

Class Over Co-Op Policy

Antioch College values and respects the learning that takes place during Co-op terms, and actively discourages activities that distract from this endeavor. As such, the number of classes students are allowed to take during Co-op terms is restricted. As per the degree requirements, all students must register for and successfully complete an on-line Work Portfolio class associated with the Cooperative Education Experience; this class is an integral part of the Co-op term, and enhances the learning during work. Antioch College also recognizes that year-round language instruction is necessary for the proper attainment of oral proficiency, and as such all students are required to register for on-line Language and Culture classes during work terms, until the language requirement is met. Additionally, given the importance of second language acquisition, students on the three-year language track may continue to take language classes during Co-op terms. All class activities (including auditing courses) over Co-op terms, other than Work Portfolio or Language and Culture, are restricted or forbidden, as discussed below.

To be eligible to file a petition to request the privilege of registering for an additional class over co-op, a student:

- 1) Must have at least second year status or higher (51 quarter credits or more)
- 2) Must have successfully completed Work 150 or Work 125T, and its associated Cooperative Education experience.
- 3) Must be in good academic standing.
- 4) Must have a cumulative GPA of 2.5 or higher.
- 5) Must have no unresolved disciplinary issues in the Office of Community Life.
- 6) Must have no unresolved billing/financial issues with the Bursar's Office.
- 7) Must have regular and reliable internet access for the duration of the Co-op term.
- 8) Must meet all requirements for registration for a class at the institution through which the course is to be taken (includes registration at Antioch College, cross-registration, or registration at a non-affiliated institution).
- 9) May not register for more than one additional class over co-op beyond Work Portfolio and Language and Culture.
- 10) May not register for more than three classes over co-op of any type, including Work Portfolio and Language and Culture.
- 11) May not register for more than 8 quarter credits total over co-op, including Work Portfolio and Language and Culture.
- 12) May not audit a class over co-op terms.
- 13) May not register for a class which conflicts with the expected work hours of the co-op job in any way.

All requests for taking an additional class during a Co-op term are evaluated by the Academic Policy and Review Committee (APRC) on a case-by-case basis, according to the process described below. In order for a request for an additional class to be considered, a student must:

- 1) Obtain a copy of the “Petition to Register for an Additional Class Over Co-op” form from the Registrar’s office, and complete it. In addition to standard office information, this form requires
 - a) Signatures of Academic, Co-op, and Language advisors
 - b) A clear rationale as to why the requested class must be taken over the indicated co-op term, and not at some other point
- 2) Return this petition to the Registrar’s Office no later than the end of the seventh week of the academic term prior to when the additional class over co-op is desired to be taken. The Registrar will then forward the petition to APRC for consideration.

The decision of APRC is final.