

Co-operative Education Transfer and Reinstatement Requests

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 cica@uoguelph.ca – you'll be contacted if there are issues.

If you have any questions, contact the Co-op Office by email at cica@uoguelph.ca.