

York International Exchange Program Course Assessment Form

INSTRUCTIONS FOR STUDENTS:

1. Identify any course(s) offered at the host institution that may satisfy York degree requirements and note them on the form. Attach additional copies of the form, as required.
2. Submit this form and course outline(s) for approval to the Department/ unit responsible for offering the closest equivalent(s) at York University.
3. Return the completed Course Assessment Form to York International **by Jul 17, 2017 9:00 am** if going on exchange for the Fall term or Fall/Winter terms of 2017/18 and **by Nov 17, 2017 9:00 am** if going on exchange for the Winter term of 2017/18. Keep a copy for your records. If you enroll in course(s) other than those listed on the form, you must contact the Department/unit best able to identify any York-based course credit exclusions or substitutions and resubmit a new Course Assessment form to York International.
4. **BEFORE** you begin your studies at the host institution. Keep a copy for your records. If you enroll in course(s) other than those listed on the form, you must contact the Department/unit best able to identify any York-based course credit exclusions or substitutions and resubmit a new Course Assessment form to York International.

INSTRUCTIONS FOR DEPARTMENTS:

- This form is used to identify any York course that may be fulfilled while the student is on an official international exchange program. **A Letter of Permission** is not required.
- It is understood that not all courses taught at the host institution will be exact matches to York courses or requirements. However, in the spirit of international education, academic units are asked to make every reasonable consideration for comparisons.

CONDITIONS AND RESPONSIBILITIES:

- Final assessment of credits and/or application of waivers/exemptions identified on the form, will take place upon receipt of an official transcript from the host institution.
- You must achieve a minimum equivalent of a passing grade at the host institution in order to receive York credits. Failed credits while on exchange will be recorded on the York record.
- Courses and grades taken at the host institution are not listed on the York transcript or included in the York grade point average. Instead your exchange credits will be reflected on the York transcript as INEX credits. For full details, refer to <http://yorkinternational.yorku.ca/go-global/exchange/york-international-exchange-students/>
- You are responsible for making sure you are not repeating a course you have already passed at York or at any other post-secondary institution because course credit will only be counted once for repeated courses. The last attempt will be the grade of record.
- A course **Substitute** will directly replace a specified York course. Other courses, known as **Course Credit Exclusions (CCE's)**, are not direct substitutes but overlap in content enough that both courses may not be taken for credit. A Substitute can be a CCE but a CCE is not always a Substitute. Courses taken at the host may not be a Substitute or a CCE but may still satisfy free choice or elective credits.
- Some York programs are subject to external accreditation or professional association requirements (e.g. practica and core courses for engineering, nursing or social work). These may restrict approvals for courses taken at other institutions. Consult your Faculty/Department for details.

Student Information (please print)		
Student Number	Last Name	First Name
Telephone	E-mail	
Faculty, Program (Major/Minor)	Months on an Exchange: From (month/year): _____ to: _____	
Name of Host Institution to be attended	City	Country

MY ACADEMIC PLAN - Please complete the following:

I understand at my host university _____ (number) credits equals 15 York credits.

I plan to enroll in electives courses and/or,
 I plan to enroll in Major/Minor, General Education, or upper level courses. **Please identify the courses in the chart below for *Major/minor, General Education or upper study level requirements.**

(-----**FACULTY/DEPARTMENT USE ONLY**-----)

Host course identifier (e.g. PSYC 1000)	Course title as listed in host institution calendar	At what Study Level (e.g. 3000) will this course count at York?	Specify any York courses for which this course will act as a direct Substitute (e.g PSYC 1010 or PSYC XXXX or n/a if none)	Print name of York department and name/position of representative completing this form.	Departmental representative's signature and date signed

Student's Signature _____

Date _____

Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.