EMPLOYMENT CHANGE REQUEST

Co-op students must file an Employment Change Request if they choose to change their co-op schedule in any way, resign from a co-op employer, or change an internship into a co-op. This form, along with letters of resignation or other supporting documentation must be submitted to a Career Development Advisor.

Student Information
Date: ____________________
Name: ____________________ Major: ____________________
Anticipated Graduation (Month/Year): ____________________ Student ID: ____________________
E-Mail: ____________________ Phone: ____________________

Purpose of Request
Change Schedule _______________ Leave Employer _______________ Change Internship to Co-op _______________

Updated Schedule
Please circle W = Work or S = School to indicate what your schedule will be, inclusive of the changes you are making.

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Clearly state the change you indicated in the table above. Example: Drop Fall 2013, Add Spring 2015.
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Co-op Site Information
Organization Name: ____________________ Title: ____________________
Primary Contact: ____________________ E-mail: ____________________

Signatures
Student: ____________________ Date: ____________________
Advisor: ____________________ Date: ____________________

Resignation Letter and Supporting Documentation Turned In?
Yes________ No________