Students MUST request academic advisement from the Academic Chair (or designate) prior to the submission of a Course Change Request Form. Please note:

- The CCRF is used for students with an active status in the indicated program. If a student requires re-entry/alternate entry in another program, please use <u>ALTR</u>.
- A CCRF can only be submitted for one term, not multiple terms. (e.g., submit for Fall 2022 but not Fall 2022 and Winter 2023). Use a separate form for each term.
- A CCRF is required in ALL situations where an active student is adding, dropping, withdrawing from, or auditing a course. However, the form only needs to be sent to the Registrar's Office (<u>studentservicesrep@nbcc.ca</u>) when the academic load changes (i.e., full-time to part-time or part-time to full-time) or if student is remaining part-time.

Student Information

NBCC

First Name:	Enter Text	Last Name:	Enter Text	
E-Mail:	Enter Text		Student ID #:	Enter Text
Program:	Enter Text		International Student:	Choose
Current Program Academic Load: (as indicated in SIMS)		Choose	Campus:	Choose
Tuition & Seat Access Agreement (TSAA):		Choose	Term: (Ex. Fall 2022)	Enter Text

Course Information

Course Code	Course Name	Number of Credits (Indicate Old or New Credit Model)	Converted Number of Credits* (If required)	Action	Course Start Date m/d/y	Course End Date m/d/y (Or last date student attended if course dropped)
Ex. COMM1264A	Applied Writing Skills	3 (New)	1	Add	Sept 6/22	Oct 21/22
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose
Enter Code	Enter Text	Enter Text	Enter Number	Choose	Choose	Choose

If all courses student is enrolled in for the term are based on new credit model, then "A" and "B" values are also based on new credit model. No conversion required.

If all courses student is enrolled in for the term are based on old credit model, then "A" and "B" values are also based on old credit model. No conversion required.

If the courses a student is enrolled in for the term are a combination of old and new credit models, then new credits MUST be converted to old credit model and entered in the "Converted Number of Credits" column above and "A" and "B" values are based on old credit model.

A = Total Credits Student is Enrolled in for Term:	Enter Number
B = Total Credits in Term: (as per Curriculum Standard)	Enter Number
C = Academic Load % : (A/B=C)	Enter Percentage
Approved By: (Name of Academic Chair or Designate)	Enter Text
Date:	Choose



To Be Completed by Records Specialist (RS)

IMPORTANT: Number of credits for financial calculation	Cost (per credit)		Number of Credits	Total Fees Due
MUST be based on OLD credit model	Domestic	International	Number of creats	Total Tees Due
Tuition:	\$ Enter \$	\$ Enter \$	Enter Number	\$ Enter \$
NBCCSU:	\$ Enter \$	\$ Enter \$	Enter Number	\$ Enter \$
Technology and Learning Resource Fee:	\$ Enter \$	\$ Enter \$	Enter Number	\$ Enter \$
Other:	\$ Enter \$	\$ Enter \$	Enter Number	\$ Enter \$
Total Due:				\$ Enter \$

Conversion Chart

Old Credit Model	New Credit Model
1 credit	0-5 credits
2 credits	6-8 credits
3 credits	9-11 credits
4 credits	12-14 credits
5 credits	15-17 credits *

* If more than 17 credits, continue to calculate accordingly - increments of 3 to 1 ratio (i.e., new credit model to old credit model)

Notes

- If an error is found in the Student or Course Information section, the RS will make the necessary correction and inform the Academic Dept. of the change, who, in turn, will notify the student.
- Courses dropped on or before 20% of the course duration do not have a notation on the transcript of marks.
- Course withdrawals after 20%, but before 51% of the total course duration, will appear on the transcript of marks with a notation of WI (withdrawn).
- Course withdrawals after 50% of the total course duration will result in the earned course grade appearing on the transcript of marks.
- If "Academic Load is less than 60% (i.e., student is part-time) student's tuition and fees may be re-evaluated.
- If "Academic Load" is more than 100% student's tuition and fees may be assessed higher than originally communicated.
- 0 credit courses are charged the same as a 1 credit course. As such, 0 credit course = 1 credit when calculating Academic Load.
- Audit courses are charged but do not count towards Academic Load.
- Courses taken through CNED that are required for the student's program can be used to calculate Academic Load FOR EXTERNAL PURPOSES ONLY (i.e., Student Loans and Student Visa requirements). Information in SIMS stays as is. Please provide additional details in the Comments section below.
- If request is late due to medical or other extenuating circumstances, the form **MUST** be approved by the Academic Chair. **Please provide additional details in the Comments section below.**

Comments

Click Here to Enter Comments (shift-enter for hard return)

- **Request Approved:** Copy to CI to inform student (CI to provide copy to student)
- □ **Request Denied:** Copy to CI to inform student

IMPORTANT: If academic load has changed (full-time to part-time / part-time to full-time) or if student is remaining part-time please submit form to studentservicesrep@nbcc.ca.

Additional Resources:

Transcript of Marks and Grading Systems (1108) Course Delivery and Evaluation of Learning (1109) Course Change Request Form (CCRF) Guideline (1109.4755) Supplemental Evaluation Measures (1114) Certification (Graduation) (1312)