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Co-operative Education Reinstatement Request Form

This form is for co-op students who have changed their **degree** program with Admission Services and must now request re-admission to co-op in their new specialization/major. **This request must be completed in the same semester as the degree change.**

ID NUMBER

SURNAME

GIVEN NAME & MIDDLE INITIAL

SEMESTER/YEAR (ie F19)

EMAIL ADDRESS

@mail.uoguelph.ca

REINSTATEMENT REQUEST – I have changed my degree program and would like to reinstate my Co-op status.

A change of Degree Program must be processed by Admission Services before requesting the reinstatement to Co-op. Student must submit an approved “Academic & Work Sequence Agreement” form.

Current Schedule of Studies:

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DEGREE PROGRAM

(e.g. B.A., B.Sc., etc.)

SPECIALIZATION

(e.g. Economics, Biochemistry, etc.)

Revised Schedule of Studies:

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DEGREE PROGRAM

(e.g. B.A., B.Sc., etc.)

SPECIALIZATION

(e.g. Economics, Biochemistry, etc.)

I understand that there is *no guarantee of admittance* – I must be an eligible candidate and there must be space in the program. If I meet the requirements, I agree to be readmitted to co-op in the above revised co-op program.

*** The Co-op Office will confirm the co-op reinstatement decision to the student’s “@mail.uoguelph” account.**

Student’s Signature: _____

Date: _____

FOR CO-OP OFFICE USE ONLY

COOP*1100 Scheduled for: _____

FORMS: Academic & Work Sequence and Agreement

NEXT STEPS: File in Student File

Student emailed for confirmation of receipt

REQUEST: Granted

Sent to ORS for processing

Experience Guelph account updated

Denied

No space in program

Sequence does not meet co-op requirements

Other

Signed:

Date Processed: