

# eVALUate Combined Course Request Form

## When to use this form

In circumstances approved by the Associate Dean Learning & Teaching (ADLT), it may be necessary to combine different courses that are taught within the same class. ADLT's are required to complete this form and send to the FedUni Surveys Coordinator no later than the **Friday of Week 6** for each teaching period.

**Please note:** Requests received after week 6 will not be processed due to the testing and loading requirements of the online survey system.

ADLT's will receive a confirmation of the course combination from FedUni Surveys Coordinator before 'Go Live' dates of each campaign.

**Important Information:** Combined Courses will be assigned a revised Course Description (Name). All reports will show this revised course description.

Return completed form to: [Surveys@federation.edu.au](mailto:Surveys@federation.edu.au)

Information Required				
Required Information:	Course One	Course Two	Course Three	Course Four
Campaign/Term				
Course Code:				
Course Name:				
Faculty:				
Instructor Name:				
Course Coordinator Name:				
Campus:				
ADLT Approval Details				
Surname:		First Name:		
Position:		Faculty/School:		
Campus:		Contact Number:		
ADLT Approval:    Yes        No				
ADLT Signature:			Date:	
Comments/Notes:				

# eVALUate Combined Course Request Form

## Surveys Office Use Only

Date Received:

Revised course name for combined courses:

Survey Coordinator Name:

Signature:

Date completed approval form returned to ADLT:

Comments/Notes: