

CONCORDIA STUDENT EXCHANGE PROGRAM (CSEP) COURSE APPROVAL FORM

HOST INSTITUTION AND COUNTRY

EXCHANGE TERM: Fall Winter Academic Year:

Host Course Code and Title	Host Course Credits	Course applicable to:		Department/Faculty Approval OFFICE USE ONLY					
				Approve	Course applicable to:		Spec	Elective	Honours
		Major	Minor	Deny	Major	Minor			
		Spec	Elective						
		Major	Minor	Approve	Course applicable to:		Spec	Elective	Honours
		Spec	Elective	Deny	Major	Minor			
		Major	Minor	Approve	Course applicable to:		Spec	Elective	Honours
		Spec	Elective	Deny	Major	Minor			
		Major	Minor	Approve	Course applicable to:		Spec	Elective	Honours
		Spec	Elective	Deny	Major	Minor			
		Major	Minor	Approve	Course applicable to:		Spec	Elective	Honours
		Spec	Elective	Deny	Major	Minor			
		Major	Minor	Approve	Course applicable to:		Spec	Elective	Honours
		Spec	Elective	Deny	Major	Minor			
		Major	Minor	Approve	Course applicable to:		Spec	Elective	Honours
		Spec	Elective	Deny	Major	Minor			

Student Name:

Student ID:

Program of Study:

Email:

Student Signature:

Date (YYYY/MM/DD) :

Advisor Name:

Advisor Signature:

Date (YYYY/MM/DD) :

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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/degree requirements**):

- 50% of your program of study's concentration (Honours, Major, Specialization or Minor) and your degree's total credits must be done at Concordia University
- Normally, 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 www.concordia.ca/artsci/students/study-abroad.html for eligibility and instructions.