CSEP COURSE APPROVAL FORM

NAME _____ CONCORDIA I.D _____ ROGRAM(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: Honours ☐ Major ☐ Minor ☐ Spec ☐ Elective ☐ Comment:						
			Approve ☐ Deny: ☐ Course applicable to: Honours ☐ Major ☐ Minor ☐ Spec ☐ Elective ☐ Comments:						
			Approve ☐ Deny: ☐ Course applicable to: Honours ☐ Major ☐ Minor ☐ Spec ☐ Elective ☐ Comments						
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			Approve ☐ Deny: ☐ Course applicable to: Honours ☐ Major ☐ Minor ☐ Spec ☐ Elective ☐ Comments						
			Approve ☐ Deny: ☐ Course applicable to: Honours ☐ 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 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 <u>your</u> 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 <u>after</u> Concordia International has nominated them to a host institution. JMSB will confirm the exact deadline to students by email after February 1st.