

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

Exceptions

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

Co-op Designation Requirements:

- 1) Students must be enrolled full-time in the study term prior to any scheduled work term and generally for a minimum of eight study terms (for programs with six scheduled work terms).
- 2) Co-op fees are assessed on full-time study terms. Co-op fees are non-refundable.
- 3) Students pursuing more than one stand-alone Honours co-op plan in the Faculty of Mathematics must meet the co-op requirements associated with each plan.

General Sequence Requirements

- 4) Typical co-op sequences (starting in Year One) involves, and does not exceed, eight study terms and six work terms. When admitted after Year One or with advanced standing, the number of required work terms is reduced accordingly.
- 5) Requests to reduce the number of study or work terms required, or exceed the number of work terms prescribed for your program/plan, will not be approved.
- 6) 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.
- 7) Work terms must be completed before the final study term (i.e., students **must** end their sequence on a study term).
- 8) 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.
- 9) Requests to change the scheduling of a first work term will not be granted. Students seeking to change their first scheduled work term should participate in the sequence swap program during their 1A term.

Considerations for International Co-op Students

- 10) 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.
- 11) 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:

- 12) 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 work term counts as two work terms).

Sequences Changes to Accommodate Employment

- 13) Before agreeing to any changes in study/work term sequence with their employer, students **must** consult the appropriate Plan Advisor and then the Math Faculty Co-op Academic Advisors. Note that Co-operative Education Student Advisors do not provide approval for these forms.
- 14) Consult with your advisor(s) before indicating to an employer that you will make a change to your sequence. This includes applying for jobs longer than four months (e.g., 8, 12, 16 months) when you do not have a corresponding scheduled work term of that length.
- 15) You may **not** apply for jobs that are longer than the remaining number of work terms in your sequence (e.g., applying for an eight-month job when you only have one work term remaining).

Academic Considerations

- 16) Many departments are unable, due to limited resources, to offer courses each term. The undergraduate 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.
- 17) 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.
- 18) The challenge of accumulating courses for additional academic credentials (e.g., minors, double majors, etc.) does not constitute grounds for exception from study/work term sequencing requirements.
- 19) Students must obtain all the necessary signatures when plan(s) of study requires additional approvals (e.g., specializations, double majors, etc.).
- 20) 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 Registrar's Office. It is your responsibility to investigate any impact your sequence change request might have on your enrolment in a Professional Development (PD) course. Add or remove required PD courses as necessary.

Additional Considerations

- 21) If approved for a work term longer than four months, you are advised to arrange any necessary extension to your WUSA Health and Dental Plan coverage or your own private health care coverage as well as your student loan status (if applicable).
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) Requests to change a work term to a study term, that are submitted one month or less in advance of the scheduled work term, will not be approved. Instead, arrangements will be made to block credit for the work term in question and allow for full-time enrollment during the work term. The work term will still count as one of the scheduled work terms in the student's sequence.
- 27) **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.