

# Request to Amend Timetable

## Teaching Year 2016



This form is only to be used by Colleges once the timetable is finalised . The completed form should be returned to the Timetable Team. The published timetable is available on the website.

Changes to the published timetable will directly affect students' planning and course choices and they require a sound reason before being approved.

When considering changes of any sort, it is recommended that the online timetable be used to determine whether a change is possible, and to consider the consequence of the proposed change for students.

Where changes occur with little notice, Colleges must advise all students. If rooms are changed they must put appropriate signs on the old location to direct students to the new location, and remove them after the activity is completed.

Subject Code

Location

Subject Title

Study Period

Email:

Person Requesting Change

Phone:

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### 1. Update/Cancellation Class Details

**Class type (lecture, tutorial etc):**

**Week/s currently:**

**Weeks amend to:**

**Class Size currently:**

**New Class Size:**

**Location currently:**

**Proposed Location:**

**Duration currently:**

**Duration amend to:**

**Day/Time currently:**

**Day/Time Proposed:**

**Amend Staff to:**

**Details of Variation for a single instance (if a class needs to be amended for a single week for location/day/time/duration):**

**Please provide details of why the change is requested and also provide details of the impact to students if already registered.**

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## 2. New Class Details

**Class Type (lecture, tutorial etc) :**

**Teaching Weeks:**

**Class Size:**

**Staff Teaching Class:**

**Room Attributes Required:**

**Approved by Signature:**

**Position:**

**Submitting the form:**

The College Timetable Contact or form completer is responsible for obtaining the appropriate signatures. A signature is required from the Manager, College Operations (or their nominee) for all changes or additions to the published timetable (except as below), please scan the completed and signed form and email to [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au).

*Where changes do not impact the timetable ie a change of staff name, a change to class type (lecture changed to tutorial) or a subject no longer being offered, the College Timetable Contact or Course/Subject Coordinator may sign this form.*