

**Notes:**

1. Submit the completed form (2 pages) to your Academic Advisor who will forward your signed request to Co-operative Education (CE) for final decision.
2. Requests submitted with information missing, including all required signatures and dates, **will be denied**.
3. Normal processing time is two weeks but may be subject to further review.

 Waterloo student identification number        

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_

Waterloo email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty: \_\_\_\_\_ Academic Plan: \_\_\_\_\_

**In the row labelled 'Year', indicate the calendar years covered by your academic/work term sequence starting with Year One. In Row 1, record your current sequence as displayed in WaterlooWorks (e.g., 1A, 1B, WT1, 2A, etc.). In Row 2, lay out your proposed sequence, including all previously completed terms. Row 3 is reserved for Faculty/CE use only.**

Year	20_			20_			20_			20_			20_			20_		
Term	W	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W
Current																		
Proposed																		
Faculty / CE																		

If you have submitted course selections for a future term and need or wish to retain one of those courses (including PD) during your work term, list the name of the course: \_\_\_\_\_

**Reason for your request (select the appropriate rationale below):**

<input type="checkbox"/> to accommodate an academic exchange	<input type="checkbox"/> secured a 16-month work term	<input type="checkbox"/> to pursue an optional academic course
<input type="checkbox"/> forfeiting a work term for a full-time course load	<input type="checkbox"/> to accommodate academic requirements	<input type="checkbox"/> returning to a previous co-op employer
<input type="checkbox"/> secured an 8-month work term	<input type="checkbox"/> extending work term with current employer	<input type="checkbox"/> other (attach additional information)
<input type="checkbox"/> secured a 12-month work term	<input type="checkbox"/> personal/extenuating circumstances <small>(attach supporting documentation)</small>	

If you have agreed to remain with your current employer, return to a previous employer, or have secured an 8-month work term, please state the name of the employer below. **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.**

I have read, and agree to abide by, the policies and procedures listed on page two of this form.

\_\_\_\_\_

\_\_\_\_\_

**Academic Unit Comments:**

<input type="checkbox"/> Supported	<input type="checkbox"/> Supported with conditions	<input type="checkbox"/> Supported with alterations	<input type="checkbox"/> Unsupported
------------------------------------	----------------------------------------------------	-----------------------------------------------------	--------------------------------------

\_\_\_\_\_

\_\_\_\_\_

**Co-operative Education Decision:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with conditions	<input type="checkbox"/> Approved with alterations	<input type="checkbox"/> Denied
-----------------------------------	---------------------------------------------------	----------------------------------------------------	---------------------------------

### **Co-op designation requirements:**

**You must be enrolled full-time in honours co-op from admission through to graduation. Unless otherwise approved, you must follow the prescribed work/study sequence for your plan.**

**International co-op students are advised that a change to your work/study sequence may jeopardize your Student Visa/work permit. We strongly encourage booking a [immigration consulting appointment](#) for more information.**

To earn the co-op designation you must have:

- (a) completed all your academic degree requirements;
- (b) accumulated the minimum number of work term, work term report/reflection and PD credits required by your Faculty (see [Study/Work Term Sequence Chart](#)).

Each four-month period designated as a work term counts as a work term regardless of a credit being earned that term.

**Your sequence must end with an academic term.**

### **Sequence change information and directions:**

A typical co-op sequence (beginning in year one) normally involves, and does not exceed, eight academic terms and six work terms. When admitted following year one, the number of scheduled and required work terms is adjusted accordingly.

Many departments are unable, due to limited resources, to offer courses in multiple terms. In addition, the undergraduate calendar may not always indicate the availability of a course in a particular term; therefore, you must 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.

The challenge of accumulating courses for additional academic credentials (e.g., minors, double majors, etc.) does not constitute grounds for changing the sequence prescribed for your primary major (Plan 10).

**Consult first** with your academic advisor(s) and **obtain approval** before agreeing with an employer to 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.*

**Note:** 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 may find it necessary to make a subsequent change to your sequence to accommodate unforeseen changes in course scheduling.

**Submit your completed request to your Academic Advisor** who will then sign and forward it to Co-operative Education on your behalf. You may be contacted by Co-operative Education for clarification and/or additional information.

### **Additional notes:**

1. Requests to reduce the number of academic or work terms required, or exceed the number of work terms prescribed for your sequence, will not normally be approved.
2. **Co-op fees** are assessed on full-time academic terms. The number of fees assessed varies by plan to a maximum of eight. Co-op fees are non-refundable.
3. Normally, a sequence change request must be submitted no later than one month before the date the proposed sequence change would occur (**please note 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 academic term.
4. 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 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.
5. If approved for a work term longer than four months, you are advised to arrange any necessary extensions to your *WUSA Health and Dental Plan* coverage or your own private health care coverage as well as your student loan status (if applicable).
6. 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 (i.e., an employment match or an externally arranged job).
7. **Processed forms will be retained by Co-operative Education until 2 years after graduation or inactivation.**  
Approved changes will be stored in your interaction tracking file in WaterlooWorks after your request has been processed.

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