

## York International Exchange Program Course Assessment Form

### INSTRUCTIONS FOR STUDENTS:

1. List all course(s), on this form, you plan to take at the host institution. Attach additional copies of the form, as required.
2. Submit this form and course syllabi for approval to the Department/ unit responsible for offering the closest course substitutions or course credit exclusions for York University courses. The assessment identified on this form will be applied to your York University degree upon successful completion of the courses at your exchange host institution.
3. Keep a copy of the form and course syllabi submitted for your records. If you enrol in course(s) other than those listed on the form, you must submit a new course assessment form to York International. The new course assessment form must be complete with the course credit exclusions and/or substitutions identified by the Department/unit responsible for offering the closest equivalent(s) at York University.
4. The **Course Assessment form has to be completed before** you begin your studies at the host institution. See timelines below. Email the completed form to [goglobal@yorku.ca](mailto:goglobal@yorku.ca) and keep the original document for your records.

Term In Which You Would Like to Go on Exchange	Deadline to Submit the Completed Form to York International
Fall 2018, Fall//Winter 2018/2019	July 1, 2018
Winter 2019	November 1, 2018

### INSTRUCTIONS FOR FACULTY/DEPARTMENT:

1. This form is used to identify any York [course substitution for a course taken as part of](#) an official international exchange program at [one of](#) York's institutional partners overseas. **A Letter of Permission is not required.**
2. [Although](#) not all courses taught at the exchange host institution will be exact matches to York courses or requirements, academic units are asked to make every reasonable consideration [to identify appropriate course substitutions.](#)

Please complete and return pages 2 & 3 to York International

Revised December 12 2017

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 print)
I understand that 15 York credits is equivalent to _____ credits at the host institution. <b>List all the courses in the chart below and identify as *Major/minor, General Education or Electives.</b> <a href="http://calendars.students.yorku.ca/">http://calendars.students.yorku.ca/</a>

STUDENT REQUEST				FACULTY/DEPARTMENT USE ONLY		
Host course Code (e.g. PSYC 1000)	Course title as listed in host institution calendar	Requested Degree Requirement to be Satisfied (ie Elective, Major, General Education)	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 ACKNOWLEDGEMENT OF CONDITIONS AND RESPONSIBILITIES:

### I UNDERSTAND THAT:

- Final assessment of credits and equivalencies will take place upon receipt of an official transcript from the host institution.
- I must achieve a minimum equivalent of a passing grade at the host institution in order for the course to be applied as credit to a York University degree. Failed credits while on exchange will appear on York records
- Courses and grades taken at the host institution are not listed on the York transcript nor included in the York grade point average. Instead my exchange credits will be reflected on York transcript as INEX credits. For full details, refer to <http://yorkinternational.yorku.ca/go-global/exchange/preparing-to-go-on-exchange/>
- I am responsible for making sure I am not repeating a course I have already passed at York or 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. I will connect with the Undergraduate Program Director/Coordinator and Assistant if clarification is needed.
- 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.
- I understand that I am responsible for determining the equivalent of 15 York (full credit load) at my host institution. Please refer to the Academic Plan on page 2.

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Student's Signature

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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.