The Higher Education Timetable Change Request form is to be used by University staff to formally request changes to the published HE timetable. Once complete, this form should be emailed through to timetable@cdu.edu.au or faxed to (08) 8946 6642. All changes after the final timetable has been published must be kept to an absolute minimum and will require the approval of the Head of School (or delegate) and PVC (Academic). For further information regarding the approval process, please refer below.

Please select one or more of the following amendments required:

- ADD activity eg. lecture/practical/tutorial etc.
- DELETE activity
- Change WEEK PATTERN of activity
- Change LOCATION of activity*
- Change TEACHING STAFF of activity* (for web timetable display purposes only)

* Note that changes to location or staff member DO NOT require Head of School approval.

**CURRENT TIMETABLE:** (please complete all fields)

<table>
<thead>
<tr>
<th>Activity Type:</th>
<th>Week Pattern/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day:</td>
<td>Room Location:</td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>

**NEW TIMETABLE:** (only complete necessary fields that require timetable amendment and detailed reason for change)

<table>
<thead>
<tr>
<th>Activity Type:</th>
<th>Week Pattern/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day:</td>
<td>Room Type and/or Location: (indicate capacity if applicable)</td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Change: (field must be completed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 

**AUTHORISATION:**

All requests for timetable changes to day and/or time, or anything affecting teaching activities after the timetable has been published, must be approved by the PVC (Academic) or nominated delegate via the Examinations and Timetabling Unit. For location changes approved after the commencement of Semester, Schools are responsible for ensuring signage directing students to the new location are placed prior the activity and removed thereafter.

Requested by: Students have endorsed/requested proposed change

Date: NOTE: Where changes are approved by PVC (Academic), Schools must advise all enrolled students (by email or LearnLine announcement) within 48 hours of notification from the Examination and Timetabling Unit, with a copy forwarded to timetable@cdu.edu.au

Head of School Name: (or delegate)

Head of School Signature: (or delegate)

PVC (A) Signature: (or delegate)

Date: 

**CHANGE RECOMMENDED:** YES NO APPROVED REJECTED

Examination and Timetabling Unit Use Only:

Date Received: Date Processed: School Notified:

Processed by: Tracking Ref: Students Notified: