



## Additional Academic Course Request

UBC Okanagan undergraduate students registered in COOP work term courses are responsible for withdrawing from academic courses for the periods when they are engaging in co-op work experience. In accordance with the [UBC Co-operative Education Terms & Conditions](#), students are required to limit their enrollment in academic courses to those delivered outside of their employer's business hours, and max one (1) course per work term and obtain permission from **both** employer and Faculty in conjunction with the Co-op Program **prior** to commencing the course.

If students wish to obtain permission to take one (1) academic course\* outside of scheduled work hours, they must arrange to complete this online [Additional Course Request](#) form. **Deadlines to submit the request for each term is as follows:**

- **March 10<sup>th</sup> for Summer T1-2.**
- **July 10<sup>th</sup> for Winter T1**
- **November 10<sup>th</sup> for Winter T2**

**\*IMPORTANT NOTE: specific academic courses will NOT be considered in this Academic Course Request as determined by the students' home Faculty.** It is the **student's responsibility** to be aware of course restrictions (see below) and to plan in advance periods of work experience and academic study terms accordingly, remembering that co-op education typically adds an additional year to the degree.

### Bachelor of Arts

*No current restrictions. It is recommended that Co-op students discuss their academic course selection with their instructor prior to submitting an Additional Course Request to make an informed decision.*

### Bachelor of Fine Arts

*Restricted courses that will not be considered are: All 200-level, 300-level and 400-level courses.*

### Bachelor of Human Kinetics

*Restricted courses that will not be considered are: HES 250, 305, 320, 321, 336, 351, 352, 353, 401, 402, 420, 459, 471, 491, 492, 493, 494, 495 courses.*

### Bachelor of Management

*Restricted courses that will not be considered are: MGMT 490 (specifically, the Global Seminar that takes place in the summer). It is recommended that Co-op students discuss their academic course selection with their instructor prior to submitting an Additional Course Request to make an informed decision.*

### Bachelor of Media Studies

*Restricted courses that will not be considered are: All 200-level, 300-level and 400-level courses.*

### Bachelor of Science

*Restricted courses that will not be considered are: All course in their major(s).*

***If you would like to request an exemption to take one of the above courses, please include information about why that course is important for you and why it is essential to take that course alongside your Co-op term. Note that approval is not guaranteed as it would depend on many other factors. If you have any questions or would like to confirm if the course you are seeking to complete during an upcoming Co-op work experience may be eligible, please connect with us.***

Once the Additional Academic Course Request is received, students should receive an update on the status of their request within approximately seven (7) business days of the deadline to submit and can continue job searching in the interim.

If the Additional Academic Course Request is **APPROVED** and once a job offer has been received it is the responsibility of the student to confirm with their place of employment/supervisor that the additional academic course during the employment contract is agreeable. Written confirmation must be received by the Co-op office via email ([coop.ok@ubc.ca](mailto:coop.ok@ubc.ca)) prior to the Co-op work experience commencing.

If an Additional Academic Course Request is **NOT APPROVED** the student may remain enrolled in the additional academic course(s) as a "back-up" and continue job searching. Once a job offer has been received it is the responsibility of the student to **immediately withdraw from academic course registration.**

Questions can be directed to the Co-op Office via email [coop.ok@ubc.ca](mailto:coop.ok@ubc.ca) or phone 250-807-9623.