The following information is for students currently enrolled in a Co-op program wishing to change their major and/or degree and continue with the Co-op program. The Co-op option is available for specific academic programs – see the Undergraduate Calendar or www.uoguelph.ca/coop for details.

For the transfer/reinstatement to be approved, students are required to meet all continuation requirements as published in the Co-op Policy Agreement, found at https://www.recruitguelph.ca/cecs/sites/recruitguelph.ca.cecs/files/Co-opPolicyAgreement.pdf

**CHANGE OF MAJOR (TRANSFER)**

Students who wish to change their major must first meet any requirements for the new major established by the Academic Department. There is no deadline for submitting a Co-op Transfer Request form.

A completed Co-op transfer request includes the following:

1. **Co-operative Education Transfer Request form** (signed by student)
2. **Undergraduate Schedule of Studies Change Request form** (signed by Co-op Faculty Advisor or Program Counsellor)
3. **Co-op Academic & Work Sequence Agreement form** (signed by Program Counsellor/Co-op Faculty Advisor)

**CHANGE OF DEGREE PROGRAM (REINSTATEMENT)**

Students who wish to change their degree program and continue with the Co-op program must first apply for the degree change with Admission Services. On approval, students will be admitted into the regular stream of the new degree and must then submit a Transfer Request to the Co-op Office in order to re-instate the co-op program.

*A CO-OP REINSTATEMENT REQUEST MUST BE SUBMITTED TO THE CO-OP OFFICE WITHIN THE SAME SEMESTER AS THE DEGREE CHANGE.*

A completed Co-op transfer request includes the following:

1. **Co-operative Education Reinstatement Request form** (signed by student)
2. **Co-op Academic and Work Sequence Agreement form** (signed by Program Counsellor)

When considering a major and/or degree change, it is recommended that you contact the appropriate Academic Program Counsellor for advice.

If applying for a degree change, verify deadlines and application information for UofG Internal Transfers with Admission Services (https://admission.uoguelph.ca).

Obtain required Co-op transfer request forms online at www.uoguelph.ca/coop.

Complete all forms to the best of your ability using the Undergraduate Calendar as a reference and contact the Co-op Faculty Advisor or your Academic Program Counsellor for the necessary approvals to the Undergraduate Schedule of Studies Change Request form and the Co-operative Education Academic & Work Sequence Agreement form. Academic advisors’ contact information can be found at http://www.uoguelph.ca/uaic/academicadvising.

**Submit all completed paperwork (including required signatures) to the Co-op Office** – you’ll be contacted if there are issues.

If you have any questions, contact the Co-op Office by calling (519) 824-4120 x52323 or email recruit@uoguelph.ca.