

CSEP COURSE APPROVAL FORM

NAME _____ CONCORDIA I.D _____ PROGRAM(S) OF STUDY: _____

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:	Major	Minor	Core	Elective
			Comment:						
			Approve	Deny:	Course applicable to:	Major	Minor	Core	Elective
			Comments:						
			Approve	Deny:	Course applicable to:	Major	Minor	Core	Elective
			Comments						
			Approve	Deny:	Course applicable to:	Major	Minor	Core	Elective
			Comments						
			Approve	Deny:	Course applicable to:	Major	Minor	Core	Elective
			Comments						
			Approve	Deny:	Course applicable to:	Major	Minor	Core	Elective
			Comments						
			Approve	Deny:	Course applicable to:	Major	Minor	Core	Elective
			Comments						

Date: _____ Student signature: _____ Email: _____

Date: _____ Advisor Signature _____

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. 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, the following 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**.
- Students must bring their **CSEP Preliminary Course Approval Form**, and **all course descriptions**, to their [department advisor](#) for review by January 15th
- Students must bring a copy of the CSEP online application, the Preliminary Course Approval form(s) and all course descriptions, along with a student record, to Student Academic Services, LOY-AD-202 by February 1st.

Fine Arts:

- Students must print out and complete the CSEP Preliminary Course Approval Form and their [Program Guide](#)
- Fine Arts students are not required a Departmental signature, the form will be signed upon submission to Student Academic Services EV 2.705
- All Fine Arts students seeking future substitutions (course equivalencies) must submit course syllabus, portfolio or other graded work upon their return from exchange
- Students must submit their CSEP Preliminary Course Approval Form, copies of course descriptions and their completed Program Guide to EV 2.705. Deadline February 1st

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 1.