Policy Number: 05.008
Policy Title: Class Over Co-Op Policy
Policy Type: Academic/ Registrar Related
Responsible Parties: Registrar, Faculty Advisors, APRC
Governing Body: Faculty Assembly
Adoption Date: February 11, 2014
Effective Date: February 11, 2014

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.