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| **Course Publishing Variation**This form is to be used if you wish to request the scheduling of a new course or change an existing scheduled courses dates (start, end, census or last date to enrol), units or mode of delivery when class scheduling access in Student Administration System has been removed from school/college. It is important to ensure that students are not disadvantaged by any change in course offerings. If you have any questions regarding this form, please contact programsandcourses@anu.edu.au1. **Course Variation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Request 1 | Request 2 | Request 3 | Request 4 |
|  |  | [ ]  New Class[ ]  Change to Existing Class[ ]  Cancel Class | [ ]  New Class[ ]  Change to Existing Class[ ]  Cancel Class | [ ]  New Class[ ]  Change to Existing Class[ ]  Cancel Class | [ ]  New Class[ ]  Change to Existing Class[ ]  Cancel Class |
| Course / Class Details | Course Code (e.g. POLS1002) |  |   |   |   |
| Class Number |  |   |   |   |
| Term (e.g. 2230) |   |   |   |   |
| Topic (if required) |  |  |  |  |
| Start Date |   |   |   |   |
| End Date |  |   |   |   |
| Census Date\* |   |   |   |   |
| Last Date to Enrol |   |   |   |   |
| Course Units |  |  |  |  |
| Mode of Delivery |  |  |  |  |
| Enrolment cap |  |  |  |  |
| **Consent on class** | Yes [x]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |
| **If courses are included in the central timetable, please contact** **timetabling@anu.edu.au** **to make changes.** |

 \* Please note that the census date change must comply with the following requirements a. that it falls within the session which the class is scheduled i.e. Summer 1 Jan to 31 Marchb. that it is at least 20% of the duration of the class1. **Reason for Variation**

For each of the Course Variation requests please provide the following information:* Why is course change/addition requested?
* How many students are expected to be affected by the change/addition of this course (i.e. how many enrolments do you have/ expect to have for this course)?
* How have the current/ prospective students been advised of the proposed addition/changes to the course offering (proof will need to be provided - e.g. copy of email sent to students)?
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|

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| --- | --- | --- |
|  |  |  |
| Reason for Variation | Request 1 |  |
| Request 2 |   |
| Request 3 |   |
| Request 4 |   |

Programs and Courses will contact you once your course variation has been processed in the Student Administration system. The change will appear on Programs and Courses after the next available update.1. **Variation Approval**

|  |  |
| --- | --- |
| College Authority Submitting Request (Name and Position): |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |   | Date: |   |
|  |  |  | DD/MM/YYYY |

Please send to programsandcourses@anu.edu.au for processing. |