

WHEN IS AN ACADEMIC & WORK SEQUENCE AGREEMENT REQUIRED?

- When applying to the co-op program as an in-course student (i.e. regular non-co-op student)
- When a current co-op student wishes to maintain their co-op status and change their specialization/major
- When a current co-op student changes their degree program and would like to be re-instated into the co-op program
- When a student has been admitted with more than 2.0 transfer credits, which may impact the student's sequence
- When a current co-op student deviates from the sequence published in the Undergrad Calendar (approval required)

WHAT CRITERIA DOES THE CO-OP OFFICE HAVE FOR APPROVING A SEQUENCE?

As per the Co-op Policy (Section B.1.b.iv.) students are required to follow the academic and work sequence as per the Undergraduate Calendar. If, for one of the reasons listed on the sequence form, this is not possible, a revised schedule may be proposed. A Program Counsellor approves the academic scheduling and the Co-op Office has final approval of the sequence as it relates to co-op requirements and management of the co-op program. It must include:

- COOP*1100, taken in the semester prescribed by the program
- one Fall co-op work term, unless otherwise prescribed by the program
- one Winter co-op work term, unless otherwise prescribed by the program
- one Summer co-op work term, unless otherwise prescribed by the program
- no more than five full-time academic semesters before beginning the first co-op work term
- the same number of co-op work terms as scheduled in the Undergraduate Calendar
- no more than two consecutive co-op work terms, unless prescribed by the program
- the final term as an academic term
- a list of courses scheduled for completion, clearly articulating the availability of courses in a particular semester
- full-time academic semesters, exceptions will be made for SAS registered students requiring an accommodation.

If a student is requesting a sequence revision for **disability related accommodation**, they are encouraged to connect with Student Accessibility Services, who will work with the Co-op team to determine next steps.

SCHEDULING COOP*1100

COOP*1100 is offered in Fall and Winter semesters based on the major and is taken in addition to a regular course load.

WHAT APPROVALS ARE NECESSARY?

If the proposed Academic & Work Sequence does **NOT** follow the Undergraduate Calendar **OR** you are transferring majors/changing your degree program, your Program Counsellor **MUST** approve your modified sequence in order to verify that degree requirements are being met and course availability has been taken into consideration. A Program Counsellor can assist you in the creation of a schedule.

If the Academic & Work Sequence follows the Undergraduate Calendar, you may return the form directly to the Co-operative Education Reception desk without any signatures required.

Prior to submitting to the Co-op Office for final approval it is advised that you make a copy for your own records.

- If you are applying to co-op or requesting a co-op transfer, instructions and associated deadlines can be found at www.uoguelph.ca/coop (guideline documents).
- Complete the Academic & Work Sequence Agreement to the best of your ability using the Undergraduate Calendar as a reference and contact a Program Counsellor for a meeting **ONLY** when approval is required for proposed sequence (if it does not follow the published schedule).
- If you are proposing a sequence that does not follow the prescribed sequence, attach documentation explaining the reason.
- Submit to the Co-op Office with your completed application or transfer forms.

Revisions to the Co-op Academic & Work Sequence Agreement that does not follow the prescribed schedule published in the Undergraduate Calendar must first be approved academically by a Program Counsellor/Co-op Faculty Advisor and then submitted for approval by the Co-op Office. Sequences may be declined if both approvals do not occur.

COMPLETED FORMS MUST BE E-MAILED TO:
Co-operative Education
recruit@uoguelph.ca



SAMPLE ONLY

PLEASE REFER TO THE APPLICABLE UNDERGRADUATE
 CALENDAR TO ENSURE FORM IS COMPLETED
 CORRECTLY

Co-operative Education Academic & Work Sequence Agreement

0000000	Student	Test	BCOMM.MKMN:C
ID NUMBER	SURNAME	GIVEN NAME	DEGREE/PROGRAM (ie BENG.BIOE:C)

your email address	@uoguelph.ca
EMAIL ADDRESS	

REASON FOR REVISED SEQUENCE (select one item below and attach an explanation if sequence differs from the published schedule):

<input checked="" type="checkbox"/> Applying to Co-op (no explanation required)	<input type="checkbox"/> SAS Accommodation Required (must disclose)
<input type="checkbox"/> Academic Scheduling (program change, transfer credits etc.)	<input type="checkbox"/> Employer requests to extend a co-op work term
<input type="checkbox"/> Medical/Psychological/Compassionate Reasons	<input type="checkbox"/> Unable to secure co-op work term (no explanation required)

PROPOSED SEQUENCE: Follow the *Undergraduate Calendar* when possible – write courses you plan to take each academic semester including COOP*1100 and list completed courses/transfer credits in the box below. CIRCLE *Study, Work, or Off* for each semester and complete the **full sequence** (from your first year onwards).

Academic Year <small>(ex. 2018/2019)</small>	FALL	WINTER	SUMMER
2021/2022	Study / Work / Off ECON*1050 MGMT*1000 MATH*1030 PSYC*1000	Study / Work / Off ACCT*1220 MCS*1000 ECON*1100 0.5 Elective 0.5 E1 Restricted Elective	Study / Work / Off Study / Work / Off
2022/2023	Study / Work / Off ACCT*2230 COOP*1100 HROB*2090 MCS*2000 ECON*2740 OR PSYC*1010 OR STAT*2060 0.5 Elective	Study / Work / Off MCS*2020 MCS*2600 MCS*3030 MCS*3040 0.5 E2 Restricted Elective	Study / Work / Off COOP*1000 Work Term 1
2023/2024	Study / Work / Off COOP*2000 Work Term 2	Study / Work / Off FARE*3310 FIN*2000 MCS*3500 1.0 Electives	Study / Work / Off COOP*3000 Work Term 3
2024/2025	Study / Work / Off MCS*3620 MGMT*3320 0.5 E3 Restricted Elective 1.0 Electives	Study / Work / Off COOP*4000 Work Term 4	Study / Work / Off COOP*5000 Work Term 5
2025/2026	Study / Work / Off MCS*3600 MCS*4370 MCS*4600 0.5 Elective 0.5 E4 Restricted Elective	Study / Work / Off MGMT*3020 MGMT*4000 1.0 Electives 0.5 E5 Restricted Elective	Study / Work / Off
<i>(If approved)</i>	Study / Work / Off	Study / Work / Off	Study / Work / Off

CREDIT RECEIVED FROM:

ANOTHER INSTITUTION

UofG OPEN LEARNING

This outline follows the Undergraduate Calendar. YES NO *Program Counsellor MUST approve if you've selected NO.*

ONLY book appointments with academic departments if you **are NOT** following the published schedule in the Undergraduate Calendar.

I agree to the above proposed Co-op sequence. I understand that my schedule of studies can only be altered with the approval of both my Program Counsellor and Co-operative Education.

Student's Signature: Test Student Date: Dec 2, 2021

Program Counsellor Signature: _____ Date: _____

FOR CO-OP OFFICE USE ONLY (Last Revised 2-Nov-2020)	[] Approved	[] Denied
[] Student emailed with receipt confirmation	SIGNED: _____	DATE: _____