

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS  
SENIOR VICE PROVOST AND DEAN OF UNDERGRADUATE  
STUDIES

*OFFICE OF COOPERATIVE EDUCATION*

CU 08704 **COOPERATIVE EDUCATION FILES**

Description:

Monitors student participation in the Cooperative Education Program and inquiries from potential employers of program participants. Information includes rejection or admission and enrollment of students who applied to participate in the Cooperative Education Program; Cooperative Education Application form, Cooperative Student Work Period Data Sheet, Employer's Evaluation of Cooperative Student, student's evaluation of employer, related correspondence and information concerning student withdrawal or completion of the program.

Retention:

Students who were rejected or withdrew: 1 year after date of rejection or withdrawal; destroy.

Students who were accepted and completed program: 15 years after date of completion; destroy.

Schedule approved 11/16/95