

**Request for Study/Work Term Sequence Change for Graduate Mathematics Students**

Please review both pages of this form before completion.

Student ID #: 

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Surname

Given Name(s)

E-mail  @uwaterloo.ca

Program   
(e.g. MDSAI, CSMC):

EXAMPLE											
2	0	2	1	2	0	2	2	2	0	2	3
		S	S	WT1	S						

Please note that Co-operative and Experiential Education (CEE) has only recently started supporting co-operative education programs at the Graduate Studies level.

2	0			2	0			2	0		
W	S	F	W	S	F	W	S	F			

While much of the information you will find on Waterloo websites will be helpful to you, the information is currently written with an undergraduate audience in mind.

Please review the second page of this form closely and be sure to consult your Graduate Program Coordinator, CEE Student Advisor, Faculty of Mathematics Co-op Academic Advisors, and/or Registered Canadian Immigration Consultants, as appropriate, before making any changes to your co-op program of study.

- Are you currently on a work term?  Yes  No
  - Are you currently scheduled for a work term next term? (If yes, pay specific attention to Notes l, m, and x)  Yes  No
  - If yes, do you currently have any active applications or interviews scheduled?  Yes  No  N/A
  - Have you agreed to remain with your current employer, return to a previous employer or arranged employment on your own for your next scheduled work term (current or proposed)? (If yes, pay specific attention to Note f)  Yes  No
  - If yes, what is the name of the employer for your next scheduled work term?
- Note:** If you arranged this employment outside the structured co-operative education employment process, you must also submit an Arranged Own Job form via WaterlooWorks prior to the start of your employment.

Employer

- Have you pre-enrolled in courses for a future term that you are asking to be changed to a work term?  Yes  No
- If yes, please list any single (1) course you wish to remain enrolled in (others will be removed) below:

Course   
(e.g. CS 100)

**Applicant's Comments**  
(Explain your request and include additional information/pages if necessary. Requests submitted with information missing, including your required signatures, will be denied)

to accommodate academic requirements       secured an 8-month work term       extending work term with current employer

other (please describe below and/or attach additional information)

**Your submission of this form indicates that you have read and understood all pages of this document.**

Date

Signature

**Faculty Approval and Comments**

**Plan Advisor Approval**       Approved       Approved with Conditions/Alterations

**Faculty Co-op Academic Advisor Approval**       Approved       Approved with Conditions/Alterations  
(The Faculty of Mathematics has academic advisors for co-op matters. These individuals are different from your CEE Student Advisor and can be reached at [coopmath@uwaterloo.ca](mailto:coopmath@uwaterloo.ca))

**Comments**

Plan Approval By:   
(Please Print Name)

Signature

Date

Co-op Approval By:   
(Please Print Name)

Signature

Date

## Study/Work Term Sequence Guidelines for Co-operative Education Graduate Students

### Exemptions

Please contact the Math Faculty Co-op Academic Advisors ([coopmath@uwaterloo.ca](mailto:coopmath@uwaterloo.ca)) for guidance on the appropriate petition process to request exemptions from these Guidelines.

### Co-op Designation Requirements:

- a) Students must be enrolled full-time in the study term prior to any scheduled work term.
- b) Co-op fees are assessed on work terms for which you are employed. Co-op fees are non-refundable.

### General Sequence Requirements

- c) Requests that (a) combine **more than two** consecutive study or work terms, (b) reduce the number of study or work terms required, or (c) exceed the number of work terms prescribed for your program/plan, will not be approved.
- d) Adding "OFF" terms to a sequence will not be approved. Individuals desiring a term off will have their sequence removed and should submit a *Request for Study/Work Term Sequence Change* upon their return to studies.
- e) Work terms must be completed before the final study term (i.e., students **must** end their sequence on a study term).
- f) Any sequence change request that removes a work term in which you are already employed will not normally be considered, regardless of how the work term was arranged.

### Considerations for International Co-op Students

- g) International co-op students are advised that changes to study/work sequence may impact Canadian Immigration Study or Co-op Work permits and are strongly encouraged to schedule an appointment with an immigration consultant before submitting this form.
- h) Student's must ensure that they are legally able to work or study according to their study/work term sequence

### Work Term Duration and Credits:

- i) Every four-months scheduled as a work term counts as a work term even if credit is not earned for that term. (e.g., an eight month or double work term counts as two work terms).

### Sequences Changes to Accommodate Employment

- j) Before agreeing to any changes in study/work term sequence with their employer, students **must** consult their Program Coordinator and then the Math Faculty Co-op Academic Advisors. Note that Co-operative Education Student Advisors do not provide approval for these forms.
- k) Consult with your advisor(s) before indicating to an employer that you will make a change to your sequence. This includes applying for eight-month jobs when you do not have a scheduled eight-month work term.
- l) You may **not** apply for eight-month jobs if you only have one four-month work term left in your sequence.

### Academic Considerations

- m) Many departments are unable, due to limited resources, to offer courses each term. The graduate calendar may not always indicate the availability of a course in a particular term. Please investigate, before you submit your request, all possible impacts your proposed change might have on your future access to the courses you need or want.

- n) Approval of your request does not prevent future changes to course availability; therefore, you must schedule your courses carefully as your new sequence unfolds. In some instances, you require a subsequent change to your sequence to accommodate changes in course scheduling. Students must obtain all the necessary signatures when plan(s) of study requires additional approvals (e.g., specializations, double majors, etc.).
- o) Students cannot be enrolled in full-time study while on a work term. The definition of what constitutes full-time study should be confirmed with your Program Coordinator.
- p) Provided full-time study status is not triggered, students can request to enroll in a maximum of one course during a scheduled work term, provided doing so would not result in the student ending their study/work sequence on a work term.
- q) Updating of records between WaterlooWorks and Quest involves manual processing. It is the student's responsibility to review their WaterlooWorks and Quest records and advise their Program Coordinators of any discrepancies.
- r) Should you wish/need to cancel any course enrolments for your current or next scheduled study term due to the change in your sequence, you must do so through Quest or at the Graduate Students and Post-doctoral Affairs Office.

### Additional Considerations

- s) If approved for a double work term, you are advised to arrange any necessary extension to your Health and Dental Plan coverage or your own private health care coverage as well as your student loan status (if applicable).
- t) Note that requests for Study/Work Term Sequence Changes are generally processed as a batch once per week. As such, please allow ten (10) business days for processing your request.
- u) Processed forms will be retained by Co-operative Education until two years after graduation or inactivation. Approved changes will be stored in your interaction tracking file in WaterlooWorks after your request has been processed.
- v) Students seeking to defer a scheduled work term, after engaging in the interview process for the originally scheduled work term, may have their access to WaterlooWorks restricted or denied for the newly deferred term.
- w) Normally, a sequence change request must be submitted no later than one month before the date the proposed sequence change would occur (refer to the dates for course selection). Forms should be submitted at least two weeks prior to the date by which you must select courses for your next scheduled study term.
- x) **Submit this form and any attachments to the Math Faculty Co-op Academic Advisors** once the necessary signatures from your academic representative(s) have been obtained.

**Note: It is your responsibility to retain hard and/or soft copies of all your paperwork until you have completed your degree studies.**