

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	<input type="text"/>	Ext	<input type="text"/>
School	<input type="text"/>	Email	<input type="text"/>

3. Current Activity:

Course Code	<input type="text"/>	Activity Type (e.g Lecture)	<input type="text"/>
Activity Number (eg. T01/01)	<input type="text"/>	Campus	<input type="text"/>
Current Day/Time	<input type="text"/>	Term	<input type="text"/>
Current Room	<input type="text"/>	Class size	<input type="text"/>

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.

- | | | |
|--|---|--|
| <input type="checkbox"/> New Class/es to be added | <input type="checkbox"/> Class/course cancelled | <input type="checkbox"/> Class too small for venue |
| <input type="checkbox"/> Class too large for venue | <input type="checkbox"/> Venue unsuitable | <input type="checkbox"/> Time unsuitable |
| <input type="checkbox"/> Variation to weeks taught | <input type="checkbox"/> Other: | |

Please provide details

5. Requested Amendments:

Day	<input type="text"/>	Time	<input type="text"/>	Weeks not taught (if any)	<input type="text"/>
Room Size	<input type="text"/>	Staff Member Teaching Course	<input type="text"/>		
Room Requirements	<input type="text"/>	Other (please specify)	<input type="text"/>		

	Name	Signature	Date
Person Completing Form	<input type="text"/>	<input type="text"/>	<input type="text"/>
Head of School Approval	<input type="text"/>	<input type="text"/>	<input type="text"/>

Completed forms should be returned to: timetabling@newcastle.edu.au