

Request To Amend Class Timetable

Changes to the published timetable will directly affect students planning and course choices and should be kept to a minimum. Use this form to request a change to the published timetable, all changes must be approved by Head of School.

1. Reason(s) for Change

- ☐ unexpected change to staff teaching an activity or course;
☐ unexpected surge or decline in student numbers;
☐ a location that is or becomes a health or safety risk;
☐ a DVC(A) approved change in the CAL;
☐ a course is no longer deemed viable; and/or
☐ reasonable adjustments to accommodate students with special needs.

2. Course Coordinator

Name

Ext

School

Email

3. Current Activity:

Course Code		Activity Type (e.g Lecture)	
Course Name		Campus	
Current Day/Time		Term	
Current Room		Class size	

4. Type of Update Required:

NOTE - contact hours will only be scheduled as per PCMS, all changes to duration, activity type etc need formal approval.

- ☐ New Class/es to be added
 ☐ Class/course cancelled
 ☐ Class too small for venue
☐ Class too large for venue
 ☐ Venue unsuitable
 ☐ Time unsuitable
 ☐ Other:
☐ Variation to weeks taught

Please provide details

5. Requested Amendments:

Day		Time		Weeks not taught (if any)	
Room Size		Staff Member Teaching Course			
Room Requirements		Other (please specify)			

	Name	Signature	Date
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Person Completing Form

Head of School Approval

Completed forms should be returned to: room-bookings@newcastle.edu.au