



## Co-operative Education Academic & Work Sequence Agreement for Undergraduate Degree Programs

The expectation is that all students follow their academic & work sequence as outlined in the Undergraduate Calendar for their cohort: <https://www.uoguelph.ca/registrar/calendars/undergraduate>

### WHEN IS AN ACADEMIC & WORK SEQUENCE AGREEMENT REQUIRED?

- When applying to the co-op program as an in-course or external transfer 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 current co-op student deviates from the sequence published in the Undergraduate Calendar (approval required).

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

If a student is not able to follow the academic & work sequence as per the Undergraduate Calendar, 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 meet the following criteria:

- COOP\*1100 prior to the first job search semester
- a Summer co-op work term, Fall co-op work term, and Winter co-op work term, unless otherwise prescribed by the program
- Summer work terms do not exceed the number scheduled in the Undergraduate Calendar or in the student's current academic & work sequence\*
- total number of work terms do not exceed the number scheduled in the Undergraduate Calendar or in the student's current academic & work sequence\*
- first co-op work term is scheduled and completed before the 6<sup>th</sup> full-time academic semester, unless otherwise prescribed by the program (e.g., One Health)
- a maximum of two consecutive co-op work terms, unless prescribed by the program
- final term is an academic term
- a list of all courses scheduled, with consideration regarding the availability of courses in a particular semester
- full-time academic semesters; exceptions will be made for SAS registered students requiring an accommodation

If you are proposing a sequence that does not follow the criteria as outlined above, attach documentation explaining the reason. There is no guarantee that sequences outside of this criteria will be approved. Only extenuating circumstances will be considered.

\*Students can view their current academic & work sequence in Experience Guelph.

For further information, the Co-op Policy can be found here: <https://www.recruitguelph.ca/cecs/co-op-students/co-op-policies-and-processes/co-op-policy-agreement>

### 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 to verify that degree requirements are being met and course availability has been taken into consideration **prior** to submitting the form to Co-operative Education. **Sequences may be declined if your Program Counsellor and/or Co-operative Education do not grant approval.**

If the academic & work sequence follows the Undergraduate Calendar, you may submit the form directly to Co-operative Education at [cica@uoguelph.ca](mailto:cica@uoguelph.ca) without a Program Counsellor signature.

If you are submitting this form as part of an in-course completed application or transfer request, please submit all forms together. All forms can be found: <https://cecs.uoguelph.ca/co-op-students/co-op-forms/co-operative-education-status-forms>



**Co-operative Education Academic & Work Sequence Agreement  
for Undergraduate Degree Programs**

0123456	FirstName LastName
<b>ID Number</b>	<b>Full Name</b>
email@uoguelph.ca	BENG.BIOE:C
<b>Email Address</b>	<b>Degree/Program (ie BENG.BIOE:C)</b>

**DIRECTIONS:** In the corresponding boxes below, write the courses you plan to take in each academic semester, including COOP1100. Completed courses/transfer credits must also be listed. Check *Study, Work, or Off* for each semester and **complete the full sequence** beginning with your first semester (even if already completed).

**TRANSFER CREDITS RECEIVED AND FROM WHERE (LIST COURSES):**

Academic Year (ex. 2022/2023)	FALL	WINTER	SUMMER
2022/2023	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*1300, BBB*1000, CCC*1000, DDD*1400 EEE*1000	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*1200, BBB*1200, CCC*1200, DDD*1200 EEE*1200	<input type="checkbox"/> Study <input type="checkbox"/> Work <input checked="" type="checkbox"/> Off
2023/2024	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off COOP*1100, AAA*2000, BBB*2300, CCC*2100, DDD*2000, EEE*2011	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*2200, BBB*2200, CCC*2200, DDD*2200 0.5 ELECTIVE	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*1000
2024/2025	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*3000, BBB*3100, CCC*3300, DDD*3000, EEE*3000	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*2000	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*3200, BBB*3120, CCC*3310, DDD*3000, EEE*3100
2025/2026	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4000, BBB*4010, CCC*4000 1.0 ELECTIVE	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4110, BBB*4220, CCC*4130, DDD*4210, EEE*4200	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*3000
2026/2027	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*3300, BBB*4330, CCC*4320, DDD*3400, EEE*4011	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4010, BBB*4002, CCC*4100, 1.0 ELECTIVE	<input type="checkbox"/> Study <input type="checkbox"/> Work <input checked="" type="checkbox"/> Off
2027/2028	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*4000	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4410, BBB*4402, CCC*4450, 1.0 ELECTIVE	<input type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off

Please feel free to attach an additional page if further semesters are required.

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

**This outline follows the criteria listed on page 1.**     YES     NO    *You MUST attach an explanation if you've selected NO.*

As a Co-op student, I agree to the above proposed Co-op sequence. I understand that **I must study full-time** during each scheduled study semester unless registered with Student Accessibility Services. I understand that my academic & work sequence agreement can only be altered with the approval of both my Program Counsellor and Co-operative Education.

Student's Signature: \_\_\_\_\_ Student Signature \_\_\_\_\_ Date: MM/DD/YEAR \_\_\_\_\_

As a Program Counsellor, I confirm that the above proposed Co-op sequence allows this student to complete their program's academic requirements.

Program Counsellor's Signature: \_\_\_\_\_ ProgramCounsellor Signature \_\_\_\_\_ Date: MM/DD/YEAR \_\_\_\_\_



Co-operative Education Academic & Work Sequence Agreement for Undergraduate Degree Programs

ID Number Full Name Email Address Degree/Program (ie BENG.BIOE:C)

DIRECTIONS: In the corresponding boxes below, write the courses you plan to take in each academic semester, including COOP1100. Completed courses/transfer credits must also be listed. Check Study, Work, or Off for each semester and complete the full sequence beginning with your first semester (even if already completed).

TRANSFER CREDITS RECEIVED AND FROM WHERE (LIST COURSES):

Table with 4 columns: Academic Year (ex. 2022/2023), FALL, WINTER, SUMMER. Each cell contains checkboxes for Study, Work, and Off.

Please feel free to attach an additional page if further semesters are required.

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

This outline follows the criteria listed on page 1. YES NO You MUST attach an explanation if you've selected NO.

As a Co-op student, I agree to the above proposed Co-op sequence. I understand that I must study full-time during each scheduled study semester unless registered with Student Accessibility Services. I understand that my academic & work sequence agreement can only be altered with the approval of both my Program Counsellor and Co-operative Education.

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Program Counsellor's Signature: Date: