



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 in the Education Program and seeking to maintain full-time enrollment status for enrollment verification purposes.

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

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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.](#)

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