CSEP COURSE APPROVAL FORM: Gina Cody School

<table>
<thead>
<tr>
<th>Host Course Code and Title</th>
<th>Host Credits</th>
<th>Potential Concordia Equiv.</th>
<th>Concordia Credits</th>
<th>Department/Faculty Approval OFFICE USE ONLY</th>
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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](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