**Bachelor of International Business**

**Exchange Course Approval Form**

**Instructions:** BIB students must submit this form at/near the start of each Exchange term. Students must submit a new form if any changes are made to their registration. Once completed, please save the document and email a copy to your BIB Program Advisor as a Word attachment at[**bib@sprott.carleton.ca**](mailto:bib@sprott.carleton.ca)**.**

***This form is a working document only - it is not a guarantee for credit transfer. The official credit transfer will be made for approved courses upon receipt of the official Transcript from the host institution, based on the credit-values and grades indicated on the Transcript.***

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| **Name:** | **Date:** |
| **Student Number:** | **Host Institution:** |
| **Session: (Fall or Winter) Year:** | **Email: @cmail.carleton.ca** |
| **Formula used for Credit transfer: \_\_\_ host credits = 0.5 Carleton credit** | |
| **\*\*If your host institution does not have a credit system, please indicate the total number of in-class contact hours for each course.** | |

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| **Course**  **Code at Host Institution** | **Host**  **Credit**  **Value**  **\*\*see above** | **Taught in Host**  **Language?**  **Yes *or* No** | **Course Title** - If course is taught in language other than English, please include ***both*** original title ***and*** translation into English. | | **Carleton**  **Course #**  **on Database**  ***(If not on database, give date description was submitted.)*** | **Item on**  **Academic**  **Audit**  ***(shaded portion to be completed by Carleton)*** |
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|  |  |  | **Students: Add rows as needed.** | |  |  |
| **Tentative Approval by:** | | | | **at Sprott School of Business.** | | |
| **Forwarded to:** | | | | **at Registrars Office.** | | |
| **Total Host credits:** | | | | **Projected Total Carleton credits:** | | |
| **Formula used for Credit Transfer:** | | | | **Carleton credits taught in Host Language:** | | |
| **Date:** | | | | | | |