# CSEP COURSE APPROVAL FORM: Gina Cody School

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<th>Host Course Code and Title</th>
<th>Host Credits</th>
<th>Potential Concordia Equiv.</th>
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<th>Department/Faculty Approval</th>
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Date: _________________________________  Student signature: ___________________________  Email: _______________________________________________

Date: __________________________________  Advisor Signature ____________________________
Gina Cody School of Engineering and Computer Science (GCS) 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](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

- Evaluation of course content and course approvals before to going on exchange:
  - You must only take courses needed to meet your program requirements. There are no course overloads 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

- **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 Preliminary 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](mailto:deepy.chahal@concordia.ca) by:
    - **Fall:** March 1st
    - **Winter:** July 1st