

# OUTGOING EXCHANGE COURSE APPROVAL FORM

A course equivalent is a course taken at a host institution that can count in place of a specified course at Huron or Western. Course equivalencies must be identified for each course taken at the host institution and signed off by the appropriate Department Chair. Prior to seeking approval from the Department Chair, students must identify each course's title, number, exchange course credit value, number of class hours, and Huron course credit value (ie. Complete the first four columns of the table below). Refer to Huron's website for more information on how to obtain course equivalency approvals.

Upload the completed form to your [Huron Connect Portal](#). For questions regarding submission, email Renata Freitas, Coordinator, Careers Partnership Development at [huronexchange@uwo.ca](mailto:huronexchange@uwo.ca). For questions regarding equivalencies, contact your Academic Advisor [huronatwestern.my.site.com/huronconnect/s/login](https://huronatwestern.my.site.com/huronconnect/s/login)

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

UWO Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Program/Faculty: \_\_\_\_\_ Exchange University: \_\_\_\_\_

Exchange Country: \_\_\_\_\_

Dates of Exchanges (month and year): \_\_\_\_\_ to \_\_\_\_\_

Number of credits at host institution equal to 2.5 credits at Huron/Western: \_\_\_\_\_

[illegible]

					Name: Initials:
					Name: Initials:
					Name: Initials:
					Name: Initials:
					Name: Initials:

**Please note the following:**

- Connect with your host university or visit their website to find courses you are interested in (including course outlines) and learn how their courses are structured/weighted in comparison to Huron's courses.
- A maximum of 2.5 Huron/Western credits can be completed and received each term.
- In some cases, the weight of courses at the host institution may not align with the weight of courses at Huron. For example, 60 ECTS (which is four courses) is equal to 5.0 credits at Huron. In this situation, students may be granted an additional 1.0 credit for the "phantom" course.
- In cases where multiple courses at the host institution are equal to 1.0 credit at Huron (eg. five courses at host institution equals 1.0 credits at Huron) students must work with their Academic Advisor to determine how courses can be grouped together to substitute for a course at Huron.
- The courses selected may not be available once you arrive at the host institution. Huron is not responsible for course changes and cancellations at the host institution. If the student enrolls in any courses which have not been approved on this form, it is the student's responsibility to request course equivalency approval in writing from the Department Chair.
- In cases where courses are titled in another language, the English translation must be provided.
- It is the student's responsibility to order an official transcript to be sent directly to Huron's Student Support Services, W45, 1349 Western Road, London ON, N6G 1H3. If necessary, a request should be made that the transcript is provided in English.
- Grades from your exchange will be recorded as "Pass/Fail" on your Western University transcript. Professional and graduate schools may request transcripts from the host institution and Western University.
- Going on exchange in your final term may delay your graduation date until the next convocation period.
- Students are responsible for retaining a copy of this form for their records.
- Exchange Coordinator or Department Chair: Comments or conditions placed on course approvals (eg. regarding anti-requisites, pre-requisites, grade requirements, etc.), should be clearly indicated in the comment box below.

**I have read and understand the conditions (listed on this form) under which Exchange Course Approval is granted.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: