



PEY Co-op Course Approval Request Form

While on PEY co-op, your priority is to fulfill your co-op responsibilities and successfully complete your work term. Students who are planning to take a course must comply with the following requirements:

1. Ensure courses are not core/mandatory courses for your program of study (POSt), are not scheduled during work hours, and will not negatively impact your work term commitment.
2. Submit your request along with the completed form to pey.coop@utoronto.ca for review and for a formal decision from the Engineering Career Centre (ECC).

Course Information
Course Code: _____ (example: APS360H1) Course Title: _____ Start Date: _____ End Date: _____ Time: _____ # of In-Class (Lecture/Tutorial/Lab) Hours/Week: _____ # of Full Course Equivalent (FCE's)/Credits Remaining After Taking this Course: _____ Part or all of the schedule for this course will be held during regular working hours: Yes <input type="checkbox"/> No <input type="checkbox"/>

Student Information
Student's Full Name: _____ Academic Program: _____ Student Number: _____ Telephone Number: _____ Email Address: _____
<p>I am requesting approval to take the above-mentioned course during my PEY Co-op work term. By checking the following boxes I indicate my understanding of the statements listed below.</p> <p><input type="checkbox"/> My priority is to meet the requirements and expectations of my role as set by my Manager/Supervisor without any disruption to my overall work performance.</p> <p><input type="checkbox"/> I understand that it is strongly recommended that I not take a course in the first few months of starting my PEY Co-op work term in order to concentrate on transitioning effectively into my new role.</p> <p><input type="checkbox"/> It is <u>MANDATORY</u> that I return to full-time studies for the academic year following my PEY Co-op work term.</p> <p><input type="checkbox"/> I will have sufficient academic credits remaining to return to full-time studies for at least one full academic year (September-April) following my PEY Co-op work term.</p> <p><input type="checkbox"/> I am not permitted to take a core/required course for my academic program (Engineering students only).</p> <p><input type="checkbox"/> I may be required to provide documentation from my Registrar or Academic Department verifying the above.</p>
Student Signature: _____ Date: _____



Manager/Supervisor Information & Approval

Manager/Supervisor Name: _____

Job Title: _____ Company Name: _____

Telephone Number: _____ Email Address: _____

I have reviewed this form and assess that the work performance of _____ (Student's Full Name) should not be disrupted by taking a course during the PEY Co-op work term. I approve the request to take the above-mentioned course.

Manager/Supervisor Signature: _____ Date: _____

ECC Approval

Staff Name: _____ Job Title: _____

Telephone Number: _____ Email Address: _____

I have reviewed the request submitted by _____ (Student's Full Name) and approve the request to take the above-mentioned course.

ECC Approval Signature: _____ Date: _____