

Columbia College Schedule Appeal Form

SCHEDULE APPEAL PROCESS:

Several factors go into preparing schedules for students who attend Columbia College. The task involves matching each student's education goals with the availability of rooms and facilitators for all of the different programs at the College. At times, students may wish to request a change to their schedule. While we may not be able to accommodate all schedule change requests, we can review your request to determine if a change is possible. Class size, course availability and course relevancy are the main factors considered when reviewing schedule changes.

Student Name: Last	First
Student ID Number:	Phone Number:

Looking at your current schedule, what course/time do you want to change on your current schedule?

What is the reason for your change?

The personal information on this form has been collected for the sole purpose of processing your appeal. The information is collected in accordance with the Columbia College privacy policy, as well as Alberta Personal Privacy legislation. If you have any questions about the collection or use of this information, please contact the Corporate Privacy Officer. This form must be signed before we can process your request.

Student's Signature		Date:	
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For Office Use Only (STUDENTS DO NOT FILL IN)		
Received By:		Received Date:
Registrar's Office Signature:		Date: <input type="checkbox"/> Sent to Committee
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending further action (please list below)		
Completed by:		Date:

Approved Changes						
Appealed Schedule			Approved Schedule Change			
Name of Class	Time of Class	Facilitator	Name of Class	Time of Class	Facilitator	Room Number
Comments:						