

Request for Academic/Work Term Sequence Change

Name: _____ Faculty: _____

Please complete this form in ink.

ID #: _____ Year & Plan (e.g., 2A Econ): _____

Email: _____ Co-op Field Co-ordinator: _____

Current Address: _____ Co-op Employer Name/Address: _____
(a copy of the finalized form will be mailed to this address) (if you have been matched recently or are presently on a work term)

Current Phone: _____ Work Phone: _____

Submission of this form indicates that you have read and understood both pages of this document.

In Row 'Yr', provide the calendar years covered by your academic /work term sequence (e.g., 2009 - 2014). Fill in Row 1 with your entire prescribed (or previously approved) sequence (e.g., 1A or WT1) and Row 2 with your proposed sequence (include previously completed terms as well as those up to graduation).

Yr	20__	20__			20__			20__			20__			20__			20__
T	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W
1																	
2																	
3																	

Line 3 is for University use only

Have you agreed to return to a current (or previous) employer for your next scheduled work term? Yes No
 If yes, does the sequence you propose honour your commitment? Yes No
 Have you pre-enrolled for a future term? Yes No
 If yes, do you wish to retain one of those courses while on work term? Name the course below Yes No
 (including PD or PD Eng): _____

Applicant's Comments: *(explain your request and include additional information if necessary - requests submitted with information missing, including your signature, will be denied)*

Date & Signature (Student)

Faculty: Approved Approved with Conditions/Alterations Denied Current Student Block: _____
 (Engineering only)

Signature & Date (U/G Advisor) Signature & Date (Major Advisor) (if appl.) Signature & Date (Specialization Advisor) (if appl.)

Co-op Education: Approved Approved with Conditions/Alterations Denied Transcript Text Required (R.O.)

Academic/Work Term Sequence Policies & Procedures for Co-operative Education Students

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Degree Requirements for Students in Co-op Programs

Unless approved to do otherwise, you are expected to follow the prescribed academic/work term sequence for your plan from admission through to graduation.

Many departments may not be able, as a result of limited instructors and/or resources, to offer courses in terms other than those planned for students in regular plans and/or existing co-op sequences.

When admitted to Year 1, your sequence will normally involve, and not exceed, eight academic terms and six work terms. When admitted to a level beyond first year, the number of required academic and work terms will be reduced accordingly.

To earn the co-op designation at graduation, you must have: 1) earned all your academic degree requirements (including PD/PD Eng); 2) received credit for **at least** four work reports; 3) followed an approved academic/work term sequence, and 4) accumulated the minimum number of work terms credits required by your Faculty (see Study/Work Term Sequence Chart in Undergraduate Calendar).

The undergraduate calendar may not always indicate the availability of a course in a particular term; so, before you submit a request to change your sequence you must investigate all the possible impacts your proposed change may have on your access to required courses in the future.

Accordingly, **consult first** with the appropriate undergraduate advisor for your plan **and then** with your co-op advisor **before** agreeing with your employer to any changes in your academic/work term sequence.

Approval of your request does not preclude future changes to course availability; therefore, you must schedule your courses carefully as your new sequence unfolds. In some instances, you may have to submit additional requests to change your sequence.

Submit your form and any attachments to Co-operative Education once you have obtained the necessary signatures from your academic representative(s).*

**Be sure to obtain all of the necessary signatures when your plan(s) of study requires additional approvals (e.g., specializations, double majors, etc.).*

1. Requests that have the effect of (i) combining **more than two** consecutive academic or work terms, (ii) reducing the number of academic or work terms required, or (iii) exceeding the number of work terms available, are not normally approved.
2. Work terms must normally be completed before you begin your 4B academic term.
3. Co-op fees are paid each academic term from the beginning of your enrollment in co-op until your graduation. The maximum number of fees to be paid is eight (actual number varies by plan).
4. Incomplete or improperly documented requests will not be considered.
5. Your employer may submit supporting written comments with this form as appropriate.
6. Normally, requests must be submitted no later than **1 month** prior to the beginning of the term in which the sequence change will occur.
7. Should you wish, or need, to cancel any course enrollments for your current or next scheduled academic term you must make those changes on Quest or through the Registrar's Office. It is your responsibility to investigate any impact your sequence change request may have on your enrolment in a PD/PD Eng course. Be sure to add or remove required PD/PD Eng courses as necessary (e.g., a request that delays your first work term may require a change to your enrolment in PD 1 & 2 or PD Eng equivalents).
8. **Completed forms will be collected and retained by Co-operative Education.** A copy of the form and its accompanying decision will be mailed to you at the address given on the reverse. Your academic department(s) and the Registrar's Office will receive a copy as well.
9. You are advised to arrange any necessary extensions to your uWaterloo Health Insurance or your provincial health care coverage as well as your student loan status (where applicable) if, or when, you are approved for a double work term.

Notes: