POLICY SUMMARY AND INSTRUCTIONS – REQUEST FOR ADVANCED STANDING

Purpose:

In recognition that some students who transfer into degree programs at the University of Cincinnati have had past experiences which would provide them with comparable learning to the cooperative education program at UC, the Division of Professional Practice has established a process by which these experiences can be evaluated and potentially applied to a student’s co-op requirements which might result in fewer requested co-op work terms.

Policy Summary:

1. Advanced standing may be granted to students who transfer from another cooperative education institution.
2. Advanced standing may be granted to students who have had full-time work of six consecutive months in a related job.
3. Advanced standing may be utilized by students in lieu of required practice assignments as noted by the following:
   a. In each degree program, a minimum number of co-op work experiences is required. This requirement varies by degree program, but advanced standing may not, in most cases, reduce the total number of required work experiences below this number.

Instructions:

A student wishing to request consideration of past experience for Advanced Standing should:

1. Review the policy summary above.
2. Students should consult their Professional Practice Faculty Adviser for clarification and discussion regarding the application how and/or when the advanced standing will be applied.
3. Complete the PSRC Request For Advanced Standing Form.
4. Submit the completed PSRC Request For Advanced Standing Form to the front desk in the Division of Professional Practice.
5. Depending on the specifics of the particular situation being considered, the student’s Professional Practice Faculty Adviser and/or the PSRC may require additional documentation from the student to substantiate past co-op or full-time work experience being considered.
6. The PSRC will consider the case per their established hearing schedule. Students will be advised of the time/date/place of the meeting during which their request will be considered, will be invited to attend, and will be advised of the PSRC’s decision.
7. The student and their Professional Practice Faculty Adviser will work together to determine the optimal co-op/class schedule based on the total number of required co-ops after approved Advanced Standing has been considered.
REQUEST FOR ADVANCED STANDING

If you are requesting advanced standing for co-op completed at another institution, please complete all three sections. If you are requesting advanced standing for at least six consecutive months of full-time (40 hours per week) prior to entering day classes at the University of Cincinnati, please complete only Sections II and III.

Section I: School Information

Name of Institution: ___________________ Your major at that school: ___________________

Address of that school: ___________________ Your college at that school: ___________________

__________________________________________________________________________

Years completed: ___________________

Number of co-op work periods completed: _____ Quarters _____ Semesters

Dates of each work period: ______

Section II: Employer Information

Employer's Name: ___________________

Employer's Address: ___________________ Employer's Phone: ___________________

__________________________________________________________________________

Employer's type of business: ____________________________________________________

Department or section in which you worked: _______________________________________

Dates you worked for employer full-time: _____________

Section III: Work Experience Description

Please describe below the types of work experience(s) for which you are requesting advanced standing (either co-op or full-time).

__________________________________________________________________________

(DIVISION USE ONLY)

Advanced Standing: □ Approved for _____ semesters □ Not Approved

Date: ________________

SIGNATURES:

PSRC Chair: _____________________________________________________________

College Representative: _________________________________________________

Student Representative: _________________________________________________

Professional Practice Faculty (optional): ____________________________________