

# CSEP COURSE APPROVAL FORM

NAME: \_\_\_\_\_ CONCORDIA I.D.: \_\_\_\_\_ PROGRAM(S) OF STUDY: \_\_\_\_\_ DATE: \_\_\_\_\_

HOST INSTITUTION AND COUNTRY: \_\_\_\_\_ EXCHANGE TERM:    Fall                  Winter                  Academic Year

Host Course Code and Title	Host Course Credits	Potential Concordia Course Equivalency	Department/Faculty Approval OFFICE USE ONLY						
			Approve	Deny	Course applicable to:	Major	Minor	Spec	Elective
			Comments: _____						
			Approve	Deny	Course applicable to:	Major	Minor	Spec	Elective
			Comments: _____						
			Approve	Deny	Course applicable to:	Major	Minor	Spec	Elective
			Comments: _____						
			Approve	Deny	Course applicable to:	Major	Minor	Spec	Elective
			Comments: _____						
			Approve	Deny	Course applicable to:	Major	Minor	Spec	Elective
			Comments: _____						

Student name (please print): \_\_\_\_\_ Student signature: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor name (please print): \_\_\_\_\_ Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CSEP (CONCORDIA STUDENT EXCHANGE PROGRAM) Student Instructions:

- Students applying to the CSEP must have course content evaluated prior to going on exchange. Credit evaluation will be determined upon receipt of an official transcript. We base credit evaluation on several factors; for example, the number of hours and duration of the course, as well as, degree requirements at the host institution. Different countries have different credit systems.
- Students must maintain full-time studies while on exchange (equivalent to 12-15 Concordia credits). This means that you must be full-time according to the host institution's standards. Students in Arts and Science will have the number of credits indicated in their letter of permission.

### **Residency requirement rules:**

Students must also respect the Residency Requirement rules.

### **Verify your program and degree requirements:**

- 50% of your program (Major, Specialization, Honours) and your degree's total credits must be done at Concordia University.
- The last 45 credits of your degree must be done at Concordia University (we do consider exceptions to this part of the rule).

### **Faculty requirements:**

Although the process is very similar in each Faculty, the following steps are different:

Arts and Science:

- ▶ Please refer to [Study abroad: Concordia Student Exchange Program \(CSEP\)](#) for eligibility and instructions.