



Non-Conforming Issue Report

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).*