ADVANCED STANDING APPLICATION

The policy on Advanced Standing is printed on the back of this form.
Submit this completed form to your Engineering Cooperative Education Coordinator.

Name _____ Student ID Number _____
Last First M.I.

Address _____ Phone _____
Street City State Zip

E-mail Address _____ Expected Date of Graduation _____

Major Department _____ Date Entered Speed School _____
(Student must be admitted to major department)

No. of Co-op Hours Completed _____ No. of Hours Applying For _____
(For Co-op Ofc. Use Only: ___ 289; ___ 389 ___ 489)

Check the criteria below upon which you are basing your application:

___ **PRIOR WORK EXPERIENCE** - Attach a letter from your employer verifying this information. See the back of this page for employer requirements.

___ **ACTIVE DUTY MILITARY SERVICE** - Attach a copy of your DD 214.

___ **ROTC SUMMER CAMP** - Attach a letter from the U of L ROTC Office verifying successful completion and the dates of the camp.

_____ _____
Student's Signature **Date**

_____ _____
Cooperative Education Signature **Date**

Approved _____ Not Approved _____

_____ _____
Department Signature **Date**

Approved _____ Not Approved _____

_____ _____
Academic Services Signature **Date**

Approved _____ Not Approved _____

ADVANCED COOPERATIVE CREDIT

(adapted from the University of Louisville Undergraduate Catalog)

Advanced credit for co-op may be awarded upon approval of Cooperative Education, the Department and the **Associate Dean for Academic Services.** Students who performed full-time work of a technical nature before entering Speed School and students who have had **active duty** military experience are eligible. **Written documentation is required from the employer (see requirements below). For military experience verification, a student may submit a copy of their separation form (DD214). Students who participate in ROTC or military summer camp may receive credit for one co-op for a total of two semester hours**.

Check with the Cooperative Education staff and faculty for the **Advanced Standing Form.**

EMPLOYER DOCUMENTATION REQUIREMENTS:

- **Letter from employer on company letterhead specifying**
  - **that employment was full-time work**
  - **the consecutive dates of employment (e.g. January 3, 2000 through December 30, 2002)**
  - **the average number of hours worked per week (e.g. 40 hours per week)**
  - **a detailed description of the work performed during the specified employment**

- **Name, title, signature and contact information of the company representative should be included in the letter**