



## Non-Conforming Issue Report – Individual and Group

### Identification of the Non-Conforming Issue

Originator		Date	
Student Name: <i>(attach a list if several students, include ID#s)</i>	Program:	Campus	
Student ID#:			
Identification of the Non-Conforming Issue:			
<input type="checkbox"/> Course Outline	<input type="checkbox"/> Course Evaluation	<input type="checkbox"/> Training Sales Agreement	
<input type="checkbox"/> Curriculum Document	<input type="checkbox"/> Supplies	<input type="checkbox"/> Staff Qualifications	
<input type="checkbox"/> Course Summary Proposal	<input type="checkbox"/> Other <i>(specify)</i>	<input type="checkbox"/> Textbooks	
<input type="checkbox"/> Equipment			
Description of the Issue:			
CAUSE:			

### Treatment of the Non-Conforming Issue *(to be completed by the Supervising Manager)*

<input type="checkbox"/> Reworked to meet quality standard	<input type="checkbox"/> Rejected	<input type="checkbox"/> Released with nonconformity
<input type="checkbox"/> Reclassified for other use	<input type="checkbox"/> Other <i>(specify)</i>	
Academic Chair/Supervisor:	Date	

### Approval and Notification Release of the Non-Conforming Issue

I authorize the release of this non-conforming issue:	Date	
_____ Dean/Supervisor		
Notification to appropriate personnel by: <input type="checkbox"/> by email <input type="checkbox"/> inter-office memo <input type="checkbox"/> Other <i>(specify)</i>		
Corrective/Preventive Actions Required		
Comments:		

*\*forward completed signed form to NBCC Registrar (for distribution to Assistant Registrar and front line staff for student file).*

## Group Non-Conformance Form (to be attached to Non-Conforming Issue Report)

### Program/Plan:

**Campus:**

**Course Name and Code:**

Student ID:

**Student Name (First Name, Last Name)**