



## UBC Engineering Co-op Work Term Sequence Change Form – M.Eng

Last Name:

First Name:

Phone:

Student Number:

Discipline:

You are required to complete each table below by filling out the relevant details of your original Co-op/Academic schedule indicating the cycle of academic terms and planned, consecutive work terms (e.g. WT1, WT2). Complete each field ending with each table showing the commencement of your graduate program, each planned work term, and the term in which you plan to graduate (e.g. GRAD).

Graduate students can request modification to the number of work terms scheduled with the approval of their academic advisor. Students can request to increase to a maximum of three consecutive work terms (12 months) or decrease to a single work term (4 months).

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

Sequence change requests submitted with missing information will be declined. If you are seeking to withdraw from the Co-op Program, you must use the [Co-op Withdrawal form](#).

Sequence modifications are to be submitted to the Co-op Office well in advance to the term impacted (see page 2 of this form). Please consult a Co-op Coordinator regarding any questions.

Year	20__			20__			20__		
Term	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)
Original	S1	S2	WT1	WT2	S3	S4			
Request									

**Codes:** **S** = Study Term (e.g. S1, S2, S3); **WT** = Work Term (e.g. WT1, WT2); **LV** = on leave, term off (not working, not studying); **GRAD** = graduation term

**Notes:**

- A Masters level Co-op student may not participate in any aspect of the Co-op program while on leave (LV). This includes training sessions, contacting Co-op staff or use of Co-op program resources.
- The final term of the Masters student's program will be a full-time, academic term. Students cannot end their degree program on a co-op work term, per Co-op Terms and Conditions.
- Masters level Co-op students are normally permitted to participate in a minimum of one co-op work term (4 months) to a maximum of three consecutive work terms (12 months) commencing in May. With the approval of the Associate Director, Engineering Co-op, your Academic/Research Supervisor, and the Manager, APSC M. Eng and Graduate Programs, this schedule can be modified to permit a maximum of three consecutive Co-op work terms (i.e. 12 months). NOTE: No breaks between co-op work terms are permitted.

If you are extending a current work term or have secured a position through your personal job search (not via a posting in PD Portal), please list the name of the employer below and include a copy of the offer/extension letter.

Employer (if applicable)

Student Signature

Date

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

- The final term of the Masters student's program will be a full-time, academic term.
- Students *cannot* complete their degree program on a co-op work term, per Co-op Terms and Conditions.
- A Masters level Co-op student may not participate in any aspect of the Co-op program while on leave. This includes training sessions, contacting Co-op staff or use of Co-op program resources.
- Master's level Co-op students are normally permitted to participate in a minimum of one co-op work term (4 months) to two consecutive work terms (8 months) commencing in May (summer term). With the approval of Engineering Co-op Senior Manager, Student Experience and your Academic/Research Supervisor (and/or Graduate Advisor for your academic department) this schedule can be modified to permit a maximum of three *consecutive* Co-op work terms (i.e. 12 months). Note: Breaks between co-op work terms are *not* permitted.
- Ensure to indicate your reason for this requested change to the standard Co-op work term sequence and include any supplemental information as an attachment.
- The onus lies with the student to investigate and understand all possible impacts to your academic schedule and course scheduling for any changes requested on this form.
- You must consult and obtain approval from your graduate supervisor or the graduate academic advisor(s) for your academic program for changes which will impact your academic schedule.
- As per Co-op Terms and Conditions, a request to remove a work term in which you are already employed will not be approved, regardless of how the work term position was secured (i.e. outside of the Co-op online system)
- Your final term prior to graduation must be academic, i.e. a "study" term (e.g. S4).
- You can request to add an additional work term, up to a total of one work term (during the Winter term), if it is with the company where you are employed during the Fall term, before your final academic term.
- As per Co-op Terms and Conditions, if you secure work term employment after withdrawing from the scheduled co-op work term, you will advise the Co-op office of the change and will be enrolled in the appropriate co-op course for the work term(s).
- Approval of this request does not prevent requests for future changes to your co-op sequence to accommodate other changes due to employment or academic requirements.
- **International Students only:** You are ineligible to use your Co-op Work Permit for an employment position which is not approved or registered as an official UBC co-op work term.

Please complete this form and email it directly to your Co-op Coordinator (<http://pd.apsc.ubc.ca/contact/>) or drop it off at the Engineering Co-op Office prior to the due dates outlined in the UBC Engineering Co-op Terms & Conditions (listed below) if you do not intend to participate in the job search term outlined:

- Schedule change requests must be received by the following dates:
  - a) December 31<sup>st</sup> for Summer term (May to August)
  - b) April 30<sup>th</sup> for Fall (T1) term (September – December)
  - c) August 31<sup>st</sup> for Winter (T2) term (January – April)



**After completing the new schedule and proposed program plan, in sequential order, please:**

1. Discuss your new program plan with your Academic/Research Supervisor and receive signature of approval. Note: If you do not have an Academic/Research Advisor please meet with your Department Graduate Advisor to receive approval for your new proposed program plan.
2. Forward a copy of your off schedule request and new proposed program plan to your Co-op Coordinator for approval processing. Your request will be reviewed by the Senior Manager, Student Experience of Engineering Co-op and the Manager, M.Eng. and Graduate Programs, for formal approval.

**Please complete a new M.Eng/MASc Program Plan:**

**Proposed Co-op Term(s)**

Term (e.g. Summer (S), Fall (T1), Winter (T2))	Year	Credits	Notes

**Final Term (please circle): Sept-Dec (yr) | Jan-Apr (yr) | May-Aug (yr)**

Course Number	Course Title	Credits	Term	Notes

**Reason for Change Request**

**Instructions to Academic/Research Supervisors:**

Your student, \_\_\_\_\_ (name), is requesting to modify their existing Co-op schedule.

Please confirm your approval of this student's request by signing below:

1. Academic/Research Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

2. Engineering Co-op Program: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_