Students are to plan their work and study semesters according to the work term sequence received at the end of COPD01. Students who wish to change their work term sequence can request the change using this form. Students who are currently on work term should contact their Work Term Engagement Coordinator prior to beginning this request process.

Request periods take place in April and July each year. Completed forms should be submitted to IC150 by one of the two deadlines: April 1, 2017 OR July 11, 2017. This form will not be accepted by email.

Requests will be reviewed and you will be notified via email of the status of your request by the Manager, Student Services.

<table>
<thead>
<tr>
<th>Student Information : Student Name</th>
<th>Student #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Program</td>
<td></td>
</tr>
<tr>
<td>Co-op Coordinator (circle one below)</td>
<td></td>
</tr>
<tr>
<td>Joanna Mike Monique Sarah Andrea</td>
<td></td>
</tr>
<tr>
<td>Current Work Term Sequence</td>
<td></td>
</tr>
<tr>
<td>Work Term #1 :</td>
<td>Work Term #2:</td>
</tr>
<tr>
<td>Requested Work Term Sequence</td>
<td></td>
</tr>
<tr>
<td>Work Term #1 :</td>
<td>Work Term #2:</td>
</tr>
</tbody>
</table>

Reason for Requesting a Change to Your Work Term Sequence:
- Course Availability
- Out of Country/Taking a Semester Off
- Work Permit Issues
- Graduate/Professional School Requirements
- Will not have Work Term Prerequisite Courses
- Changing Co-op Program of Study

Please attach your Course/Work Term Planner worked out with your Student Development Coordinator along with your Academic plan for the remainder of your studies for each semester.

For assistance with your course and work term planning and to determine the sequence you are requesting:
1) Consult the UTSC Academic Calendar and the Co-op Policy Handbook for your degree and academic program and co-op work term requirements
   a. Determine how a change in work-term sequence will impact your future course scheduling and overall number of years at UTSC
2) Refer to the “Future Course Offerings” projection as well as the historical UTSC course timetable to predict what will be offered at UTSC and when
3) Use Degree Explorer to map out hypothetical courses/semester to see when you are expected to complete all degree requirements
4) Drop-in to the Academic Advising & Career Centre to meet with an Academic & Learning Strategist OR your Academic Co-op Program Advisor/Supervisor to review UTSC Calendar requirements, course planning and/or to discuss your completed/draft Degree Explorer assessment

For Student:
I understand that it is my responsibility to ensure I am completing my program requirements and to consult with my Program Advisor/Supervisor regarding courses. If I do not receive approval for this request I agree to compete for positions for the semester that I am sequenced.

Student’s Signature __________________________ Date __________________________

Student Development Coordinator
The above student has discussed changing their work term sequence and has consulted with me on their co-op requirements. I support this student’s request to change their work term sequence.

SD Coordinator Signature __________________________ Date __________________________

Program Advisor/Supervisor of Study:
I have reviewed the academic plan and reasoning and support the student’s request to change their work term sequence.

Program Advisor/Supervisor Name __________________________ Signature __________________________ Date __________________________

Note: We will accept a signature in the above spot from your Program Advisor/Supervisor of Study OR a print out of an email thread between you and your Program Advisor/Supervisor where they have given approval. If you receive email approval, please print out the emails and include it in the package and indicate above that you received signoff through email.

For Co-op Office Use Only

Manager, Student Services – Arts & Science Co-op Programs
Request Approved: □ Yes □ No

Signature: __________________________ Date: __________________________