

Policy Name: Co-operative Education Option Policy
Originating/Responsible Department: Career Services and Co-operative Education
Approval Authority: Senate
Date of Original Policy: January 30, 2009
Last Updated: **February 28, 2025**
Mandatory Revision Date: **February 28, 2030**
Contact: Career Services and Co-operative Education

Policy Statement:

Co-operative education is based on the principle that academic study combined with alternating work periods is an effective method of professional preparation. Work periods at various points in the academic program allow students to acquire experience within their discipline. The Co-operative Education Program is a complement to students' academic studies.

Academic regulations for Co-operative Education are found in the Undergraduate and Graduate Calendars.

Purpose:

The purpose of this Policy is to identify the procedure for academic departments, units and schools to establish a Co-op Option within their program.

Scope:

Where offered, co-operative education options are available to students registered in undergraduate and graduate degree programs and the designated fields, concentrations, specializations and streams within those degree programs.

Procedure:

Academic departments, units and schools who wish to establish a Co-op option within an existing or new program need to notify Co-operative Education in writing. This notification should normally be done with a minimum of 15 months prior to the intended date of offering. Co-operative Education will conduct a feasibility assessment to be shared with Senate for information of establishing a Co-op option and notify the academic department, within a reasonable time after receipt of notification, usually within 1-3 months. Any new Co-op option must be approved by Senate as a major modification to the program in question or an integral element of a proposed new program in accordance with Carleton University's Institutional Quality Assurance Process.

Roles and Responsibilities:

Faculties

Academic departments, units and schools inform Co-operative Education of the intention to establish a co-op option and liaise with the Office of the Vice-Provost and Associate Vice-President (Academic) in accordance with Carleton University's Institutional Quality Assurance Process.

Co-operative Education

Co-operative Education to provide an assessment of the feasibility of establishing a Co-op option.

Vice Provost and Associate Vice-President (Academic)

The Office of the Vice-Provost and Associate Vice-President (Academic) to assist in guiding Faculties through the necessary elements of Carleton University's Institutional Quality Assurance Process.

Senate Quality Assurance and Planning Committee (SQAPC)

Any new Co-op option will be presented to the Senate Quality Assurance and Planning Committee (SQAPC) as a major modification in accordance with Carleton University's Institutional Quality Assurance Process.

Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP)

Any new Co-op option will be presented to the Senate Committee on Curriculum, Admission, and Studies Policy (SCCASP) as part of a review to add a program requirement.

Senate

The 'Co-op' Designation may only be used with the approval of Senate.

Contacts:

Vice Provost and Associate Vice-President (Academic)
Director, Career Services and Co-operative Education

Links to other related policies

[Undergraduate Academic Calendar](#)

[Graduate Academic Calendar](#)

[Institutional Quality Assurance Process](#)