

## S4. Check 3 - Determine COE Decision Outcome for students

Objective	To understand and ensure that the change requests do not negatively impact on the student's current enrolments and to ensure that the approval confirm and contains all required information for the enrolments team to progress and complete the COE request successfully.
Possible Impacts	<ul style="list-style-type: none"> <li>All COE requests have the ability to negatively impact on the student's current enrolment or can be so complex that the processing time is delayed and results in late enrolments or long delays for the student.</li> <li>Such requests should be considered as soon as possible.</li> <li>Where the above is likely it is recommended that the request is declined or cancelled and the student should meet with the APM or Programme Coordinator to discuss their options</li> </ul>
Considerations	<p>For all COE requests we must consider:</p> <ul style="list-style-type: none"> <li>There are <b>no future timetable clashes</b> that could arise</li> <li>The courses will ensure the student is <b>completing the required courses to graduate</b></li> <li>The student has <b>met all of the required pre-requisites</b></li> <li>The student is <b>likely to succeed</b></li> <li>The student's <b>attendance is recorded and updated correctly</b> in PeopleSoft and SEAtS</li> <li>The student has <b>alternative courses for replacement of dropped courses</b></li> <li>The student has the correct supports or pathways available in order to succeed following a change or dropped paper</li> </ul>
What are the first steps	<p>COE request can contain and must be considered for their request entirely. The most common request sequences received are:</p> <ul style="list-style-type: none"> <li>Add and or swap only</li> <li>Add / Swap and Drop</li> <li>Drop Only</li> </ul>
What to do next	<p><b>Ensure the following have been taken into consideration when making your approval:</b></p> <ol style="list-style-type: none"> <li>Review the student request and consider all of the following: <ol style="list-style-type: none"> <li>Pre-requisite for the course</li> <li>Class capacity issues</li> <li>Time-clashes with current timetable</li> <li>In line with current programme and/or approved as an elective course outside of the programme</li> <li>Alternative courses are offered and supports towards the students required qualification</li> <li>Attendance is updated in the system and is correctly noted</li> <li>Reason for student requesting to drop paper</li> <li>Any further or follow up support required</li> </ol> </li> <li>Provide all relevant supporting information to ensure successful enrolment request processing</li> </ol>
Policy Link Information	
Who can you escalate to?	
Work Instructions	