

**MISSISSIPPI STATE**  
**UNIVERSITY**  
**Policy and Procedure**

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University  
Academic Operating Policy and Procedure Manual

DATE: October 1, 1989, Revised August 2, 2006

SUBJECT: AOP 12.23 - Cooperative Education Program

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding about the standardized procedures concerning the cooperative education program at Mississippi State University.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) and the Director of the Cooperative Education Program with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

The Cooperative Education Program allows students in various fields the opportunity to combine practical experience with formal schooling in a five-year program of alternating semesters of study and gainful work with a cooperating employer.

The work under this program is in, or closely related to, the student's field of study. Upon completing at least 52 weeks of work experience in the program and becoming academically eligible for graduation, a co-op student is designated a Cooperative Education Graduate. The co-op student is not obligated for permanent employment with his or her employer, nor is the employer obligated to hire him or her upon graduation.

An entering freshman becomes eligible to begin a work assignment after satisfactorily completing two semesters at Mississippi State University; during this year he or she must establish at least a 2.50 average (on a 4.00 grading system). The student must be at least 18 years of age to begin the first work semester.

A Community/junior college or senior college transfer student who has at least a 2.50 overall average (on a 4.00 grading system) is eligible for participation.

A student interested in the program who plans to transfer to Mississippi State University should communicate with the Cooperative Education office for application materials.

The program suggests a semester-to-semester rotation, but individual rotation schedules may be worked out through the Co-op office between the student and the employer. Once a student has accepted employment with one of the cooperating organizations, he or she is expected to follow the agreed upon schedule. Approximate rotation dates are January 1, May 15, and August 15.

Co-op students are required to register and pay a \$25.00 fee for applicable work semesters per the university schedule. Co-op students may optionally elect to pay part-time student activity fees and/or a Sanderson Center usage fee during scheduled work semesters. Part-time student activity fees cover use of student facilities, participation in intramural sports, eligibility for student admission to intercollegiate athletic events, student health services, and other benefits. Optional activity fees are calculated for three (3) semester hours at the current hourly rate. Optional activity fees are applied only at the request of the student.

(All fees are subject to change by action of the Board of Trustees of State Institutions of Higher Learning, State of Mississippi.)

Final approval of all students for the program, specifically with respect to the University, rests solely with the University.

### RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2017

APPROVED:

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

05/09/2013  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

05/09/2013  
Date

/s/ Meghan Millea  
President, Robert Holland Faculty Senate

05/13/2013  
Date

REVIEWED:

/s/ Lesia Ervin  
Director, Internal Audit

07/30/2013  
Date

/s/ Joan Lucas  
General Counsel

08/29/2013  
Date

APPROVED:

/s/ Mark Keenum  
President

09/20/2013  
Date