To: Dr. Evelyn Benavides, APC Chair  
From: Rameen Mohammadi, Associate Provost  
Re: Co-op “Academic Load” Policy Language Change Request  
Date: April 15, 2017

Dear Evelyn,

In order for students to participate in Co-op, students must work full-time to maintain full-time enrollment status. Full-time employment, according to United States Department of Labor and The Fair Labor Standards Act, is determined by the employer. On Co-op, employers can define full-time employment as 30 hours, 35 hours, 37 ½ hours or 40 hours. In order to make sure that all students offered a Co-op can participate, a request is submitted to update the current Co-op “Academic Load” policy language as stated in the 2016-2017 undergraduate catalog.

Current:

The work portion of a 40 hour per week Co-op in any semester is considered the equivalent to a full-time academic load making the student full-time.

Change Request:

The work portion of a full-time Co-op, as determined by federal labor law, in any term is considered the equivalent to a full-time academic load therefore, making the student full-time enrollment.

cc: Dr. Denise DiRienzo, Director, CEL  
    Sheila Cooley, Associate Director, CEL

United States Department of Labor and full-time work hour status link:  
https://www.dol.gov/general/topic/workhours/full-time