



Replacement Class Request Form

The Office of General Education, King Mongkut's Institute of Technology Ladkrabang

Semester...../.....

Date MonthYear

Subject: Request for Replacement Class

To: Director of the Office of General Education

I am (Instructor/Dr./Asst. Prof./Asst. Prof. Dr./Assoc. Prof./Assoc. Prof. Dr.)

I would like to request replacement class(es) due to:

- I went on an official leave.....
 According to the letter/order number..... Subject.....
 From date..... monthyearto date..... monthyear
 (As per the attached document)
- The institute/faculty announces the cancellation of classes
 From date..... monthyearto date..... monthyear
- Other.....

Schedule of Replacement Class

Course Code/Title	Normal Teaching Period		Replacement Teaching Period		Building and Classroom for Replacement Class
	Date(s)	Time(s)	Date(s)	Time(s)	

I hereby submit this for your kind consideration.

Instructor's Signature.....
 (.....)

Deputy Director's Comment

Approve
 Not approved due to

Signature
 (Associate Professor Dr. Ravipat Lapchareonsuk)
 Deputy Director of the Office of General Education
 Date / /