan deferment while participating in an approved Cooperative Education experience, providing that the work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student. Radford University will consider co-op working full-time (33-40 hours per week depending on the employer's definition of full-time) as equivalent to the academic workload of a full-time student.

Highlander Cooperative Education Program: Administered through the Center for Career and Talent Development, in partnership with participating academic departments, undergraduate

students seeking work experience related to their academic program and career goals prior to graduation may apply for the Highlander Cooperative Education Program in their academic department, if this option is available. Students must have an overall 2.5 GPA and have at minimum 30 hours of completed courses to participate in the Highlander Cooperative Education Program.

UNIV 190: Cooperative Education Professional Development Course (1 credit hour). Students registering for UNIV 190, completing the course requirements and working in a full-time co-op, will be considered full-time for enrollment verification purposes, including notification to the National Student Clearinghouse for loan deferment. Enrollment in UNIV 190 does not maintain full-time status for financial aid or insurance purposes. Students should check with their scholarship or financial aid counselor to find out how a co-op experience will affect their scholarship award or financial aid status.

Academic credit awarded for UNIV 190 cannot be used to replace a required course in a prescribed program of study.

4. POLICY

Highlander Cooperative Education Program Co-op student enrollment in UNIV 190 (1 credit hour course) and a full-time Co-op (33-40 hours per week depending on the employer's definition of full-time) will be equivalent to the academic workload of a full-time student and considered full-time for enrollment verification purposes, including notification to the National Student Clearinghouse for loan deferment.

Academic credit awarded for UNIV 190 cannot be used to replace a required course in a prescribed program of study.

5. PROCEDURES

Highlander Cooperative Education Program – Student Procedures

To participate in the Highlander Cooperative Education Program and to maintain full-time enrollment status, undergraduate students must complete the following:

- A. Meet with Highlander Cooperative Education Program coordinator to determine program eligibility to participate in the Highlander Cooperative Education Program.
- B. Meet with Academic Advisor to review academic plan and progression toward graduation and connect the student with the Departmental or College Co-op Coordinator. Any requests to take additional courses must be approved by the Co-op student's academic advisor and Co-op site supervisor.
- C. Check with their scholarship or financial aid counselor, on-campus housing, international education office (if applicable) and insurance provider to determine how a co-op experience may affect their status and eligibility.
- D. Secure a Co-Op offer from an employer partner participating in the program.
- E. Meet with the Highlander Cooperative Education Program coordinator to review completed Co-Op Check List and complete the Co-op Student Agreement Form.
- F. Enroll in UNIV 190 one-credit hour cooperative education course with approval from an academic advisor, each semester of participation in Highlander Cooperative Education Program.

University Procedures:

Tuition and Fees: Normal tuition and mandatory comprehensive fees apply towards registration in UNIV 190 for each academic term in which the student may register.

Resources and Services: Highlander Cooperative Education students, maintain full access to all student services and activities during work terms, including library services, access to faculty members, laboratories, and recreation facilities not open to the public.

Reporting: Students registered in UNIV 190 will be considered full-time for enrollment verification purposes including notification to the National Student Clearinghouse for loan deferment.

Academic Departmental Participation: The Highlander Cooperative Education program will partner with academic departments wishing to participate in the program. The departmental decision to participate will follow established academic departmental and college procedures for the adoption of new programs.

6. EXCLUSIONS

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7. APPENDICES

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8. REFERENCES

Highlander Cooperative Education Program Proposal (attached)
NACE: Understanding Cooperative Education [Link](#)

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the (appropriate Vice President).

10. APPROVAL AND REVISIONS

Click here to enter text on history of policy, including prior revisions.

For general information concerning University policies, contact the [Office of Policy and Tax Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.