



An Application Form for Opening Special Classes
Office of Academic Promotion and Registration
Valaya Alongkorn Rajabhat University under the Royal Patronage

DayMonth.....Year.....

Subject: Special Class

To: Dean

I am (Mr, Miss, Mrs), student I.D.

full-time part-time Sat – Sun Mon – Fri at VRU main campus Bangkok campus
 Srakaew campus, in the undergraduate degree ofyears, program.....,
 major..... , field.....,
 faculty.....telephone number.....E-mail.....

I would like to ask for opening a special class in the(course),
 code....., which is the course in General education, Core course, Selective core
 course General selective course, Foundation course, in the semester...../..... .

The reason for asking for the opening of a special class is that..... .

Sincerely yours,

.....Student
 (.....)
/...../.....

Advisor’s opinion

.....Advisor
 (.....)
/...../.....

I am.....Dean of the Faculty.....
 have considered the application for opening special class of the student for the reason that.....
, I assign to be the instructor of that course as shown
 In the schedule.

.....Dean
 (.....)
/...../.....

Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Time	08.30	09.20	10.10	11.10	12.10	13.00	13.50	14.50	15.40	16.30	17.20	18.10	19.00	19.50	20.40
Day	09.20	10.10	11.10	12.00	13.00	13.50	14.40	15.40	16.30	17.20	18.10	19.00	19.50	20.40	21.30
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
Sunday															

.....Instructor

(.....)

...../...../.....

.....Head of the Office of Academic Promotion and Registration

(.....)

...../...../.....

Conditons for Opening Special Classes

1. The students are taking class in their final semester in their curriculum or they are practicing field experience and this case is under the approval of the dean.
2. The course that is asked to be open had the result as “ F ” or “ Unsatisfied ”.
3. A total of 22 credits for full-time students, and a total of 12 credits for part-time students.
4. This application has to be done 1 week before the beginning of the semester.
5. In case that the instructor assigned to teach the special clsss has 12 hours for full- time and part-time, that instructor can teach only one special class under the consideration of the dean.

Steps in Opening Special Classes

