

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Dec-17** Curriculum Bulletin \_\_\_\_\_  
Effective Date **Fall 2018** Approved by EPC \_\_\_\_\_

Department **Career Exploration and Development**  
College **UC - University College**  
Proposal **Revise Policy**  
Proposal Name **COOP 20092 Criteria Change**

Description of proposal:

**Proposed changes are to encourage inclusion and promote Cooperative Education (co-op) experiences to all students. The co-op experience has numerous benefits including assisting students in major and career identification or confirmation, gain professional experience, improve time management, identify workplace preferences, etc. The changes proposed reduce the obstacles for student enrollment.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**COOP 20092 is not used in place of other classes, it is primarily used as a placeholder while the student is engaged in a full-time, professional experience.**

Units consulted (other departments, programs or campuses affected by this proposal):

**Career Services Office, College of Business Administration; College of Aeronautics and Engineering**

### REQUIRED ENDORSEMENTS

_____	_____ / _____ / _____
Department Chair / School Director	
_____	_____ / _____ / _____
Campus Dean (for Regional Campuses proposals)	
<i>Eboni J. Pringle</i>	<i>1/25/18</i>
College Dean (or designee)	
_____	_____ / _____ / _____
Dean of Graduate Studies (for graduate proposals)	
_____	_____ / _____ / _____
Senior Vice President for Academic Affairs and Provost (or designee)	

## **Proposal Summary for a Policy COOP 20092 Criteria for Enrollment**

**Subject Specification:** *Change the Criteria for Enrollment for COOP 20092*

**Background Information:**

**Current: Criteria for Enrollment for COOP 20092:**

- Enrollment as a fulltime student in the semester prior (fall/spring)
- Admitted into a degree program
- Minimum cumulative 2.75 GPA at time of co-op application
- No holds on the student's record from any source (financial, academic, conduct)
- Co-op position must directly relate to student's major or concentration
- Completion of two semesters (one semester for transfer students) at Kent State prior to the first co-op rotation

**EPC members passed a friendly resolution at its 19-Feb-18 meeting to revise the proposed 2.250 GPA (currently 2.750) to 2.000 GPA for admission to the program.**

**Proposed Criteria for Enrollment**

- Students must have one semester as a degree seeking student at Kent State University prior to the first co-op rotation.
- Students must be enrolled as a half- or full-time student (minimum 6 credit hours) in the semester prior to enrollment in the cooperative education program.
- Students must have earned a minimum 2.250 overall GPA at the time of their co-op application.
- Students must have no holds on their student record from any source (financial, academic, conduct).
- Cooperative position must be approved and relevant to students' career direction.
- Students must have received a completed grade and have resolved any outstanding non-completed grades for previous co-op rotations.
- International students must receive work authorization prior to enrolling in each co-op rotation.
- University College will work with student's college to assess all applicants holistically, considering their academic progress, related experience, academic and extracurricular activities, among others, to evaluate students' likelihood of success in the program.

The following items were removed entirely from the Proposed Criteria

- Enrollment as a fulltime student in the semester prior (fall/spring)
- Admitted into a degree program

Rationale for the proposed changes is to encourage inclusion and promote Cooperative Education (co-op) experiences to all students. The co-op experience has numerous benefits including assisting students in major and career identification or confirmation, gain professional experience, improve time management, identify workplace preferences, etc. The changes proposed reduce obstacles for student enrollment.

**Alternatives and Consequences:** *Current criteria for enrollment will remain in place.*

**Specific Recommendation and Justification:**

1. **Current:** Minimum cumulative 2.75 GPA at time of co-op application  
**Amended:** Students must have earned a minimum 2.250 overall GPA at the time of their co-op application.
  - The GPA criteria is restricting students who are successfully completing requirements for a degree. GPA criteria should be in accordance with standards for graduation.
  - Co-op can be used as a way to develop a resume for students who may not have a distinguishing GPA.
  - Research has shown that students perform better when returning to coursework, especially in areas requiring “soft skills”. Ultimately, the co-op may provide practical knowledge that can aid the student in the classroom and in the end reflect positively in their grades.
  - GPA criteria is restrictive towards students who are in academic recovery but are currently performing adequately.
  - Nationally, it is common for universities to use good standing as a criteria for enrollment.
2. **Current:** Admitted into a degree program  
**Eliminated:** The co-op can be used by the student to determine likes and dislikes, which can be used in major identification.
3. **Current:** Enrollment as a fulltime student in the semester prior (fall/spring)  
**Amended:** Students must be enrolled as a half- or full-time student (minimum 6 credit hours) in the semester prior to enrollment in the cooperative education program.
  - The co-op is an experience that should not preclude students who were enrolled the previous semester less than full-time.
4. Additional criteria recommended to be added:
  - Students must have received a completed grade in all previous co-ops.**  
Students should not be allowed to register for a COOP 20092 if there are previous co-ops that are in incomplete status.
  - International students must receive work authorization prior to enrolling in each co-op.**  
Criteria should be added to ensure international students have received the proper authorization before applying for the co-op class.

**Timetable and Actions Required:**

1. *Approve the changes to the Criteria for Enrollment for COOP 20092*
2. *Update the 2018-2019 University Catalog*
3. *Update [www.kent.edu/career/co-op](http://www.kent.edu/career/co-op) webpage*
4. *Inform campus partners of the changes to the Criteria for Enrollment*
5. *Develop marketing materials to promote the changes to students, faculty, staff, employer partners*

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## Cooperative Education Program

Students in Kent State University's Cooperative Education Program (co-op) enhance their degree program by relating theory to practice and applying what they have learned in the classroom to real-life workplace scenarios. This process of “learning by doing” increases student motivation and employability after graduation and maximizes student growth and development. Through a co-op experience, students explore career and academic options, test career choices, increase professional skills and earn money to contribute to educational expenses. Cooperative education experiences are highly desired, selective and in the student’s chosen field.

All students participating in a co-op experience must register for COOP 20092 (non-credit, offered through University College) and pay the co-op fee. Enrollment in the course is restricted by special approval, and students may only register after submission and approval of all application forms. Enrollment in the course will ensure the student is designated and reported as a full-time student and permit the student to have access to all student services and resources during the co-op semester.

### CRITERIA FOR ENROLLMENT

- ~~Completion of two~~ Students must have one semesters as a degree-seeking student at Kent State ~~(one semester for transfer students)~~ prior to the first co-op rotation.
- Students must be enrolled ~~Enrollment~~ as a half- or full-time student (minimum 6 credit hours) in the semester prior ~~(fall/spring)~~ to enrollment in the cooperative education program.
- ~~Admitted into a degree program (students in a fully online program must receive their dean’s permission to enroll in a co-op)~~
- Students must have earned a m~~Minimum 2.750~~ 2.250 overall GPA at the time of their co-op application.
- Students must have n~~No~~ holds on their student<sup>’s</sup> record from any source (financial, academic, conduct).
- Cooperative position must ~~directly relate~~ be approved and relevant to students<sup>’s</sup> ~~major or concentration~~ career direction.
- Students must have received a completed grade and have resolved any outstanding non-completed grades for previous co-op rotations.
- International students must receive work authorization prior to enrolling in each co-op rotation.

The University College will work with the student’s college to assess all applicants holistically, considering their academic progress, related experience, academic and extracurricular activities, among others, to evaluate the student’s likelihood of success in the program.

For more information on the Cooperative Education Program, contact the Office of Career Exploration and Development.