



EYNESBURY
COLLEGE

HEP COURSE CREDIT PROCEDURE

SECTION D - PROCEDURE

Related Policy

HEP Course Credit Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Application prior to enrolment	
Admissions	1.1	If the student indicates during their application process that they may be entitled to credit, send them an Application for Credit form.	
Student	1.2	Complete the Application for Credit as directed.	
	1.3	Send the completed form to Admissions including supporting documentation as required and stated on the form.	
Admissions	1.4	Send completed form and supporting documentation to the Academic Director.	
	2	Application after enrolment	
Student	2.1	Obtain an Application for Credit from Student Services or download a copy from the website.	
	2.2	Send the completed form to Student Services including supporting documentation as required.	
Student Services	2.3	Send completed form and supporting documentation to the Academic Director.	
	3	Assessment of application	
Academic Director	3.1	Review the Application for Credit and request any additional supporting documents required.	
	3.2	In conjunction with Academic Directorate staff, assess if the student is entitled to any credit.	
	3.3	Advise the outcome of the application as appropriate: <ul style="list-style-type: none"> • prior to enrolment, advise Admissions • after enrolment, advise Program Support 	
Admissions	3.4	If the application is received prior to enrolment, generate the Letter of Offer as required incorporating any awarded credit.	
Program Support	3.5	If the application is received after enrolment add any credits to the student's enrolment and advise the student.	

Responsible	Procedure Steps		W/I
	4	Appeals	
Student	4.1	If not satisfied with a decision refer to the Student Grievances and Appeals Policy and Student Grievances and Appeals Procedure to lodge an appeal.	

D.2 Supporting Documentation

Related material	Location
Student Grievances and Appeals Policy	Eynesbury Policy and Procedures webpage
Student Grievances and Appeals Procedures	Eynesbury Policy and Procedures webpage

Form templates	Retention time	Location
Application for Credit Form		Eynesbury Publications and Forms webpage
Student notification email template		

Records (including completed forms)	Retention time	Location
Application for Credit		
Student notification email		

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Academic Director	3/2016	Public
v1.1	Title change – replace EIBT with HEP Update branding	Academic Director	8/2018	Public