Class Schedule and Classroom Change Form

Written at .....

Date (day/month/year) .....

Title: Request to Change the Class Schedule/Classroom

To: Dean of .....

In order to keep teaching and learning effective and complete in the ..... semester of the Academic Year ....., I am requesting to change the class schedule/the classroom. The amendment is made because .... Additional details can be found in the table below:

Subject Code	**Course Title (English)**	**Group No.**	**Class Schedule/ Classroom**	
			Before	**After**

Please take consideration and your approval will be highly appreciated.

(signature) .....

(.....)

(position) .....

Comments			
No..... **1. Department Head**	No. ..... **2. Dean**	**3. Head Registrar, Pattani Campus**	**4. Class and Exam Timetabling Unit**