

# Course Credit meeting outcomes

## *Course credit procedure - single degree*

1. College to send out “Course Credit Status Letter” outlining course credit offered to student.
2. “eCoE request form (Orange)” is sent out with Course Credit Status letter
3. Student has 28 days to return signed status letter back to college with eCoE request form. If the student doesn’t send the forms back within 28 days a Negative Service Indicator (NSI) is placed on their S21 account. (Students must be notified of the 28 Days turnaround and NSI in the letter from the college)
4. This applies to all international students wanting course credit or not
5. Course credit should be posted by census date
6. eCoE request form is signed and dated by college administrator with new end date of program.
7. eCoE request form is faxed or scanned and emailed to Policy and Regulation Unit (Current fax number is 6125 5550) (don’t send by internal mail as they can get lost)
8. The College then sends the original eCoE request form to Student records for filing on students file.
9. The Policy and Regulation Unit creates new eCoE letter and sends via email to student.
10. The Copy of eCoE request form is photocopied, one copy is filed with the Policy and Regulation Unit and one is sent to Student records ( as it has the new eCoE letter number and signature of the officer on it, a copy of the eCoE letter is also attached.

## ***Course credit procedure – Combined degree***

1. Both Colleges to send out “Course Credit Status Letter” outlining course credit offered to student.
2. Owner of the combined degree to send out “eCoE Request Form (orange)” with course credit status letter
3. The student has 28 days to return signed course credit status letters and completed eCoE request form to the colleges
4. If student does not send back course credit status letter & eCoE request form within the 28 days a Negative Service Indicator Student (NSI) is placed on the students S21 account. (Students must be notified of the 28 Days turnaround and NSI in the letter from the college)
5. This applies to all international students wanting course credit or not
6. Course credit should be posted by census date
7. eCoE request form is signed and dated by owner of combined degree administrator with end date of program and then sent over to the other college for signing with new end date of program
8. The college then faxes or scans and emails eCoE request form is to Policy & Regulation Unit (Current fax number is 6125 5550). (don’t send by internal mail as they can get lost)
9. The original eCoE request form is then sent to Student records for filing on students file.
10. The Policy & Regulation Unit takes the longest expected course end date of the program when creating the new eCoE letter sends new eCoE letter via email to student.
11. Compliance unit creates new eCoE and
12. Copy of eCoE form is filed with Compliance Officer