



## Co-Op Guidelines for Biomedical Engineering Students

11/2014

Sophomore, junior, senior or graduate student in good academic standing (minimum 2.5 GPA). Students on academic probation are not eligible to apply. Students must return to Cal Poly for at least one quarter following the Co-op assignment. Students must comply with company policies and procedures, and follow through to completion any assigned projects. A co-op is not available to students who have graduated.

In general, a Co-Op experience does not earn academic credit towards an undergraduate or graduate degree. Exceptions can only be made when a faculty adviser and industry representative have established a clear statement of work (SOW) that will be part of the Co-Op experience. The SOW must be approved and signed by 1) the faculty adviser, 2) the industry representative and 3) the department chair before the student starts the Co-Op experience. The results of the deliverables from the work completed must be written up in a report within one quarter upon return to Cal Poly. Credit can only be applied towards independent study or senior project and not towards technical electives.

**Steps for initiating a co-op experience, getting department approval and returning to Cal Poly can be found on the BME website [bmed.calpoly.edu/students/co-ops/](http://bmed.calpoly.edu/students/co-ops/)**

### Starting Point

- Student is recruited for Co-Op thru Career Services.
- Student is introduced to a Co-Op opportunity through a corporate partner.
- Student is introduced to a Co-Op opportunity through a faculty adviser.
- Student has two options for managing the time that they will not be on the campus:
  - 1) Request a Leave of Absence: maintains continuous enrollment, no tuition but may impact financial aid.
  - 2) Enroll in ENGR 493/94/95: maintains continuous enrollment, pay tuition and maintain eligibility for financial aid.

### Approvals

- Student must fill in a Co-Op **Work Information** form (download from BMED website) and get signature from Dept. Chair before they leave for Co-Op experience.
- **Leave of Absence** form must be submitted to the Registrar by add/drop date of the term the leave begins. Students should consider the effect a leave may have on their loan status, as lenders may count the leave period as part of the total grace period. Students

who receive loan disbursements directly may be required to repay portions of their loan. Cal Poly provides enrollment status to the National Loan Clearing House. For questions regarding loan status, please contact the Cal Poly Student Financial Services Office.

- Enroll in ENGR 493 (2 units), 494 (6 units) or 495 (12 units) for quarters the student is working at the Co-Op (Fall, Winter, Spring, but not Summer): note that these courses are CR/NC and do not earn academic credit towards a degree.

### **Upon Return to Cal Poly**

- Student must complete a **Student Evaluation Form** (download from BMED website) and submit to the Dept. Chair before a grade for ENGR 493/94/95 will be assigned.

### **Cal Poly Catalog**

#### **ACADEMIC LEAVE OF ABSENCE**

Students on authorized Leaves of Absence are considered in continuous attendance for the purpose of returning to the same curriculum in effect when the leave began. They are not required to apply for readmission or pay an application fee, provided they return to the same major and by the approved returning term. Not enrolling in the approved term requires reapplication for admission, payment of the application fee, and potentially new curriculum requirements.

Students must be eligible to enroll in the term the leave begins. Two leaves with a maximum of eight quarters combined are available to each student and cannot be extended beyond the limit. Summer quarters are included when calculating the length of a leave.