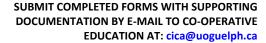




Request for Co-op Consideration Appeals Form

ID NUMBER	SURNAME		GIVEN NAME(S)	SEMESTER/YEAR			
				@uoguelph.ca			
PHONE NUMBER EMAIL ADDRESS							
DEGREE PROGRAM (e.g. BAH., BSCH., etc.) SPECIALIZATION (e.g. ECON, BIOC, MEF, etc.)							
OUTCOME REQUES	STED: (Check all that apply)						
☐ RE-INSTATEME	NT TO CO-OPERATIVE EDUCATION	J	☐ REFUND/CREDIT OF REMAINING CO-OP FEES				
☐ REMOVAL OF CO-OP WORK TERM FROM TRANSCRIPT			□ OTHER:				
☐ GRADUATE WITH LESS THAN REQ'D # OF CO-OP WORK TERMS							
GROUNDS FOR COM	NSIDERATION: (see page 2 for glo	ssary)	LIST OF DOCUMENTS SUBMI	ITTED IN SUPPORT OF APPEAL:			
☐ MEDICAL							
□ PSYCHOLOGICAL							
☐ COMPASSIONATE (see page 2 for definition)							
Attach additional detailed information and supporting documentation (medical, psychological, or compassionate) if applicable in PDF format. Any correspondence provided will be kept in strict confidence within the Co-op Appeals Committee.							
DO NOT HAND WRITE YOUR APPEAL. COMPLETE THE FILLABLE PDF VERSION ONLY.							
FOR OFFICE USE ON	NLY – REASON FOR RTW:						
[] Student resigned from co-op work term			[] Student was dismissed from co-op work term				
[] Student received Unsatisfactory/2 Marginal WPE grade(s)			[] Student did not complete/pass COOP*1100				
APPEAL REQUEST: [] Granted [] Granted with Conditions [] Denied							
ADDDOVAL BY			r	DATE.			

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Request for Co-op Consideration Appeals Form

ID NUMBER	SURNAME	GIVEN NAME & MIDE	DLE INITIAL	SEMESTER/YEAR				
NATURE OF APPEAL:								
Please use the space below to give a <u>brief</u> outline of your appeal. <u>Attach</u> any additional detailed information and supporting documentation (medical, psychological, or compassionate grounds – see below) if applicable in PDF format. Any correspondence provided will be kept in strict confidence within the Co-op Appeals Committee. DO NOT HAND WRITE YOUR APPEAL. COMPLETE THE FILLABLE PDF VERSION ONLY.								
Student's Signature	:		Date:					

GROUNDS FOR CONSIDERATION:

<u>MEDICAL / PSYCHOLOGICAL</u> - For co-op consideration based on medical or psychological grounds a student may be asked to provide documentation for the period of the illness. The necessity for documentation will depend in part upon the length of the illness and the amount of school or work missed during this time. Documentation will always be required in the event of a request for consideration beyond the deadline for the end of a work term or grade submission deadline for the course (work performance evaluation).

<u>COMPASSIONATE</u> - Unforeseen circumstances beyond the student's control in either his/her personal or family life may affect performance in co-op activities. Generally, academic commitments will not constitute grounds for co-op consideration.

CO-OP APPEAL PROCESS:

<u>DEADLINE TO APPEAL</u> - A student who is required to withdraw from Co-operative Education has the option to appeal. In the case where a student wishes to apply for re-admission to the program, the **student must appeal** the "Required to Withdraw from Co-op" decision **no later than the 15th class day after notification**.

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