

---

<b>To</b>	Te Poari Whai Kounga   Quality Alignment Board (QAB)	<b>From</b>	Steve Marshall, Lead, Quality Partnering
<b>Title</b>	Maximum and Minimum Credit Values	<b>Date</b>	2020 / 10 / 05

---

**Recommendation/s**

That the Te Poari Whai Kounga | Quality Alignment Board receive the following update on the resolution of an issue raised in Committee Actions regarding student's self-enrolment in more than 60 credits in a semester without requiring approval.

The Action Items related to this memo are:

Committee Action 025

Committee Action 026

PAQC Action 019

**Background**

In February 2020, it was brought to the attention of QAB that there was an increase in the number of students who were self-enrolling in more than 60 credits per semester. This has led to some students not coping with the workload and failing one or more of their courses.

The regulations for all programmes that are more than 60 credits carry a clause that states "the normal full-time course load is 60 credits per semester, or 75 credits with the approval of the relevant academic authority".

Investigations into how a student was able to enrol in more than 60 credits without the required approval led us to discover that the issue stems from the set-up in Peoplesoft of the Programme Enrolment Tab which currently indicates Full-time and Part-time Maximum Credits Total Units as 75.00 credits. We believe that the self-enrolment process references this data line.

This panel was set-up at 75 to ensure that no student exceeded the maximum credits in line with policy, however the self-enrolment process does not have a step that indicates to a student that 60 is the 'normal course load' and that they would need to seek permission if they wished to exceed that. Nor is there a block to stop self-enrolment in more than 60 credits without permission.

Our solution has been to change the Maximum Units to read 60 Credits, and to therefore force a student to have to apply for an exception to be allowed to undertake additional credits. The Enrolment Team have confirmed that they have an override for this value if required, therefore there is no risk of a student being disadvantaged and not being allowed to undertake any additional credits if it was deemed that they were capable and the required approval was given.

Testing in the Peoplesoft test environment has demonstrated that there are no observable issues with the process change.

**Next Steps**

The change to the system is scheduled to be made in the week of 05 October to ensure that the system is ready for the opening of re-enrolments. We will continue to monitor this process change to ensure that there are no issues and that students are not adversely affected by any unintended consequences.

**People Consulted**

Karen Miller – Advisor TKK

Hiroko Hodge – Specialist Lead TKK

Steve Marshall – Lead, Quality Systems

Ester Van Klink – Enrolment Set-up

Denise Martin - IMS