



School of Industrial Trades Application for Re-Write

PLEASE COMPLETE AND RETURN TO THE INSTRUCTOR

Student Name: _____ Student #: _____

Address: _____
Address Town Prov Postal Code

E-Mail: _____

Program of Study: _____ Campus: _____

Name and Number of Course for Re-Write: _____

Instructor of Course: _____

PLEASE NOTE: Procedure AC-117-PR states:

- Because of course prerequisite requirements and in the interest of not falling behind in the program, all interventions will take place as soon as possible and a rewrite, if required, will be administered within five (5) business days after the date of the original final evaluation.
- Students may be eligible for a maximum of two rewrites during the fall semester; a maximum of two rewrites during the winter semester; and a maximum of one rewrite during intersession.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process this re-write application and to update your academic record. It will only be used for this purpose. The personal information you provide may be disclosed to Admissions staff. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the College's Registrar at 709-643-0827. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Signature of Student

Date

OFFICE USE ONLY:

| Granted | Mark Awarded | Not Granted (please provide details for denial) |
|---------|--------------|---|
| | | |

Instructor Signature

Date