

Cooperative Education Handbook for Students

Table of Contents

General Eligibility Requirements
Work Term Registration and Fee
Grading and Courses
Academic Credit for Work Term
Registration for Next Study Term
Financial Aid Guidelines

Financial Aid Guidelines
Program Structure
Housing/Lottery
Motor Vehicle Reciprocity
Unemployment Compensation

General Eligibility Requirements

- Undergraduate Students
 - Full time students who have completed at least 45 semester hours
- Transfer Students
 - Transfer students must complete at least one semester of study as a full-time University of Dayton student prior to beginning the first work assignment
- Graduate Students
 - Please refer to individual departments
- Student applicants from Engineering and Engineering Technology must have a minimum cumulative grade point average of 2.3; all other majors require a 2.0
- Required Seminars
 - New Student Seminar (Third week after school begins in September & January)
 - Job Interview Technique Seminar (Prior to on-campus interviews in October & February)
 - Orientation/Registration Seminar (Approximately one month before end of semester)

Work Term Registration and Fee

- Students pay a nominal fee at the beginning of each work term, which allows them to maintain a full-time status at the University. Students are entitled to a validated ID and may also live in University housing and participate in the meal plans.
- Failure to register for the Co-op work term will result in notification to the employer that the student is no longer eligible to participate in the University sponsored Co-op program.
- In order for a student to be registered, the following must have taken place:
 - Course registration code submitted on-line to University Registration Center bearing the appropriate Co-op section
 - University bill processed through Bursar's Office before the first day of classes

Grading and Courses

- Grading is on the Option 2, Satisfactory/NC (Unsatisfactory), basis. To receive a Satisfactory grade, the following must be completed by published dates:
 - Work term registration and payment of applicable fees
 - Return of early work term questionnaire
 - Submission of work term report
- Students are permitted to register for up to three credit hours of courses during their first work term and up to seven credit hours during each remaining work term
- Students pay regular University tuition rates for these credit hours, but no additional Basic University Fee is required over and above the Co-op work term fee

Academic Credit for Work Term

- Credit for Co-op is only provided by the School of Business and designated Arts and Sciences department
- Students should confer with their department for approval and registration in the appropriate course section
- Credit is generally given the study term after the last work term

Registration for Next Study Term

- Course registration instructions will be mailed and/or available on-line to all working students
- Students must inform the Co-op program of their current address at the beginning of each work-term

Financial Aid Guidelines

- Co-op applicants receiving University financial aid are urged to talk with a University financial aid counselor *prior* to accepting an offer of Co-op employment to determine whether adjustments will need to be made in their financial aid packages.
- Earnings will not affect merit and academic scholarships; however, need based financial aid (grants, loans, and work-study) will most likely be adjusted downward. *Available financial aid applies only to full-time study terms.*

Program Structure

- Students are expected to remain with their employer throughout the entire work semester and to return to the same employer for each scheduled work semester until graduation. Changes of employer will be authorized in exceptional situations only.
- Work semesters average 16 weeks in length and normally coincide with the regular campus calendar; that is, students usually begin a work assignment on Monday of the week classes begin and continue throughout the last Friday of the term. Summer work assignments normally begin the first week of May and continue through mid-August. Starting and ending dates are published by the Co-op Programs and may be changed by one week if mutually agreeable to both employer and student.
- The employer will evaluate the student's job performance at the end of each work term.
- Co-op students are required to complete a brief Early Work Term Questionnaire and to submit a written report of their work experience.

Housing / Lottery

- Housing, both at school and on the job is the student's responsibility. Students accepting Co-op employment outside the greater Dayton area will be released from their contract for that term.
- The following policy applies to the housing lottery:
 - Students who are on work assignment in the fall semester will have their lottery record adjusted upward by 15 institutional (non-academic) credit hours.
 - Students who drop from the co-op program work will have the institutional credit hours removed from their Housing Lottery Record

Motor Vehicle Reciprocity

- The Cooperative Education Program will provide a Motor Vehicle Reciprocity form for any Co-op student driving a motor vehicle registered in a state different from the state in which the student is working. The purpose of this form is to insure your student status even while working in another state, which eliminates the requirement to purchase license plates of that state.

Unemployment Compensation

- Students are not eligible for unemployment benefits.