Faculty of Mathematics
Request for Academic/Work Term Sequence Change

Please Print Clearly

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name(s)</th>
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<table>
<thead>
<tr>
<th>Faculty</th>
<th>Year &amp; Plan (e.g. 2 / B / Computer Science):</th>
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<thead>
<tr>
<th>E-mail</th>
<th>Advisor Name (CECA Student or Career Advisor)</th>
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<table>
<thead>
<tr>
<th>Current Phone</th>
<th>Work Phone</th>
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Submission of this form indicates that you have read and understood both pages of this document.

In Row ‘Year’, provide the calendar years covered by your academic /work term sequence (e.g., 2009 - 2014). Fill in Row 1 with your entire prescribed (or previously approved) sequence and Row 2 with your proposed sequence (include previously completed terms as well as those up to graduation).

<table>
<thead>
<tr>
<th>Year</th>
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<tr>
<td>Example</td>
<td>1A</td>
<td>1B</td>
<td>OFF</td>
<td>2A</td>
<td>WT1</td>
<td>2B</td>
<td>WT2</td>
</tr>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<tr>
<td>P*</td>
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* Line P is for University use only

Are you currently on a work term? □ Yes □ No
Are you currently scheduled for a work term next term? □ Yes □ No
If yes, do you currently have any active applications? □ Yes □ No □ N/A
If yes, do you currently have any interviews scheduled? □ Yes □ No □ N/A
Have you agreed to return to a current (or previous) employer for your next scheduled work term? □ Yes □ No
If yes, does the sequence you propose honour your commitment? □ Yes □ No □ N/A
Have you pre-enrolled for a future term? □ Yes □ No
If yes, do you wish to retain one of those courses while on work term? Name the course below:

<table>
<thead>
<tr>
<th>Course (e.g. CS 100)</th>
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Applicant’s Comments
(Explain your request and include additional information if necessary - requests submitted with information missing, including your signature, will be denied)

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
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Faculty Comments

Plan Advisor Approval □ Approved □ Approved with Conditions/Alterations □ Denied

Mathematics Co-op Academic Advisor Approval □ Approved □ Approved with Conditions/Alterations □ Denied

(Be sure to provide a “follow-up” form to the student as proof of approved sequence modification.)

Plan Approval By: (Please Print Name) | Signature | Date
---|---|---

Co-op Approval By: (Please Print Name) | Signature | Date
---|---|---

March 2012
Academic/Work Term Sequence Policies & Procedures
for Co-operative Education Students
Degree Requirements for Students in Co-op Programs

1. Unless approved to do otherwise, you are expected to follow the prescribed academic/work term sequence for your plan from admission through to graduation.

2. Many departments may not be able, as a result of limited instructors and/or resources, to offer courses in terms other than those planned for students in regular plans and/or existing co-op sequences.

3. When admitted to Year 1, your sequence will normally involve, and not exceed, eight academic terms and six work terms. When admitted to a level beyond first year, the number of required academic and work terms will be reduced accordingly.

4. To earn the co-op designation at graduation, you must have:
   a. earned all your academic degree requirements (including PD);
   b. received credit for at least four work terms credits required by your Faculty (see Study/Work Term Sequence Chart in Undergraduate Calendar).
   c. followed an approved academic/work term sequence, and
   d. accumulated the minimum number of work term credits required by your Faculty (including reports submitted as part of PD2).

5. The undergraduate calendar may not always indicate the availability of a course in a particular term; so, before you submit a request to change your sequence you must investigate all the possible impacts your proposed change may have on your access to required courses in the future.

6. Accordingly, consult first with the appropriate Undergraduate Plan Advisor and then with the Math Faculty Co-op Academic Advisor before agreeing with your employer to any changes in your academic/work term sequence.

7. Approval of your request does not preclude future changes to course availability; therefore, you must schedule your courses carefully as your new sequence unfolds. In some instances, you may have to submit additional requests to change your sequence.

8. Submit your form and any attachments to the Math Faculty Co-op Academic Advisor once you have obtained the necessary signatures from your academic representative(s).

9. Be sure to obtain all of the necessary signatures when your plan(s) of study requires additional approvals (e.g., specializations, double majors, etc.).

Notes:
1. Requests that have the effect of (i) combining more than two consecutive academic or work terms, (ii) reducing the number of academic or work terms required, or (iii) exceeding the number of work terms available, are not normally approved.

2. Work terms must normally be completed before you begin your 4B academic term.

3. Co-op fees are paid each academic term from the beginning of your enrollment in co-op until your graduation. The maximum number of fees to be paid is eight (actual number varies by plan).

4. Incomplete or improperly documented requests will not be considered.

5. Your employer may submit supporting written comments with this form as appropriate.

6. Normally, requests must be submitted no later than 1 month prior to the beginning of the term in which the sequence change will occur.

7. Should you wish, or need, to cancel any course enrollments for your current or next scheduled academic term you must make those changes on Quest or through the Registrar’s Office. It is your responsibility to investigate any impact your sequence change request may have on your enrolment in a PD course. Be sure to add or remove required PD courses as necessary (e.g., a request that delays your first work term may require a change to your enrolment in PD 1 & 2).

8. Completed forms will be collected and retained by Co-operative Education.

9. You are advised to arrange any necessary extensions to your UW Health Insurance or your provincial health care coverage as well as your student loan status (where applicable) if, or when, you are approved for a double work term.

10. Terms designated in your sequence as “OFF” terms allow part-time study only. At most two courses can be taken on “OFF” terms.

11. Be sure to obtain a “follow-up” form from your Math Faculty Co-op Academic Advisor as proof of your approved sequence modification.

For Internal Processing Use Only

Work Term Cards Adjusted in JobMine: □ Yes □ Not Applicable
Communications Logs Updated in JobMine: □ Yes □ Not Applicable
WatPD Notified of Term Card Changes in Current Term or Upcoming First Work Term: □ Yes □ Not Applicable
Employer Services Notified of Change in Student Interviews: □ Yes □ Not Applicable