



Announcement by the Registration Office
Procedure for Course Withdrawal with Grade W via Online System

The registration office has changed the procedure for course withdrawal with grade W from paper-based to online system. This system will be deployed from the summer session of the academic year 2018 and onward.

The procedure for course withdrawal with grade W is as follows:

1. Students are allowed to withdraw a course(s) with grade W during the specific period of times for course withdrawal with grade W scheduled under the Academic Calendar for the Academic Year.

2. At the registration office website, www.reg.cmu.ac.th, click on the menu "For Current Student" and sign in with CMU IT @cmu.ac.th account.

3. After logging in successfully, choose "Course withdrawal with grade W" from the main menu. Students may select a course(s) to withdraw, then the request will be sent to the academic advisor to review. The withdrawal is completed after the advisor has approved the request through the system. It is students' responsibility to follow up with the decision from the system and their advisors. Students should expect the result to be in within 5 business days from the system.

4. The results from academic advisors can be "Approved", "Disapproved" or "See your advisor" for each individual course. The meanings of each result are as follows:

"Approved" means the advisors have approved on the withdrawal request and the grade W will be granted for that course.

"Disapproved" means the advisors have disapproved on the withdrawal request and the grade W will NOT be granted for that course. The request is hereby canceled.

"See your advisor" means the advisors have requested the students to see or contact for consulting before making decisions. In this case, the advisors can change their decisions to "Approved" or "Disapproved" later on within a period from the first day of the course withdrawal with grade W and up to 5 business days after the last day of the course withdrawal with grade W.

Unchanged decision will result in an incomplete process and a cancellation of student's request. Students must complete all requirements for course evaluation.

5. Students are able to withdraw a course that the request has been disapproved or that the approved withdrawal has been canceled within the specific period of times for course withdrawal with grade W scheduled under the Academic Calendar for the Academic Year. If the decisions of "Approved" or "Disapproved" have been made within 5 business days after the last day of the course withdrawal with grade W. The decision is final and cannot be canceled.

Registration Office hereby announces this procedure for public acknowledgement.

This announcement was made on May 24, 2019.

Signed

Weenun Bundithya

(Asst. Prof. Weenun Bundithya)

Director of the Registration Office

Advisor's Guidelines
for Course Withdrawal with Grade W via Online System

1. The periods for course withdrawal with grade W are scheduled under the Academic Calendar for the Academic Year.

2. Once students request for a course withdrawal, the advisor will receive an email notification for approval from classwithdrawal@reg.cmu.ac.th to your CMU IT account @cmu.ac.th.

3. The results from academic advisors can be "Approved", "Disapproved" or "See your advisor" for each individual course. The meanings of each result are as follows:

"Approved" means the advisors have approved on the withdrawal request and the grade W will be granted for that course.

"Disapproved" means the advisors have disapproved on the withdrawal request and the grade W will NOT be granted for that course. The request is hereby canceled.

"See your advisor" means the advisors have requested the students to meet or contact for consulting before making decisions. In this case, the advisors can change their decisions to "Approved" or "Disapproved" later on within a period from the first day of the course withdrawal with grade W and up to 5 business days after the last day of the course withdrawal with grade W. Unchanged decision will result in an incomplete process and a cancellation of student's request. Students must complete all requirements for course evaluation.

4. If academic advisors have not responded to the student's request in the system within 5 business days after the notification. The result as "Approved" will be applied to the request and the grade W will be granted automatically.

5. Students are able to withdraw a course that the request has been disapproved or that the approved withdrawal has been canceled within the specific period of times for course withdrawal with grade W scheduled under the Academic Calendar for the Academic Year. If the decisions of "Approved" or "Disapproved" have been made within 5 business days after the last day of the course withdrawal with grade W. The decision is final and cannot be canceled.

Student's Guidelines
for Course Withdrawal with Grade W via Online System

1. The period for course withdrawal with grade W are scheduled under the Academic Calendar for the Academic Year.

2. At the registration office website, www.reg.cmu.ac.th, click on the menu "For Current Student" and sign in with CMU IT @cmu.ac.th account.

3. After logging in successfully, choose "Course withdrawal with grade W" from the main menu. Students may select a course(s) to withdraw, then the request will be sent to the academic advisor to review. The withdrawal is completed after the advisor has approved the request through the system. It is students' responsibility to follow up with the decision from the system and their advisors. Students should expect the result to be in within 5 business days from the system.

4. The result from academic advisors can be "Approved", "Disapproved" or "See your advisor" for each individual course. The meanings of each result are as follows:

"Approved" means the advisors have approved on the withdrawal request and the grade W will be granted for that course.

"Disapproved" means the advisors have disapproved on the withdrawal request and the grade W will NOT be granted for that course. The request is hereby canceled.

"See your advisor" means the advisors have requested the students to meet or contact for consulting before making decisions. In this case, the advisors can change their decisions to "Approved" or "Disapproved" later on within a period from the first day of the course withdrawal with grade W and up to 5 business days after the last day of the course withdrawal with grade W. Unchanged decision will result in an incomplete process and a cancellation of student's request. Student must complete all requirements for course evaluation.

5. If academic advisors have not responded to the student's request in the system within 5 business days after the notification. The result as "Approved" will be applied to the request and the grade W will be granted automatically.

6. Students are able to withdraw a course that the request has been disapproved or that the approved withdrawal has been canceled within the specific period of times for course withdrawal with grade W scheduled under the Academic Calendar for the Academic Year. If the decisions of "Approved" or "Disapproved" have been made within 5 business days after the last day of the course withdrawal with grade W. The decision is final and cannot be canceled.