

## **Co-op Work Terms & Academic Courses – Exception Requests**

### **B.Eng, CS, IBEHS Programs**

Faculty of Engineering students are eligible to enroll in a maximum of 1 academic course per term (any unit size, excluding capstone and thesis) while engaged in a registered co-op experience provided the course does not overlap with their co-op work hours.

Effective Fall 2026, a dedicated timeslot of Monday to Friday, 8:30 am – 5:30 pm for co-op work term courses is being introduced to prevent scheduling conflicts.

Exception requests are considered on a case-by-case basis. If a student wishes to register in a course that overlaps with the co-op work term timeslot, they must follow the exception request process outlined below.

#### **Exception Request Process**

1. Employer Approval

The student must obtain written approval via the following form from their workplace supervisor or company HR contact for the course that overlaps with their co-op work hours – [Courses on Co-op Employer Approval Form](#).

- The completed form should be emailed to the supervisor or HR contact for signature.
- The student's [Career Educator](#) must be copied on the email and on the response email with the signed form.

2. Course Conflict Form

The student completes and submits the applicable [Engineering Course Conflict form](#), including all relevant instructor signatures (note: the student's Career Educator signs the form first as validation that the co-op employer/supervisor has approved the request).

3. Departmental Review

The student's home department will process the form and any approved course enrollment. If approved, enrollment is subject to add/drop deadline and seat availability.

#### **Approved Requests**

1. When the co-op is registered before the course: the academic department enrolls the student in the applicable academic course. Enrollment is subject to add/drop deadline and seat availability.
2. When the course is registered before the co-op: the Centre enrolls the student in the applicable work term course.

### Denied Requests

1. When the co-op is registered before the course: the co-op remains registered and the course is not added to the student's timetable. The student is responsible for following up with any affected parties to close the communication loop.
2. When the course is registered before the co-op: the student is responsible for having the course dropped, as follows.
  - **Before add/drop** deadline: the student must drop the academic course(s) and notifying the Centre ([thecentre@mcmaster.ca](mailto:thecentre@mcmaster.ca)) so the co-op can be registered.
  - **After add/drop** deadline: the student must notify their [Academic Advisor](#) to drop the academic course(s), then notify the Centre ([thecentre@mcmaster.ca](mailto:thecentre@mcmaster.ca)) so the co-op can be registered.

*Note: Students may be subject to a course cancellation fee if the reason for dropping is not due to the Chair or employer denying their request to take the course during co-op hours.*