

**SPECIAL SERVICES**

**Promotion, Retention, Grading, and Graduation Requirements**

**Awarding Credit in Certain Career and Technical Cooperative Education Programs**

This regulation supersedes Regulation 2440.4.

**I. PURPOSE**

To establish requirements for awarding credit in certain career and technical cooperative education programs.

**II. REQUIREMENTS**

Students enrolled in cooperative education courses are required to complete a minimum number of hours per school year of on-the-job training. The employment shall be continuous throughout the school year. The requirements are as follows:

Program Area	Credits Granted for Classroom Instruction	Minimum Number of On-the-Job Training Hours	Credits Granted for Co-op
Business and Information Technology—COE (1-hour class)	1	396	1
		720	2
Business and Information Technology—COE (2-hour class)	2	396	1
		720	2
Education for Employment (EFE)	1	396	1
		720	2
Family and Consumer Sciences	1	396	1
		720	2
Marketing (1-hour class)	1	396	1
		720	2
Marketing (2-hour class)	2	396	1
		720	2

Credits for the cooperative portion of the program shall be earned in conjunction with enrollment in and successful completion of county-approved career and technical cooperative education courses. Students receiving a failing grade for the classroom training shall not receive the on-the-job training credits.