

Lecture time changing Form

For theterm of the academic year :20...../20.....

Dear head of the department at the college of

Could you please approve the time changing of the lecture (name and ID).....

According to the table below, due to (the reason):.....

Knowing that all the students agree with the new timing and this end hasn't any conflict with my academic and administrative duties either on the department of college levels.

The current lecture day	The current lecture time	The proposed lecture day	The proposed lecture day

Signature of the course instructor

date: / /20

Head of department opinion: agree disagree

If disagree, please mention the reason:

.....
.....

Date: / /

HOD signature

Registration, Schedules and Examinations Committee opinion: agree disagree

If disagree, please mention the reason:

.....
.....

Date: / /

RSEC signature

- Do not set the lecture at the same time with the break times and the college activities already scheduled before
- The lecture should be delivered in its full time and it should not be interfered neither totally or partially with other lectures.
- The instructor of the course is responsible for changing lecturer time after getting an approved letter written by all the students
- The RSE committee will change the course time after the last approval of the head of department offering this course

After completion of the form, one copy is sent to the concerned head of department and another to the head of the RSE committee