

Cooperative Education

Website (<https://www.northeastern.edu/experiential-learning/co-op/>)

Cooperative education is the cornerstone of Northeastern University's experiential learning approach, in which on-campus study is enhanced by real-world experience through full-time opportunities at locations worldwide. Graduate students have the opportunity to alternate periods of academic courses with one period of work in a position related to their academic or career interests. This combination provides an integrated learning experience that enhances both in-class studies and career development.

General Requirements

- Be a full-time student to participate in co-op.
- Completion of 16 semester hours or 24-27 quarter hours.
- Complete all pre-co-op requirements as established by the university, including the co-op preparatory course or equivalent.
- Make satisfactory progress toward degree completion, including grade-point average requirements as defined by the university.
- Have accurate information about the co-op position in the university's official co-op system of record, including specific start and end dates and meeting the minimum hour and day requirements.
- Not participate in co-op in the final term unless it is specified in the curriculum requirements of the program.
- Not participate in co-op in the term following a return from a leave of absence.
- Resolve any previous academic probation issues, or have the cooperative education coordinator approve a plan to resolve these issues prior to applying for co-op jobs.
- Have any self-developed co-op approved by the cooperative education coordinator before accepting the position.
- Comply with any preemployment checks required by the employer such as drug testing, credit checks, physical examinations, security clearance, and criminal record checks.
- Participate in Title IX training, as required.
- Work with the cooperative education coordinator if an Unsatisfactory (U) grade has been received for a past co-op to reestablish eligibility in accordance with the university's policies and requirements.

TRANSFER AND INTERNATIONAL STUDENTS

- Transfer students from other universities must have met the same requirements in their major's co-op program as nontransfers and must have completed at least one semester of classes before starting co-op.
- International students must attend one academic year, or its equivalent, and obtain proper authorization from the Office of Global Services before engaging in co-op.

Academic Requirements

1. **Be full time while on co-op. Full-time status for co-op is defined as either:**
 - a. One full-time co-op job; 32–40 hours per week
 - b. Two simultaneous half-time co-op jobs; 16–31.99 hours each
 - c. One half-time co-op job; 16–31.99 hours with graduate students taking 3 or more academic credits
2. **Meet the minimum length requirements for an academic term:**
 - a. Semester full-term: minimum of 11 weeks or 55 workdays
 - b. Quarter full-term: minimum of nine weeks or 45 workdays
 - c. Summer first-half or second-half term: minimum of five weeks or 25 workdays
3. **Receive a grade of Satisfactory or Unsatisfactory for the co-op experience.**
4. **Have a cumulative 3.000 GPA to be eligible to search for a co-op position.**

Co-op Duration

Graduate Students Enrolled in Colleges Other Than the College of Professional Studies:

- Students have the opportunity to complete one co-op for a period of four to eight months in one of the following patterns:
 - Four months (spring, fall, or summer full terms)
 - Six months (spring term plus summer first-half term, or summer second-half term plus fall term)
 - Eight months (spring term plus summer full term, or summer full term plus fall term)
- In addition, students enrolled at a Canadian campus may be hired into a co-op position for periods of four to eight months, including continuous periods spanning the fall and spring semesters. In the case of such eight-month fall/spring term co-op assignments, students are required to enroll full time in classes during the summer term immediately following the assignment. If a student only needs to take one additional course to complete their program's requirements, they are only required to enroll in that one class in the summer term immediately following the

assignment. In some programs, Canadian students may be eligible for a 12-month co-op position. Please contact your co-op advisor to learn more.

Graduate Students Enrolled in the College of Professional Studies:

- Students may be hired into co-op positions for periods of three months or six months.

Co-op Financial Planning

- No tuition is charged while a student is on co-op only (students will pay room and board if they stay in university housing).
- If a student takes a credit-bearing class while on co-op, tuition will be charged at the per-credit rate.
- Students who wish to register for more than 4 credits while on full-time co-op must complete the Petition Registration form (https://service.northeastern.edu/registrar/?id=kb_article_view&sysparm_article=KB000020003).
- Financial aid will be distributed to match the student's tuition bill and other allowable expenses.
- Students on co-op are required to maintain the same health insurance coverage (either through a private provider or through the university program) as they would while attending classes.

Registration for Co-op

Students are registered for co-op based on a completed co-op record that meets the minimum hour and day requirements with accurate start and end dates in the university's official co-op database system. Students must be registered for the co-op work experience course by the end of the add period or alternately registered for classes if still searching for a job by this deadline. All co-op positions need to be approved by the university and entered as completed records in the official co-op database system by the last day to drop without a W for the respective semester.

Further Information

For more detailed information about co-op policies and procedures, see the *Cooperative Education Student Handbook* on the Cooperative Education website (<https://www.northeastern.edu/experiential-learning/co-op/>).