

## York International Exchange Program Course Assessment Form

### INSTRUCTIONS FOR STUDENTS:

1. List all course(s), on this form, that 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 must be completed at least two weeks before you begin your studies at the host institution.** Students [must submit completed forms here](#) and students should keep the original document for your records.
5. Further instructions about how to complete this course assessment form can be [found online](#) under the "credit transfer" tab.

#### Term In Which You Would Like to Go on Exchange

Fall 2023, Fall//Winter 2023/2024

Winter 2024

## 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 review the course outline for content only as the credits will be determined by the Office of the Registrar.
3. The undergraduate or graduate program director of is the preferred signatory.

Please complete and return pages 2 & 3 to York International

Revised February 2023

### 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.  
**List all the courses in the chart below and identify potential course credit equivalencies and General Education and Electives.** <http://calendars.students.yorku.ca/>

STUDENT REQUEST		FACULTY/DEPARTMENT USE ONLY				
Host course Code (e.g. PSYC 1000)	Course title as listed in host institution calendar	Specify any York courses for which this course will act as a direct <b>Substitute</b> (e.g PSYC 1010 or PSYC XXXX or n/a if none)	Will this course transfer/substitute as an elective or a required course for the students	At which <b>Study Level</b> (e.g. 3000) will this course count at York?	Faculty/Departmental – undergraduate or graduate program director - Name (Please Print)	Faculty/Departmental Approvers Signature and Date

## 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.
- ☐ 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.
- ☐ I will be required to enrol in and pay for a specifically-numbered York exchange course equaling 15 credits a term while away on exchange. Credits will be re-assessed upon my return. Should I not successfully complete 15 credits per term, my transcript will be adjusted accordingly. No refunds will be given if fewer than 15 credits are completed.
- ☐ I am required to appear in person at the host institution abroad and attend classes on campus for the duration of the exchange
- ☐ taking online courses at York while abroad on exchange is **not recommended**. Students should be mindful of challenges around time zones and online-synchronous and any expectations to appear in person in Toronto for course exams.

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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.

If you are required to make changes to your courses once you arrive at your host institution abroad, please use the following table. In the first column, please identify which course(s) you are adding and dropping based the last sign off from your faculty/department.

STUDENT REQUEST			FACULTY/DEPARTMENT USE ONLY				
Request to Add or Drop the course	Host course Code (e.g. PSYC 1000)	Course title as listed in host institution calendar	Specify any York courses for which this course will act as a direct <b>Substitute</b> (e.g PSYC 1010 or PSYC XXXX or n/a if none)	Will this course transfer/substitute as an elective or a required course for the students	At which <b>Study Level</b> (e.g. 3000) will this course count at York?	Faculty/Departmental – undergraduate or graduate program director - Name (Please Print)	Faculty/Departmental Approvers Signature and Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date