



# CO-OP COURSE OVERLOAD FORM

Submit completed form to the Career Development Centre (Surrey Main Room C136) or by email to [co-op@kpu.ca](mailto:co-op@kpu.ca). Approval expires **five** business days after the latest Advisor, Instructor, Dean or Employer signature. We may contact you via your KPU email address while processing this request.

Student Information				
Student ID		Name		
Phone Number	Course #1 (e.g. ENGL 1100)	Course #2	Course #3	Term & Year
REASON (please explain your request and provide the number of hours per week you will work)			Student Signature	
			Date	

Permission Type (initial in the appropriate box) NOTE: This form cannot be used for Pathway students.	
<b>Academic Advisor</b>	<input type="checkbox"/> Recommends student to take courses noted above along with a Co-op work term course.
	<input type="checkbox"/> Does not recommend student to take courses noted above along with a Co-op work term course.
	Rationale (optional)
<b>Co-op Instructor</b>	<input type="checkbox"/> Recommends student to take courses noted above along with a Co-op work term course.
	<input type="checkbox"/> Does not recommend student to take courses noted above along with a Co-op work term course.
	Rationale (optional)
<b>Co-op Employer (Authorize below)</b>	Co-op Employer understands and agrees to support the student to take courses noted above alongside his/her employment. As discussed with this student, he/she will be able to manage the workload and it will not affect their work. Co-op Employer has discussed and agreed to any schedule changes or accommodations which may be necessary for the student to attend their classes (noted below). Co-op Employer will contact the Career Development Centre (604.599.2465 or <a href="mailto:co-op@kpu.ca">co-op@kpu.ca</a> ) to discuss any concerns.
	Employer's comments (optional)

Authorizations (obtain all signatures)		
Co-op Employer Name & Title (please print)	Signature	Date
Dean/designate (please print)	Signature	Date
Dean/designate rationale (optional)		

Registration Office use only		
Received by: Name & department (please print)	Date Received	Date Processed