



# FENN COLLEGE OF ENGINEERING – Office of Cooperative Education

*Process flow for this form: From student to Fenn Co-op office; then, to the Fenn Co-op College Committee; then, to the Dean of Engineering office. Based on the Fenn Co-op Director and Fenn Co-op College Committee recommendations, the Dean of Engineering office sends written notification to student.*

## PETITION

### Directions to the Student:

1. Please indicate the purpose of this petition in the boxes below.
2. **Type your petition and attach it to this cover page.** Word your petition carefully and clearly, giving reasons for requesting approval.
3. Attach appropriate documentation in support of your petition.
4. Submit your petition to the Fenn Co-op office. The form will then be forwarded to the Fenn Co-op College Committee and finally to the Dean of Engineering office from which you will receive written notification.

### **PART I (to be completed by the student)**

Name: ..... CSU Student ID: .....

Address: ..... City: ..... Zip: .....

Phone No.: ..... Email: .....

Major Field: .....

I am petitioning to be allowed to:

- a) Begin my first co-op experience without completing all courses of the first four semesters as shown in the co-op curriculum sheet of my major field (I am indicating the missing courses in my petition)
- b) Deviate from the alternating work/study sequence

I hereby certify that all information and statements provided by me in this petition are true.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART II (to be completed by the Fenn Co-op Director)**

Please provide reasons and comments, make recommendation, sign and date, and return form to the Dean of Engineering office to be forwarded to the Fenn Co-op College Committee.

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**Fenn Co-op Director Recommendation:** \_\_\_\_\_ Approve \_\_\_\_\_ Not Approve

Fenn Co-op Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART III (to be completed by the Fenn Co-op Committee Chair)**

Please provide reasons and comments, make recommendation, sign and date, and return form to the Dean of Engineering office.

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**Fenn Co-op College Committee Recommendation:** \_\_\_\_\_ Approve \_\_\_\_\_ Not Approve

Fenn Co-op College Committee Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_