

	<b>INTERNATIONAL CLASS ACADEMIC OFFICE</b>	Document Number	
	Jl. Telekomunikasi No. 1, Dayeuh Kolot, Bandung 40257	Revision Number	
	Tokong Nanas Building, Floor 9, Room KU3.09.11	Effectively Used	
	<b>Course Schedule Changing Form</b>		

We the undersigned:

**The First Party (Lecturer)**

Code of Lecturer : \_\_\_\_\_  
 Full Name : \_\_\_\_\_  
 Employee Number : \_\_\_\_\_  
 Major/Study Program : \_\_\_\_\_  
 Faculty : \_\_\_\_\_  
 Cellphone Number : \_\_\_\_\_  
 E-mail : \_\_\_\_\_

**The Second Party (Student)**

Full Name : \_\_\_\_\_  
 Students Number : \_\_\_\_\_  
 Major/Study Program : \_\_\_\_\_  
 Faculty : \_\_\_\_\_  
 Cellphone Number : \_\_\_\_\_  
 E-mail : \_\_\_\_\_

will change the schedule of

Name of Subject : \_\_\_\_\_  
 Code of Subject : \_\_\_\_\_  
 Class : \_\_\_\_\_

	<b>Previous Schedule</b>	<b>Current Schedule</b>
Day/Date*	: _____	_____
Time	: _____	_____
Room	: _____	_____
Status*	: Permanent/Temporary	
Number of Meetings*	: _____	

Student,  
  
\_\_\_\_\_

Bandung, \_\_\_\_\_, 20....  
Lecturer,  
  
\_\_\_\_\_

Acknowledged by  
Faculty/Prodi,  
  
\_\_\_\_\_

Approved by  
ICAO Officer,  
  
\_\_\_\_\_

**NOTES:**

- \*Please cross out one of them.
- \*If it's temporary, **Date & Number of Meetings** must be filled in.