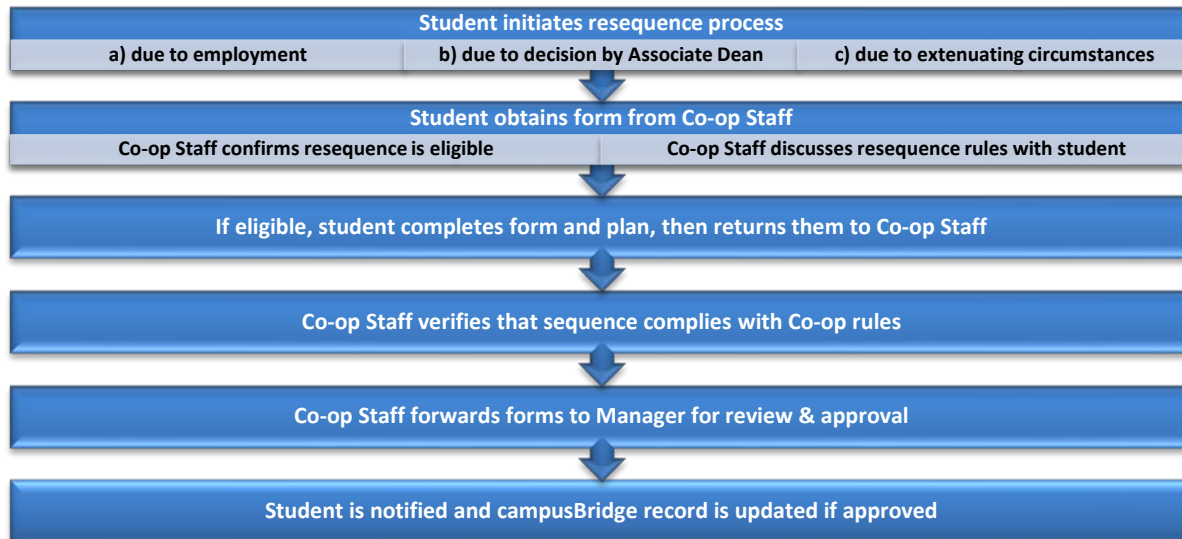




Engineering Co-op Work Term Sequence Change policies and procedures:



Students please note the following:

- PA is an abbreviation for Co-op Program Advisor. ERM is an abbreviation for Employer Relationship Manager
- It is not recommended to deviate from the academic program sequence to which you were admitted and will only occur in certain circumstances upon consultation with the Co-op Office. In some cases it is a requirement if you have not conducted a job search and you have been informed that you must resequence
- Deviating from your original program sequence may result in a delayed graduation.
- In order to graduate with a co-op degree, you must have successfully completed five work terms (four in some cases) in at least two of the work seasons (fall, winter, summer).
The Co-op Office will review the request to ensure it meets the following:
 - Complete Academic term 4 before work term 2
 - Complete Academic term 5 before work term 3
 - Complete Academic term 6 before work term 5
 - It is recommended to complete Academic term 6 prior to doing a 12-month employment term
 - The maximum length of a work term is 12 months (4 WKEXP back to back are not permitted)
 - Your final term prior to graduation must be an academic, i.e. a "study" term (e.g. Study8).
- The onus is on the student to investigate and understand all possible impacts to your academic schedule and course scheduling for any changes requested. Students will complete an *Academic Schedule Program Plan* as part of the work term sequence change process.
- Academic courses are not offered in every semester, and certain courses require pre-requisites or co-requisites. Use Bear Tracks / University Calendar and department resources to assist your planning.
- You may consult with Student Services before completing the Academic Schedule Program Plan and/or agreeing to co-op employment that deviates from your original schedule that will impact your co-op sequence. You will present a thoroughly researched plan and also understand that course offerings may change from year to year. A basic program check will be conducted.
- In some instances (not all), due to Capstone projects and fourth year requirements, students are required to complete the fourth year of the degree program in two consecutive academic terms, i.e. Study 7 immediately followed by Study 8 (in the same academic year) Check this.
- Departments are not obligated to provide access to courses for students completing their program outside of the standard sequence. Approval to resequence your work terms does not equate to guaranteed registration in academic courses that do not follow your original sequence. Some courses may have registration restrictions to allow students on plan to register first. Students who are off sequence will register only once restrictions are lifted at a later point in time.



Engineering Co-op Work Term Sequence Change Form

Last Name:

First Name:

Student ID:

Program

Study Terms Completed: (full terms only)

This form is to be used by students who deviate from their scheduled program plan. It is important to understand the potential outcomes of a resequence.

SELECT Start Year	20	1			2			3			4			5			6		
Term		FA	WI	SU	FA	WI	SU	FA	WI	SU	FA	WI	SU	FA	WI	SU	FA	WI	SU
Current Plan		S1	S2	off	S3														
Proposed Plan		S1	S2	off	S3														

Codes: S = Study Term (e.g. S1, S2), WK = Work Term (e.g. WK1, WK2) off = not working or studying

**thick border denotes regular end of 5 year program.

Reason for change:

<input type="checkbox"/>	Accepted employment opportunity not aligned with current plan	Details of employment:
<input type="checkbox"/>	Did not secure employment and / or did not provide evidence of an external job search.	
<input type="checkbox"/>	Choosing to not work or study for a term(s) <i>Note: An absence of greater than 12 months will require application for readmission</i>	Explain:
<input type="checkbox"/>	Other	Explain:

By submitting this completed, signed form, you are confirming that you have read and understand the policies and procedures outlined on the reverse of this form.

Student Agreement (Signature):

Date:

Approvals

The proposed new plan complies with required co-op program sequence	Co-op Advisor or ERM: Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Academic Schedule Program Plan attached (mandatory)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Co-op Manager Approval (Signature)	Name:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Records	campusBRIDGE updated Documents uploaded to Alfresco	<input type="checkbox"/> <input type="checkbox"/>

Academic Schedule Program Planning Form for Co-op Students – Out of Scheduled Sequence

Name:	ID:
Department/Program:	Term/Yr first enrolled in Specialized program:
Study Terms Completed:	Work Terms Completed:

New Sequence: Academic Year	FALL			WINTER			SUMMER		
20__/20__	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)
20__/20__	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)
20__/20__	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)
20__/20__	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)	Course name	Course offered in this term (Y/N)	Pre/co-req are met (Y/N)

(Please use 2 pages if required – all courses should be listed)

This form accompanies the **Work Term Sequence Change Form**

Students are responsible for familiarizing themselves with the requirements and limitations of their programs as specified in each Faculty section of the Calendar, for ensuring that their programs are properly planned and in accordance with degree specifications, and for the completeness and accuracy of their registration. Students are also responsible for adjustments in registration made necessary by changes to their academic status.

Understand that you may convocate later than your originally expected date by deviating from your originally scheduled plan. Read [Responsibility For Registration](#)

Along with the Engineering at Alberta / Department website use this [Catalogue](#) to assist you with your program planning: (Keep in mind that this information is only a guideline and is subject to change, but courses can be generally presumed to be offered in the same term from year to year)

Student acknowledges that they have planned and verified the schedule according to the program requirements, when courses are offered and required pre-requisites / sequences. Student understands the consequences if they have not completed all requirements to graduate.

This plan has been reviewed (basic program check) by an Academic Advisor (optional). **Name of Advisor:**
(does not imply approval into a new sequence or guarantee admission into courses)