

Cooperative Education Learning Agreement

Congratulations on being offered the opportunity to participate in a Cooperative Learning Experience. Before proceeding with your cooperative (co-op) experience, the Career Center requires that you agree to and maintain the following policies and procedures. Please read the information below and initial each line. From this point forward, co-op will represent Cooperative Learning Experience and the College as the College of Charleston.

Initial below:

I am currently in good academic standing with the College. I maintain that if I continue to be enrolled at the College while participating in my co-op, I will continue to remain in good academic standing.

I understand that the term Good Academic Standing means that I am not on academic probation or academic dismissal through the Office of Undergraduate Studies or the Graduate School.

I understand that if my grade point average is close to falling below good academic standing when offered this co-op, the Career Center reserves the right to hold any documentation regarding my participation (to necessary College offices or the host agency) until all final grades are posted.

I understand that I am to resolve all holds and charges on my academic record/account before participating in my co-op experience.

I understand that I will not be awarded academic credit for my co-op experience. Co-op is merely a placeholder on my transcript that allows me to maintain my full-time student status. Credit will only be given for the College classes in which I am enrolled during my co-op experience (if participating in a parallel co-op) if all class requirements are satisfactorily completed by the specified period of time.

I understand that if I choose to terminate my participation in my co-op experience at any time, I must notify the Career Center immediately.

I understand that if I terminate my participation in my co-op experience and am not currently enrolled in classes at the College, I may not be able to enroll for the remainder of the same semester.

**This does not account for Express Classes or Summer Sessions*

I have read and signed the *Cooperative Education and Financial Assistance* form.

I understand that I must notify the Career Center when my co-op is complete by completing and submitting an online co-op evaluation provided by the Career Center.

By signing below, I certify that I have read, understood and initialed everything on this Cooperative Education Learning Agreement. I also certify that a member of the Career Center staff has answered my questions pertaining to this agreement and I am in full knowledge of what is expected of me while participating in my cooperative learning experience. I attest that all information is correct to the best of my knowledge and I accept responsibility for my actions.

Student Signature

Student Printed Name

Date

Experiential Education Coordinator, Career Center

Date