Application to study five courses

Objective	Identify if a student is eligible to study five courses simultaneously in the same semester.
What are the first steps	Student must attach the application to study five courses form which needs to be approved by the APM responsible for the programme.
What to do next	**When COE has just been submitted (performed in step 1 of COE)** Ensure that student has attached and filled out the application to study five courses. **If the student has not attached the application to study five courses (performed in step 1 of COE)** Contact the student and give them a timeframe of 24 hours to attach the form. **If the student has provided the application to study five courses (performed in step 1 of COE)** 1. Make relevant notes 2. Identify the correct Academic Programme Manager 3. Assign COE to step 4 for approval **When change request has been assigned for line approval (step 4 of COE) and CAN BE approved** 1. Ensure all requirements have been met 2. Make relevant notes supporting the approval of five papers 3. Assign COE to step 5 for processing **When change request has been assigned for line approval (step 4 of COE) and CANNOT BE approved** 1. Make relevant notes 2. Decline COE
Policy Link Information	
Who can you escalate to?	
Work Instructions	