

**Faculty of Mathematics
Request for Academic/Work Term Sequence Change**

Please print clearly and complete the form in ink.

Student ID #:

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Surname

Given Name(s)

Faculty

Year & Plan
(e.g. 2 | B | Computer Science):

E-mail
(@uwaterloo.ca)

Advisor Name
(CECA Student or Career Advisor)

Current Phone

Work Phone

In Row 'Year', provide the calendar years covered by your academic /work term sequence (e.g., 2015 - 2020). Fill in Row 1 with your entire current sequence and Row 2 with your proposed sequence (include previously completed terms as well as those up to graduation).

Year	20__		20__			20__			20__			20__			20__		
T	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W
Example	1A	1B	OFF	2A	WT1	2B	WT2	3A	WT3	3B	WT4	4A	WT5	WT6	4B	-	-
1																	
2																	
P*																	

* Line P is for University use only

- Are you currently on a work term? Yes No
- Are you currently scheduled for a work term next term? (If yes, see Note 1h) Yes No
- If yes, do you currently have any active applications? Yes No N/A
- If yes, do you currently have any 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, see Note 1i) Yes No
- 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, do you wish to retain one of those courses while on work term? Name the course below: Yes No N/A

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)

Your signature below indicates that you have read and understood both pages of this document.

Date

Signature

Faculty Comments

Plan Advisor Approval Approved Approved with Conditions/Alterations Denied

Faculty Co-op Academic Advisor Approval Approved Approved with Conditions/Alterations Denied

(The Faculty of Mathematics has academic advisors for co-op matters. These individuals are different from your CECA Student Advisor and can be reached at coopmath@uwaterloo.ca)

Plan Approval By:
(Please Print Name)

Signature | Date

Co-op Approval By:
(Please Print Name)

Signature | Date

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

Degree Requirements for Students in Co-op Programs

1] General Sequence Requirements

- a) When admitted to Year 1, sequences normally involve, and do 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.
- b) Students must be enrolled full-time in the academic term prior to any scheduled work term and generally for a minimum of eight academic terms during their program of study (for programs with 6 scheduled work terms).
- c) Work terms must normally be completed before the final (e.g., 4B) academic term and students must end their academic/work term sequence on an academic term.
- d) Each four-month period designated as a work term counts as a work term credit regardless of whether or not a credit is earned that term. Eight-month work terms count as two work terms.
- e) Terms designated as "OFF" terms allow part-time study only. At most two courses can be taken on "OFF" terms.
- f) Sequence changes are not intended to facilitate additional opportunities to participate in the CECA facilitated interview process. Individuals requesting that an upcoming work term be moved, after already having participated in the interview process, will be restricted in using the CECA facilitated interview process to secure employment during the "moved" work term.
- g) If a student has arranged employment for a work term in their current sequence, sequence changes will not be approved if the new sequence would prevent the student from honouring the employment commitment.
- h) Proposed sequences that (i) have more than two consecutive academic or work terms, (ii) reduce the number of academic or work terms required, or (iii) increase the number of work terms available, are not normally approved.

2] Submission and Approval Procedures

- a) **Before** agreeing to any changes in academic/work term sequence with their employer, students must consult with the appropriate Undergraduate Plan Advisor and then with the Math Faculty Co-op Academic Advisor. Note that CECA Student Advisors do not need to provide approval for these forms.
- b) Students must obtain all of the necessary signatures when plan(s) of study requires additional approvals (e.g., specializations, double majors, etc.).
- c) Incomplete or improperly documented requests will not be considered.
- d) Employers may submit supporting written comments to attach to this form, as appropriate.
- e) Submit this form and any attachments to the Math Faculty Co-op Academic Advisor once the necessary signatures from your academic representative(s) have been obtained.
- f) Completed forms will be collected and retained by the Co-operative Education & Career Action Department.
- g) Note that requests for Academic/Work Term Sequence Change are generally processed as a batch once per week. As such, **please allow seven (7) business days for processing your request.**
- h) Normally, requests must be submitted by the last day of classes of any term in which the subsequent term is affected.

- i) **Please note the dates for course selection.** Forms should be submitted at least 2 weeks prior to the course selection period

3] Student Responsibilities

- a) Unless approved to do otherwise, students are expected to follow the prescribed academic/work term sequence for their plan from admission through to graduation.
- b) Co-op students with Student Visas are advised that changes to academic/work term sequences can jeopardize their Student Visas.
- c) Co-op fees are paid each full-time academic term from the beginning of enrollment in co-op until graduation. The maximum number of fees to be paid is generally eight (actual number varies by plan).
- d) It is the student's responsibility to ensure that they are legally able to work or study according to their proposed academic/work term sequence.
- e) 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.
- f) The undergraduate calendar may not always indicate the availability of a course in a particular term; so, before submitting a request to change their sequence, students must investigate all of the possible impacts the proposed change may have on access to required courses in the future.
- g) Approval of a new academic/work term sequence does not preclude future changes to course availability; therefore, students must schedule their courses carefully as the new sequence unfolds. In some instances, they may have to submit additional requests to change sequences to accommodate changes in course scheduling.
- h) To earn the co-op designation at graduation, students must have:
 - i. earned all academic degree requirements (including PD courses);
 - ii. received credit for at least four work reports (including reports submitted as part of PD2);
 - iii. followed an approved academic/work term sequence, and
 - iv. accumulated the minimum number of work term credits required by their Faculty (see Study/Work Term Sequence Chart in Undergraduate Calendar).
- i) Should students wish, or need, to cancel any course enrollments for their current or next scheduled academic term, they must make those changes on Quest or through the Registrar's Office.
- j) It is the student's responsibility to investigate any impact the sequence change request may have on their enrolment in a PD course. Be sure to add or remove required PD courses as necessary (e.g., a request that delays your first work term may require a change to enrolment in PD 1 & 2).
- k) Students are advised to arrange any necessary extensions to their UW Health Insurance or provincial health care coverage as well as student loan status (where applicable) if, or when, they are approved for a double work term.
- l) Students should retain hard and/or soft copies of all your paperwork until you have completed your degree studies.