### CSEP COURSE APPROVAL FORM

**Name**

**Concordia ID**

**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

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#### Student Information

- **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 from the host institution. 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 (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, some steps are different:

Arts and Science:

- Students must complete the CSEP online application, save it as a pdf and print it. Students must print out and complete the CSEP Course Approval Form for every school and for each program (e.g. Major, Minor)
- Students must email their CSEP Course Approval Form, and all course descriptions for each school, to their program(s) department advisor for review by January 15th (fall, fall-winter or winter) or May 15th (winter only)
- Students must email a copy of the CSEP online application, the CSEP Course Approval form(s) and all course descriptions, along with a student record, to Student Academic Services, Shoshana Kalfon by February 1st or June 1st. Please keep a copy for your records – we will not print these for you

Fine Arts:

- Students must complete the CSEP Course Approval Form, attach course descriptions and their completed Program Guide
- Fine Arts students are not required Departmental signatures. Permission from Student Academic Services will indicate approval of courses.
- All Fine Arts students seeking future substitutions (course equivalencies) must submit course syllabus, portfolio or other graded work upon their return from exchange
- Please submit to: finearts.sas@concordia.ca DEADLINE: February 1st (for departure any session the following academic year)

JMSB:

- Students must complete the CSEP Course Approval Form and their JMSB Program Planning Worksheet.
- Students must send their CSEP Course Approval Form, their JMSB Program Planning Worksheet and all course descriptions by email to CSEPrequest.jmsb@concordia.ca
- Students must submit their forms after Concordia International has nominated them to a host institution. JMSB will confirm the exact deadline to students by email after February 1st.