

Course Change Request Form (CCRF) Guideline

1.0 PURPOSE and SCOPE

The Course Change Request Form is used to provide information between the Academic School and Student Services Academic Representatives relating to courses in which the current/active student is or is not enrolled. This guideline details the correct use of the Course Change Request Form (CCRF) (Add/Drop/Withdraw/Audit and provides examples that differentiate between this process and the PARTL/ALTR process.

The Course Change Request Form is required when an **enrolled** student wants to:

- add a course in which they are not currently enrolled (note: first term, first-year courses can only be added using the PARTL application process).
- drop a course up to 20% of course duration.
- withdraw from a course after 21% of course duration.
- audit a course (note: online PART application would be completed if the course being audited is not in the student's year of study).

2.0 Definitions & Abbreviations

AR	Associate Registrar
AC	Academic Chair
ACAA	Academic Chair Administrative Assistant
ALTR	Audit, Late-Entry, Transfer, Re-Entry. Replaces PARTL
CCRF	Course Change Request Form
CI	Coordinating Instructor
CSL	Canada Student Loan
PARTL	Part-Time, Audit, Re-Entry, Transfer, Late Entry Request
RPL	Recognition of Prior Learning
RS	Record Specialist
SIMS	Student Information Management System

3.0 IMPLEMENTATION

There are several actions and considerations that need to be taken before initiating a course change request form. The student is encouraged to discuss all CCRF requests with the appropriate staff member.

Step	Who	Action	When
1	Student	<ul style="list-style-type: none"> Request academic advisement from Coordinating Instructor <p>Note: course drop/withdrawals not required for credit granted through RPL unless there is a change in academic status (full-time to part-time) or enrollment status that would affect tuition.</p>	Prior to Completing CCRF
2	Coordinating Instructor	<ul style="list-style-type: none"> Meet with student to understand intent of request; outline possible impacts: 	At student's request

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

Step	Who	Action	When
		<ul style="list-style-type: none"> ○ a change in status from full-time to part-time which could affect student loan status/international visa/other funding sources in either year 1 or year 2 ○ a delay of graduation due to insufficient credits ○ impact to the overall cost to complete the program resulting from change from full-time to part-time status • Calculate percentage of enrollment by term • Assist student to complete the form, providing approval signature <ul style="list-style-type: none"> ○ Forward electronically the approved CCRF to the ACAA 	
3	Academic Chair Administrative Assistant (ACAA)	<ul style="list-style-type: none"> • Enter CCRF request into SIMS, using dates noted within the Course Information section • E-mail CCRF to StudentServicesRep@nbcc.ca 	<p>Upon receipt of CCRF</p> <p>After completing SIMS work</p>
4	Record Specialists (RS)	<ul style="list-style-type: none"> • Check the enrollment summary to verify that classes have been added or dropped as per CCRF • Update SIMS (Program Plan Panel, Term Activation, amend charges) • If applicable, notify CSL (submit EW online), complete and submit Change of Academic Status form • Notify student of amended tuition & fees charge; arrange processing for refunds • If applicable, complete and submit Request for Refund form 	<p>Upon receipt of CCRF from ACAA</p>

4.0 GENERAL CONSIDERATIONS

- The student's signature is not required on the CCRF.
- A CCRF is required if a student has previously successfully completed a NBCC course that is part of their current program.
- A CCRF is not required if a student has received Prior Learning/Credit Transfer unless there is a change in academic status (full-time to part-time) or enrollment status that would affect tuition.
- A CCRF is required for each active full-time or part-time student who requests that course(s) be added, dropped, withdrawn, or audited (with the exception of adding first year, first-term courses: ALTR process would be followed).

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- Use the Drop portion of the CCRF when a student wants to drop a course prior to 20% of course duration. No notation will appear on the student transcript of marks.
- Use the Withdraw portion of the CCRF when a student withdraws from a course after 20% of course duration. The transcript of marks will show a notation of WI (withdrawn) for course withdrawals between 21-50% of the total course duration without academic penalty. The grade earned will be entered on the student transcript of marks for withdrawals after 50% of total course duration.
- Use the online ALTR process for Year 2 student requests to add year one courses.

5.0 EXAMPLES

Situation	Form to Use
Active student requests first-term, first-year course	ALTR (forward facing “Enrolment Change Application”)
Active Year 2 student wants to enroll in term 2 (year 1) course	ALTR (forward facing “Enrolment Change Application”)
Active Year 2 student wishes to re-take a year 1 course but does not want to complete any evaluations	ALTR (forward facing “Enrolment Change Application”)
Active student wants to enroll in an elective course	Course Change Request Form (CCRF)
Active Year 1 student has received RPL for some courses; requests enrollment in Year 2 course (has pre-requisite)	Course Change Request Form (CCRF)
Active student wants to withdraw from a course after course start date	Course Change Request Form (CCRF)
Student has had an interruption in learning and wishes to resume studies.	ALTR (forward facing “Enrolment Change Application”)