

**J.B. SPEED SCHOOL OF ENGINEERING
SPECIAL COURSE REQUEST WHILE ON COOPERATIVE EDUCATION ASSIGNMENT**

Academic policy states that co-op work experience is full time. Taking academic classes while on co-op is strongly discouraged. Approval to take classes while on co-op will be given only if:

- o The class is online or meets outside the company's normal working hours (i.e., 8:00a-5:00p).
- o The class does not exceed 4 semester hours.
- o GPA requirement cumulative 2.75

If your request meets the above requirements, please complete the front page of this form and submit it to your Academic Counselor for approval. ALL requests must receive support by your Academic Counselor. Requests that do NOT meet the above requirements require additional approval and the completion of BOTH sides of this form.

Academic Counselor _____

_____ **STUDENT'S NAME (Please print)** _____ **STUDENT ID #**

I would like to take the following course while on cooperative education assignment:

_____ COURSE NUMBER	_____ COURSE TITLE	_____ CREDIT HOURS
_____ TIME & DAY(S)	CO-OP SEMESTER: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring 20 _____	

INSTITUTION* _____ **CITY/STATE**

Please check type of course: _____ **Total Hours Requested:** _____

Online On campus (between 8am-5pm) On campus (after 5pm)

* Student must have final approval from Academic Affairs Office to take a course at another institution.
**STUDENT IS RESPONSIBLE FOR OFFICIAL TRANSCRIPT BEING SENT TO
U OF L REGISTRAR'S OFFICE IF COURSE IS TAKEN AT ANOTHER INSTITUTION.** Brittany
Blake, Assistant Director of Student Services (if class taken at another university)

_____ **MAJOR** _____ **STUDENT'S SIGNATURE** _____ **DATE**

I approve this request _____ **ACADEMIC COUNSELOR** _____ **DATE**

Exceptions (over 4 hours, on campus between 8am-5pm, below 2.75 GPA requirement) require justification from your Academic Counselor, and approval from the Director of Student Success, Director of Career Services/Co-Op, and Associate Dean for Academic Affairs.

Academic Counselor justification for support:

FOR OFFICE USE ONLY:

Approved/Denied _____	_____
Director of Student Success	DATE
Approved/Denied _____	_____
Director Career Services/Co-Op Office	DATE
Approved/Denied _____	_____
Associate Dean for Academic Affairs	DATE

Students are to work with their Academic Counselor in receiving approval for taking courses while on co-op. Once this request is completed by the student and their Academic Counselor, it will then be reviewed by the Director of Student Success. If approved, the Career Services and Co-Op office will review. The final review and approval will come from the Associate Dean for Academic Affairs. Request will not be reviewed without the support of their Academic Counselor.