

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 [ALTR](#).
- 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 (studentservicesrep@nbcc.ca) 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

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

[illegible]

To Be Completed by Records Specialist (RS)

IMPORTANT: Number of credits for financial calculation MUST be based on OLD credit model	Cost (per credit)		Number of Credits	Total Fees Due
	Domestic	International		
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after 20%, but before 51% of the total course duration, will appear on the transcript of marks with a notation of WI (withdrawn).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 \(Graduation\) \(1312\)](#)