



UNVA Graduate Co-op Program Overview

General Information: The UNVA Graduate Co-op Program (or simply Co-op) integrates first-hand work experience with graduate level academic theory. All Administrative work for this program is handled by UNVA's Careers Services Department. Students holding the F-1 visa require Curricular Practical Training (CPT) authorization before employment can begin. CPT is authorized under 8 CFR § 214.2(f)(10)(i).

This program offers an excellent opportunity for students to encounter an authentic American work environment while simultaneously completing their Master or Doctorate degree at UNVA. Participation in valid employment that is relevant to the student's degree program is a required aspect of Co-op. Additionally, students will develop confidence in their abilities and begin their careers earlier.

Note to students: Please familiarize yourself with Co-op information before seeking counseling from the Career Services Department. Many of the most common issues and questions have already been addressed in detail within this information guide.

Student Eligibility for Co-op

- a. Unconditionally accepted as a Master or Doctorate student at UNVA
- b. Accepted in the UNVA Graduate Co-op Program
- c. Enrolled in a full course load (see UNVA Catalog)
- d. In good academic standing (see UNVA Catalog)
- e. Cleared of financial obligations to UNVA

Co-op Rules and Policies

- a. Job primary duties must be directly related to the student's program of study so students can take full advantage of their employment.
- b. Completing your degree is the number one priority. Working will never be an acceptable excuse to forego academic success.
- c. Students who fail to abide by University policies or fall out of eligibility of Co-op will be withdrawn from Co-op and their employers will be notified promptly.
- d. All student taxes and salary withholdings are the personal responsibility of the respective student.
- e. Students must ensure that they are aware of changes and updates to policies and procedures within the Career Services Center and UNVA.
- f. New Co-op students must register for ORTN500 in their first quadmester and ORTN590 for all subsequent quadmasters when they are employed.
- g. Co-op students must remit a one-time non-refundable Co-op Administrative Fee to UNVA. The fee is waived for part-time Co-op students.
- h. Students are responsible for seeking and procuring their own employment.
- i. Interpretation of Co-op rules are at the discretion of the Director of Career Services.

CPT Processing and Maintenance

- a. All CPT related forms have a 5 business day processing period.

- b. A fully completed *CPT Request Form* must be submitted with required documentation in order to begin processing.
- c. Employment may not begin until the CPT request is approved.
- d. CPT is valid for a maximum of one year. Students must submit their *CPT Extension Forms* at least three (3) weeks before the CPT ends. Extensions will not be accepted after the CPT has already ended and a new *CPT Extension Form* must be submitted (along with documentation).
- e. If the CPT end date is in or close to a registration period, the student may be required to register before extension is approved.
- f. Students are responsible for notifying UNVA if they are no longer employed. A *CPT Cancellation Form* must be submitted within ten (10) days of separation. UNVA will not backdate the CPT end date more than ten (10) days from the day of form submittal.
- g. UNVA reserves the right to cancel CPT without notice at the discretion of the Director of Career Services.
- h. Career Services will contact you once your CPT related form has been approved and completed. Contact UNVA if it has been longer than 5 days since submittal.

CPT Guidelines

- a. USCIS defines part-time CPT as twenty (20) hours per week or less. Anything more would be considered full-time.
- b. Students who receive one year or more full-time CPT are no longer eligible for post-completion academic training [e.g. Optional Practical Training (OPT)].
- c. Part-time CPT is counted at half the rate of full-time CPT.
- d. CPT can be authorized as long as the student is eligible for Co-op.
- e. CPT can only start after the student has registered.
- f. CPT can be extended as far as the end of their current program.
- g. Students enrolled in English language training are not eligible for CPT.
- h. Students are responsible for tracking and knowing their own CPT information such as usage, start dates, and end dates.

Requirements for Recognition for Completion of Co-op

- a. Signed *Statement of Understanding for Co-op*
- b. Satisfactory grade in ORTN500
- c. Satisfactory grade in ORTN590 for at least three (3) quadesters
- d. Completion of all assignments under Co-op
- e. Completed and Approved *UNVA Graduate Co-op Completion Form*

Statement of Understanding for Co-op

I have read the aforementioned information and agreed to the conditions of the UNVA Graduate Co-op Program. In order to remain responsive to changing conditions and requirements, UNVA could, from time to time, make changes and updates to Co-op policies and procedures. UNVA does not guarantee jobs to anyone nor is it obligated to. Co-op delivers relevant information and training to students and Career Services Department maintains Co-op records.

Student Printed Name

Student Signature

Date