

Co-op

Graduate students are allowed the equivalent of two semesters and one summer term of co-op employment by the CS department. A co-op position is not assured. The co-op program is available for full-time students in good standing (cumulative GPA of 3.0 or better or a term GPA of 3.0 or better in the term immediately preceding the requested co-op term) who have completed all assigned bridge courses and at least 9 credits of the MS program of study.

Co-op positions must be secured by the beginning of the academic term that you wish to co-op. **Permission for mid-semester co-ops will not be granted.**

Co-op positions must be paid for full-time hourly work.

To register for co-op, you must participate in a Co-op Orientation. Information may be obtained from the Office of Career Services and Cooperative Education.

Clarification regarding graduate student co-op offers:

You must work completely throughout any fall or spring semester co-op registration as it is required for you to be in status. Any requests for approval of exceptions not covered by the subsequent clarification must be sent to the Graduate Program Director.

Negotiations/Reneging:

If you have given a company a verbal or written commitment, then you need to honor it. You may continue to interview with other companies, you may **not** however accept a position at another company for that same term. If you have been given an offer but you did **not** commit, you may ask for time to consider their offer, and respond with your decision by the deadline.

If you are assigned an 'F' grade for a co-op due to reneging on an offer, that 'F' grade will always stay on the record and no future co-op will be granted.

Spring and Fall semester co-ops:

If an employer offers a co-op position which begins within the break between terms, it is acceptable to start. You **MUST** start prior to the end of the drop/add period of the registered semester.

If the offer extends beyond the last day of the semester into the break but prior to the start date of the next term, including summer term, you only need to register for that one semester co-op.

If an employer offers a co-op position that extends beyond the last day of spring semester and that co-op end date falls within the summer term, you are **REQUIRED** to register for **BOTH** terms.

If the employer offers a co-op position that begins in summer term and extends through the end of fall term, you are **REQUIRED** to register for **BOTH** terms.

If you accept a semester co-op with a start or end date that falls into, but short of the entire summer term duration*, the entire summer term of co-op **MUST** be registered and is considered used. You **FORFEIT** the opportunity to 'make up' those unworked days in a future partial term co-op.

*This shortened co-op duration is only allowed in summer term because it is the only academic term for which enrollment is not required to maintain student status.

Summer term co-op:

If an employer offers a co-op position which begins after summer term has begun, you must secure approval from the department for a late co-op registration. As noted above, if a late start date is approved, the entire summer term of co-op MUST be registered and is considered used. You FORFEIT the opportunity to 'make up' those unworked days in a future partial term co-op.

If the offer begins in the break after spring semester ends and/or if it extends beyond the last day of summer term into the break prior to the start date of fall semester, you only need to register for summer term co-op.

Revised 10/26/2018