

Engineering Co-op: Work Term Sequence Change Form - Undergraduate

Last Name: _____

First Name: _____

Phone: _____

Student Number: _____

Discipline: _____

You are required to complete the table below by filling out the relevant details of your *original* Co-op/Academic schedule and your *requested* sequence modification(s) by indicating the cycle of academic ("study") terms (e.g. S3, S4 represents year 2) and work terms (e.g. WT1, WT2, WT3, WT4, WT5, WT6).

By submitting this completed, signed form, you are confirming that you have read and agree to the policies and procedures outlined on the reverse of this form.

Sequence change requests submitted with missing information will be declined. If you are seeking to withdraw from the Co-op Program, you must use the [Co-op Withdrawal form](#).

Sequence modifications are to be submitted to the Co-op Office four-months prior to the term impacted (see page 2 of this form). Please consult a Co-op Coordinator regarding any questions and or if you have missed the deadline.

Year	20__			20__			20__			20__			20__			20__		
Term	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)
Original	S1	S2	off	S3	S4													
Request																		

Codes: **S** = Study Term (e.g. S1, S2, S3); **WT** = Work Term (e.g. WT1, WT2); **off** = term off (not working, not studying); **CIE** = APSC Coordinated International Experience; **EXCH** = other UBC exchange program (not CIE); **GRAD** = graduation term

NOTES: - BASc degree program with co-op option must end on a full-time study term (e.g. S8)
 - It is possible to schedule six co-op work terms during an undergraduate degree (BASc); however, special permission is required to add a seventh (WT7) or eighth work term (WT8).

Reason for change request: (Indicate the appropriate reason below. If requested, attach a letter outlining your circumstances)

- | | | |
|---|---|---|
| <input type="checkbox"/> Secured/Extending to an 8 month term | <input type="checkbox"/> Secured/Extending to a 12 month work term | <input type="checkbox"/> Secured/Extending to a 16 month work term |
| <input type="checkbox"/> To complete required academic courses | <input type="checkbox"/> To participate in an APSC Coordinated International Experience (CIE) | <input type="checkbox"/> To participate in a UBC academic exchange or similar program |
| <input type="checkbox"/> Personal/Extenuating circumstances (attach letter) | <input type="checkbox"/> Other (attach letter) | <input type="checkbox"/> Withdraw entirely from the Co-op program (submit Co-op Withdrawal form) |

If you are extending a current work term or have secured a position through your personal job search (not via a posting in PD Portal), please list the name of the employer below and include a copy of the offer/extension letter.

Employer (if applicable) _____

Student Signature _____

Date _____



Co-op Work Term Sequence Change policies and procedures:

- The typical undergraduate co-op schedule normally includes five work terms, beginning in summer after the fourth academic term (year 2), and a total of eight academic terms. The co-op sequence for students admitted to the program after year 2 or transferring from another institution may have a modified schedule reducing the total number of work terms.
- Ensure to indicate your reason for this requested change to the standard Co-op work term sequence and include any supplemental information as an attachment.
- The onus lies with the student to investigate and understand all possible impacts to your academic schedule and course scheduling for any changes requested on this form.
- You must obtain approval from your academic advisor(s) for changes that will impact your academic schedule. **Note:**
 - Academic courses offered in T1 may not be offered in T2 or vice versa. Departments are not obligated to provide access to courses for students completing program outside of standard sequence.
 - Deviating from your original co-op/academic schedule may result in a delay in your graduation.
 - Due to Capstone projects and fourth year requirements, students are required to complete the fourth year of the degree program in two consecutive academic terms, i.e. T1 immediately followed by T2 (in the same academic year)
- You must consult with your academic advisor(s) before completing this form and/or agreeing to co-op employment that deviates from your original schedule which will impact your co-op sequence, e.g. applying to an 8, 12 or 16 month position when your co-op sequence does not currently schedule multiple, consecutive work terms.
- As per Co-op Terms and Conditions, a request to remove a work term in which you are already employed will not be approved, regardless of how the work term position was secured (i.e. outside of the Co-op online system)
- In order to graduate with Co-op Standing, it is a requirement to have successfully completed a minimum of four work terms with at least one work term in each of the summer, fall and winter terms.
- Your final term prior to graduation must be academic, i.e. a “study” term (e.g. S8, S9).
- You can request to add an additional work term, up to a total of seven work terms, before your final academic term.
- As per Co-op Terms and Conditions, if you secure work term employment after withdrawing from the scheduled co-op work term, you will advise the Co-op office of the change and will be enrolled in the appropriate co-op course for the work term(s).
- Approval of this request does not prevent requests for future changes to your co-op sequence to accommodate other changes due to employment or academic requirements.
- **International Students only:** You are unable to use your Co-op Work Permit for an employment position which is not approved nor registered as an official UBC co-op work term.

Please complete this form and drop off, fax or email (AskMe.Engcoop@ubc.ca) to the Engineering Co-op Office prior to the due dates outlined in the UBC Engineering Co-op Terms & Conditions (listed below) if you do not intend to participate in the job search term outlined:

- *Schedule change requests must be received by the following dates:*
 - December 31st for Summer term (May to August)*
 - April 30th for Fall (T1) term (September – December)*
 - August 31st for Winter (T2) term (January – April)*