

EXCHANGE CREDIT APPLICATION

As of Monday, August 10, 2015, this exchange credit application will be an interim process for all applicants applying for exchange credits.

Prior to completing your application, please visit our **website** for a full list of requirements and instructions on the exchange credit process.

Download the Exchange Credit Application Form to your computer, complete and "Save As". The file name should include "Institution name_Course Title.pdf."

* Required field

* Approved partner institution	<input type="text"/>		
* Course title (in English)	<input type="text"/>		
* Term and year abroad	<input type="text"/>	Course code	<input type="text"/>
* Department at partner	<input type="text"/>	* Credit value at partner	<input type="text"/>
* Language of instruction	<input type="text"/>	Course title if language of instruction was not English	<input type="text"/>

Course Details

* First day of classes (mm/dd/yyyy)	<input type="text"/>	* Last day of classes (mm/dd/yyyy)	<input type="text"/>
* Length of course (in weeks)	<input type="text"/>	* Number of lecture hours per week	<input type="text"/>
Number of independent study hours per week	<input type="text"/>	Number of lab/tutorial hours per week	<input type="text"/>
* Instructor's name	<input type="text"/>	Instructor's title	<input type="text"/>
Describe the method of evaluation used in this course (if not included in the course syllabus)	<input type="text"/>		

Grading

What percentage of the grade in this course is allocated to the following (if not included in the course syllabus)?

Midterm exam(s)	<input type="text"/>	%	Projects	<input type="text"/>	%	Other	<input type="text"/>	%
Final exam	<input type="text"/>	%	Assignments	<input type="text"/>	%			
Essays	<input type="text"/>	%	Participation	<input type="text"/>	%			

Pre-requisites

List partner institution's
academic pre-requisites for
this course:

Level

Is this course considered to be introductory, intermediate, or advanced at the host institution?

What department at SFU do you want to evaluate this course?

* 1st preference

List suggested
SFU equivalent

2nd preference

List suggested
SFU equivalent

3rd preference

List suggested
SFU equivalent

Instructions

Please e-mail each completed course evaluation form to **excredit@sfu.ca** with the subject line: "Your Full Name (Student number), Host Institution, Official Course Title".

eg. Joan SMITH (123456789) University of Bath, 19th Century English Literature

Each course request must be sent in a separate e-mail.

Please attach your detailed course syllabus (including a course reading list) to the e-mail. Also, if the course was instructed in a language other than English, please submit the original and translated version.