

# CONFIDENTIAL

DE ANZA COLLEGE  
Physical Sciences, Math & Engineering  
REQUEST FOR APPOINTMENT WITH DIVISION DEAN

Date: \_\_\_\_\_ SID# \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel #: \_\_\_\_\_ Course Name (i.e. Math 51.01) \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Quarter & Year Affected \_\_\_\_\_

Circle all that apply:    Instructor Concern    Change of Grade    Course Repetition    Other \_\_\_\_\_

**State the nature of your concern. PLEASE PRINT NEATLY. You may attach any additional pertinent information.** This information will remain confidential and will only be reviewed by the Physical Sciences, Math and Engineering Division (PSME) Dean unless permission is given to review with instructor (see below).

**Initial "Yes" or "No" box below if your request involves an instructor.**

- YES, I have discussed my concerns with my instructor (your initials \_\_\_\_\_)
- NO, I have NOT discussed my concerns with my instructor (your initials \_\_\_\_\_)
- YES, the PSME Division Dean may discuss this with my instructor (your initials \_\_\_\_\_)
- NO, the PSME Division Dean may NOT discuss this with my instructor (your initials \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue Writing on Back of Form if Needed

For Administrative Use Only				
Schedule Appointment	<input type="checkbox"/> Student only	<input type="checkbox"/> Instructor only	<input type="checkbox"/> Student & instructor	<input type="checkbox"/> In Person
<input type="checkbox"/> 10 minute s	<input type="checkbox"/> 15 minutes	<input type="checkbox"/> 30 minutes	<input type="checkbox"/> Other _____	<input type="checkbox"/> Telephone or In Person Appt
Comments: _____				

Prepared by:	<input type="checkbox"/> Linda Wolf	<input type="checkbox"/> Lyndell Blankenship	<input type="checkbox"/> Anne Leskinen (Check one)
Date Logged In:	_____	Logged in by:	_____ (initials)

Appointment Scheduled For:	Day: _____	Date: _____	Time: _____
Student Contacted By:	(initials) _____	Date: _____	Time: _____ Telephone/Email/In Person