APPLICATION FOR CO-OP WORK TERM CHALLENGE

SURNAME (PLEASE PRINT)          GIVEN NAME(S)  Preferred EMAIL ADDRESS  UVIC I.D. NUMBER

FACULTY:  [ ] Business  [ ] Education  [ ] Engineering  [ ] Fine Arts
          [ ] Human & Social Development [ ] Humanities [ ] Science  [ ] Social Sciences

CO-OP PROGRAM (specify): ___________________________________________________________  YEAR: ______

DECLARATION:  I have read the regulations that appear on the reverse side of this form and agree to the conditions therein:

_______________________________________________________________   _________________________
SIGNATURE OF APPLICANT    DATE

NOTE: Fee will be assessed by Accounting Services. Sign in to UVic at www.uvic.ca and click “My Page” to check your student account details.

To be filled out by co-op office:

THE WORK TERM I WISH TO CHALLENGE IS (e.g., PHYS001) __________________________________________________________

[ ] MAY – AUG  [ ] SEP – DEC  [ ] JAN – APR  20_____

CERTIFICATION OF ELIGIBILITY BY RECORDS OFFICER:

___________________________________________________________  _______________
SIGNATURE OF RECORDS OFFICER   DATE

FACULTY/DEPARTMENT APPROVAL:

The Faculty/Department/School of ________________________________ approves this request to challenge the work term noted above and agrees to make arrangements to carry out the evaluation.

The work term challenge is to be completed by ________________________________

________________________________________________   ____________
SIGNATURE OF CO-OP COORDINATOR  DATE

________________________________________________  ____________
SIGNATURE OF CHAIR/DIRECTOR/DEAN  DATE

For office use only:

[ ] Section created in SSASECT______________
[ ] Registered in SFAREGS ________________
[ ] CHALL added ________________
[ ] Grading material issued ________________
[ ] Grade received ________________

COMMENTS:
___________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________
To qualify to challenge a work term credit, you must have previous work experience that meets the following requirements:

• Work experience must be within the last 6 years
• Work experience must be 12 weeks / 420 hours of continuous, full-time employment with one company
• Work experience must be related to your engineering degree

Please email your completed form to engrcoop@uvic.ca

If you would like to challenge two work terms, please submit two forms. Only students admitted to 3rd year are able to challenge more than one work term.

Application forms are due by the end of the first month of your attendance in the Engineering program.

• If your first term in the Engineering program is Fall (Sep-Dec), applications are due by the last day of September
• If your first term in the Engineering program is Spring (Jan-Apr), applications are due by the last day of January

For each completed challenge, you will pay one less co-op fee installment.