


**Presidential Policy Memorandum No. 27****Revision 1**

**TO:** All Virginia Tech Faculty and Graduate Students

**FROM:** Charles W. Steger 

**DATE:** May 5, 2014

**SUBJECT:** Enrollment Requirement for the Graduate Cooperative Education Program

**Approved by the Commission on Graduate Studies & Policies:** February 5, 2014  
**Approved by the University Council:** May 5, 2014  
**Approved by the President:** May 5, 2014  
**Effective Date:** Fall Semester, 2014

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University Council approved a resolution regarding the enrollment requirement for the Graduate Cooperative Education Program (text of the resolution is appended at the end).

**As revised by this resolution, the following seven guidelines govern the Graduate Cooperative Education Program:**

1. All students are expected to be making reasonable academic progress towards a degree while participating in a Graduate Cooperative Education Program. The responsibility for monitoring students' academic progress is shared by their department and the Graduate School.
2. Someone in the Graduate School shall be appointed to represent the University in matters related to the Graduate Cooperative Education Program. This person shall sign all graduate co-op agreements between the participating firm and the University.
3. The department or degree conferring unit shall be the prime unit in negotiating all graduate co-op agreements. The rights and needs of the University will be protected in all agreements by review of the agreement by the University's representative.
4. All graduate cooperative programs must be approved by the department or degree conferring unit.
5. As consistent with these specifications, departmental policies with regard to registration, course load, course number, course credit, program of study, and advising will remain the province of the cooperating department.
6. Nothing will be included in the agreement that will intrude upon the privileged relation between the faculty advisor/major professor and his/her student.
7. All students involved in graduate cooperative programs shall be enrolled in the one-credit course "Graduate Cooperative Education Program," GRAD 5944 (master's students) or GRAD 7944 (doctoral students), and pay the appropriate fee while on co-op assignments.

*Invent the Future*

## APPENDIX

Following is the text of the resolution passed by University Council on May 5, 2014.

WHEREAS, approximately 150 graduate students, primarily international, participate in the Cooperative Education Program (CEP) each year, and

WHEREAS, graduate students in the CEP are charged tuition for 3 credit hours of 5974, 5904, 5994 or 7994, and

WHEREAS, graduate students in the CEP are not eligible for assistantships and therefore often must pay the tuition with personal funds, which frequently constitutes a significant hardship, and

WHEREAS, undergraduate students in the CEP are charged a \$50 fee for a similar program, and

WHEREAS, Virginia Tech Presidential Policy Memorandum No. 27 "Specifications of Graduate Cooperative Education Program" (February 19, 1981) recommends that students enroll in courses (5990, 7990) that are no longer available, and

WHEREAS, Virginia Tech Presidential Policy Memorandum No. 27 recommends that students enroll in the 0-credit course "Graduate Cooperative Education Program" (GRAD 5944 or GRAD 7944)

THEREFORE BE IT RESOLVED that the course "Graduate Cooperative Education Program" be changed to a 1-credit course, and

BE IT FURTHER RESOLVED that all graduate students participating in the Cooperative Education Program enroll in the 1-credit course "Graduate Cooperative Education Program" (GRAD 5944 or GRAD 7944) for the applicable fall, spring or summer academic term, and

BE IT FURTHER RESOLVED that Virginia Tech Presidential Policy Memorandum No. 27 (item 7.) shall be amended to state that:

*"All students involved in graduate cooperative programs shall be enrolled in the 1-credit course "Graduate Cooperative Education Program" 5990, 7990 GRAD 5944 (master's students) or GRAD 7944 (doctoral students), or an appropriate existing intern or practicum type of course and pay the appropriate administrative fees while on co-op assignments. ~~no appropriate registration will be determined by the student's department or degree conferring unit.~~"*

BE IT FURTHER RESOLVED that Virginia Tech Presidential Policy Memorandum No. 27 (item 1.) shall be amended as follows to incorporate inclusive language:

*"All students are expected to be making reasonable academic progress towards a degree while participating in a Graduate Cooperative Education Program. The responsibility for monitoring ~~a student's~~ students' academic progress is shared by ~~his~~ their departments and the Graduate School." #####*