

CSEP COURSE APPROVAL FORM: Gina Cody School

NAME _____

CONCORDIA I.D _____

PROGRAM(S) OF STUDY: _____

LEVEL: GRAD UGRAD

HOST INSTITUTION AND COUNTRY _____

EXCHANGE TERM: Fall Winter

Academic Year: _____

Host Course Code and Title	Host Credits	Potential Concordia Equiv.	Concordia Credits	Department/Faculty Approval OFFICE USE ONLY
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>
				Yes <input type="checkbox"/> No: Alternative <input type="text"/> Course applicable to: Eng. Core <input type="checkbox"/> Prog. Core <input type="checkbox"/> Tech. Elective <input type="checkbox"/> Gen. Elective <input type="checkbox"/>

Date: _____

Student signature: _____ Email: _____

Date: _____

Advisor Signature _____

Gina Cody School of Engineering and Computer Science Concordia Student Exchange Program (CSEP) Instructions:

- Attend an information session at Concordia International
 - Here's the first step: <https://www.concordia.ca/students/exchanges/csep.html>
- Be registered as a full-time student at the time of application and must remain a full-time student until you leave on exchange
 - Have a minimum cumulative GPA of 2.70
 - You must take a full-time course load abroad (a minimum of 12 credits and a maximum of 15 credits)
- **Co-op students:** You may go on exchange in your study-term but bear in mind that term durations differ from one country to another and you might be late for the following work-term. Any deviation in your work-study sequence must have prior approval by the director of the Institute for Co-operative Education in consultation with Student Academic Services
- Refer to the approved [list of host universities](#) available at the Gina Cody School of Engineering and Computer Science
 - Demonstrate fluency in the language of the hosting university. [Here's how](#)
- **Choosing courses:** All courses taken abroad must be pre-approved by the Gina Cody School of Engineering and Computer Science.
 - Fill out the Gina Cody School of Engineering and Computer Science **course approval form**
 - You must only take courses needed to meet your program requirements. No course overloads permitted on exchange
 - Complete prerequisites before requesting to take a course at a host institution
 - Successfully complete all 200-level courses before taking a 400-level technical course at a host institution
 - General Electives: Refer to the Humanities and Social Sciences list [71.20.2](#) or the General Education Elective list [71.20.6](#) in the Undergraduate Calendar
 - Courses taken without approval will not be transferred to Concordia
- **Credit evaluation:** GCS awards the credit value of the Concordia course approved by the Undergraduate Program Director. To sum up, we grant the credit value of the Concordia course
 - For example, if the exchange course is 4 credits and at Concordia it's 3 credits – we give 3 credits OR
 - If the exchange course is 3 credits and at Concordia it's 4 credits – we award 4 credits
- **Residence requirements:** Of the total number of credits required for an undergraduate degree (**verify your program/degree requirements**):
 - **BEng** students must take a minimum of 60 credits, normally the last 60, at Concordia University
 - For **BCS** students, you must take a minimum of 45 credits, normally the last 45, at Concordia University.
 - ~ **In general:**
 - 50% of your program credits must be done at Concordia University
 - 50% of your degree's total credits must be done at Concordia University
- **GCS faculty requirements:**
 - You have received a nomination letter to a host institution by Concordia international.
 - Complete the CSEP Course Approval Form, include all course descriptions and a student record
 - Submit them to Student Academic Services GCS advisor, Deepy Chahal: deepy.chahal@concordia.ca by:
 - ~ **Fall** : March 1st
 - ~ **Winter**: July 1st