Memo

To Director of Division of Academic Affairs

From Academic Affairs, Faculty of Humanities, Tel. 2050

Date ………………………………………………………………

Subject Request for using room(s) at QS Building

In this semester, (specify the semester **1, 2**,or **Summer** and the academic year) …………….……..…., I, Mr./Ms. …………………………………………………………., an instructor of …………………………………………….. Department, am assigned to teach a course (course title & code) …………………….……………............. for the students majoring in ………………………………………........................…., students’ level of study

🌕 bachelor’s degree/regular class 🌕 master’s degree/regular class

🌕 master’s degree/weekend class 🌕 doctoral degree

Due to/Because (reason for class cancellation) ………..………………………………………………………………,

I would like to cancel the class(es) on the following date(s) :

Date …... Month ………………….… Year …….. Time …………………….. Room …………. Section ……

Date …... Month ………………….… Year …….. Time …………………….. Room …………. Section ……

Date …... Month ………………….… Year …….. Time …………………….. Room …………. Section ……

and I would like to make up the above class(es) on the following dates:

Date …... Month ………………….… Year …….. Time …………………….. Room …………. Section ……

Date .….. Month ………………….… Year …….. Time …………………….. Room …………. Section ……

Date …... Month ………………….… Year …….. Time …………………….. Room …………. Section ……

Please kindly consider the request.

(Signature) …………………………………………...

(…………………………………………….)

To Director of Division of Academic Affairs

🌕 Approved 🌕 Not Approved

(Signature) ……………………………………………..

Teaching & Learning Support Unit

Registration and Evaluation, Division of Academic Affairs

………… / ……….. / …………..