
(A) In order to be eligible for participation in the program and receive continuing program services, a student must be willing to accept a practice assignment to any geographic location within the continental United States, to either a section I or section II schedule and be free of any academic deficiencies or other restrictions that would interfere with such an assignment. Any student, in order to be eligible for the program, must be a "full-time" student carrying a minimum of twelve academic credit hours per school quarter.

(B) Regular students: Students must also complete the appropriate "professional development" course (introduction to cooperative education) at the time specified for their college.

(1) Students in the college of business administration are also required to meet the following requirements in order to be eligible for admission into the program:

(a) A cumulative quality point grade average of two and five tenths or above (no business administration student will be permitted to begin his/her initial practice assignment with a cumulative quality point average of less than two and five tenths).

(b) Certification that there is a reasonable expectation they will have completed at least seventy-five quarter hours prior to the earliest quarter during which they will be eligible for cooperative employment.

(c) At least one grade report from the college of business administration.

(2) Eligible students in the college of arts and sciences must have a cumulative quality point grade average of two and five tenths or above (no arts and sciences student will be permitted to begin his/her initial practice assignment with a cumulative quality point average of less than two and five tenths). Students must also meet program participation criteria established jointly by their academic department and the division of professional practice. Any transfer
student who has an advanced standing status that will not permit his/her completion of a minimum of four practice assignments within the regular program schedule is ineligible for participation.

(3) To be eligible for professional practice experience, engineering students must meet the requirements specified in the undergraduate advisers manual, section 3.2.

(4) Any students who intend to participate in the program, and are not contacted, should come personally to the Division of Professional Practice at the following times:

(a) For business administration and design, architecture, art, and planning students - no later than the end of the first week of autumn quarter.

(b) For engineering students enrolled for the summer quarter following their freshman year - no later than the end of the second week of summer quarter classes.

(c) For engineering students enrolled for the autumn quarter of their sophomore year - no later than the end of the second week of autumn quarter classes.

(d) For arts and sciences students - no later than the summer prior to the beginning of their sophomore year.

(C) Transfer students: Students who are transferring from one university of Cincinnati college which participates in the professional practice program to another must reapply for participation in the program. In order for any transfer application to be approved, the student must meet all of the requirements outlined in the "eligibility" section, including the requirement for having at least four practice quarters remaining in the program.

Students who are transferring from a non-participating college at the university of Cincinnati or from another educational institution into a participating university of Cincinnati college must apply for admission to the professional practice program. They should come to the division of professional practice no later than the second week of their first quarter in the new college in order to receive instructions and materials. To be eligible
for official acceptance into the program, all necessary admission forms must be on file with the division of professional practice no later than the end of the second week of the quarter preceding the first block of quarters in which the student would be eligible for practice assignment. The "eligibility" section applies to these students as well.

(D) Readmissions: Students desiring to re-enter the professional practice program after an official or unofficial withdrawal from the university must apply for readmittance. In order for such an application to be considered, the student must have followed the proper withdrawal procedure, must have had a satisfactory professional practice record, meet all of the eligibility requirements discussed in the "eligibility" section, and apply at the appropriate time.

(E) Advanced standing: Advanced standing for practice assignments may be granted by transfer of work credit from another educational institution that has a cooperative education program with similar standards, or full-time work of six consecutive months in an appropriate job related to the student’s selected discipline. The student would indicate that he/she is requesting advanced standing when initially applying for participation in the program. Details of the process involved can be discussed with the professional practice faculty adviser during the initial visit.

Effective: April 20, 1998

Certification: Virginia L. Steiner signature
Virginia L. Steiner
Executive Secretary and Clerk, Board of Trustees

Date: April 1, 1998

Promulgated under: R.C. Section 111.15
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R.C. 3345.21.
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