Icon

Description automatically generated**Course Change Request Form (CCRF)  
Last Updated September 1, 2022**

**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 PARTL.
* 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**](mailto: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:** | Chris | | **Last Name:** | Lee | |
| **E-Mail:** | clee06@mynbcc.ca | | | **Student ID #:** | 5074088 |
| **Program:** | IT: Software Development | | | **International Student:** | No |
| **Current Program Academic Load:** (as indicated in SIMS) | | Full Time | | **Campus:** | Moncton |
| **Tuition & Seat Access Agreement (TSAA):** | | No | | **Term:** (Ex. Fall 2022) | Winter 2025 |

**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* |
| SECU1322 | Work Safely | 0 | | Enter Number | Drop | 1/6/2025 | 4/17/2025 |
| 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 | 4/17/2025 |
| * *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:** | | | 24 | | | | |
| **B = Total Credits in Term:** (as per Curriculum Standard) | | | 24 | | | | |
| **C = Academic Load % : (A/B=C)** | | | 100 | | | | |
| **Approved By:** (Name of Academic Chair or Designate) | | | Stephen Carter | | | | |
| **Date:** | | | 1/7/2025 | | | | |

**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 $ |

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**Conversion Chart**

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

|  |  |
| --- | --- |
| **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 \* |

**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), then student’s tuition and fees may be re-evaluated.
* If “Academic Load” is more than 100%, then 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**

PLEASE UPDATE EXPECTED GRADUATION DATE TO SPRING 2025

**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](mailto:studentservicesrep@nbcc.ca).

# Additional Resources:

[Transcript of Marks and Grading Systems (1108)](https://documents.nbcc.ca/FileCSSearch.ashx?Id=1108)

[Course Delivery and Evaluation of Learning (1109)](https://documents.nbcc.ca/FileCSSearch.ashx?Id=1109)  
[Course Change Request Form (CCRF) Guideline (1109.4755)](https://documents.nbcc.ca/FileCSSearch.ashx?Id=1109.4755)

[Supplemental Evaluation Measures (1114)](https://documents.nbcc.ca/FileCSSearch.ashx?Id=1114)

[Certification (Graduation) (1312)](https://documents.nbcc.ca/FileCSSearch.ashx?Id=1312)