



UBC Engineering Co-op Work Term Sequence Change Form – M.Eng.

Last Name:

First Name:

Phone:

Student Number:

Discipline:

You are required to complete each table below by filling out the relevant details of your original co-op/academic schedule indicating the cycle of academic terms and planned, consecutive work terms.

Graduate students can request modification to the number of work terms scheduled with the approval of their academic advisor. Students can request to increase to a maximum of three consecutive work terms (12 months) or decrease to a single work term (4 months).

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 your co-op coordinator four-months prior to the term impacted (see page 2 of this form). Please consult a co-op coordinator regarding any questions.

Year	20__			20__			20__		
Term	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)
Original	S1	S2	WT1	WT2	S3	GRAD			
Request									

Codes: **S** = Study Term (e.g. S1, S2, S3); **WT** = Work Term (e.g. WT1, WT2); **LV** = on leave, term off (not working, not studying); **GRAD** = graduation term

Reason for Change Request

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

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.

Employer (if applicable)

Student Signature

Date

**Co-op Work Term Sequence Change policies and procedures:**

- The final term of the M.Eng. student's program prior to graduation must be a full-time, academic term, i.e. a "study" term (e.g. S3).
- Students *cannot* complete their degree program on a co-op work term, per Co-op Terms and Conditions.
- A M.Eng. level co-op student may not participate in any aspect of the co-op program while on leave. This includes training sessions, contacting co-op staff or use of co-op program resources.
- M.Eng. level co-op students are normally permitted to participate in a minimum of one co-op work term (4 months) to two consecutive work terms (8 months) commencing in May (summer term). With the approval of your Engineering Co-op Coordinator and your Academic or Graduate Advisor for your academic department) this schedule can be modified to permit a maximum of three *consecutive* Co-op work terms (i.e. 12 months) only if the last work term (WT3) is a continuation (same employer) from your 2nd work term (WT2). Note: Breaks between co-op work terms are *not* permitted.
- 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 consult and obtain approval from your graduate academic advisor(s) for your academic program for changes which will impact your academic schedule.
- An M.Eng. level co-op student may not participate in any aspect of the co-op program while on leave (LV). This includes training sessions, contacting co-op staff or use of co-op program resources.
- 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 PD Portal)
- You can request to add an additional work term, up to a total of one work term (during the Winter term), if it is with the company where you are employed during the Fall term, 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 ineligible to use your Co-op Work Permit for an employment position which is not approved or registered as an official UBC co-op work term.
 - You must have a valid Co-op Work Permit before you begin your confirmed work term(s)
 - Your Co-op Work Permit can only be used for approved Co-op work term(s). You cannot 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.
 - **If you have any questions regarding your status in Canada, your study or co-op work permit, contact an*
 - *International Student Advisor at the UBC Life Building (Vancouver) or the University Centre (UNC) (Okanagan)*

Please complete this form and email it directly to your Co-op Coordinator (<https://coop.engineering.ubc.ca/contact>) or drop it off at 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:
 - a) December 31st for Summer term (May to August)
 - b) April 30th for Fall (T1) term (September – December)
 - c) August 31st for Winter (T2) term (January – April)



Please complete a new M.Eng. Program

Plan: Proposed Co-op Term(s)

Term (e.g. Summer (S), Fall (T1), Winter (T2))	Year	Credits	Notes

Final Term (please select): Sept-Dec (yr) | Jan-Apr (yr) | May-Aug (yr)

Course Number	Course Title	Credits	Term	Notes

After completing the new schedule and proposed program plan:

1. Discuss your new program plan with your Department Graduate Advisor to receive approval for your new proposed program plan.
2. Forward a copy of your off schedule request and new proposed program plan to your Co-op Coordinator for approval and processing.

Instructions to Academic Supervisors:

Your student, _____ (name), is requesting to modify their existing co-op and academic schedule. Please confirm your approval of this student's request by signing below:

1. Academic Supervisor: _____ Date: _____

Signature: _____

2. Engineering Co-op Coordinator: _____ Date: _____

Signature: _____