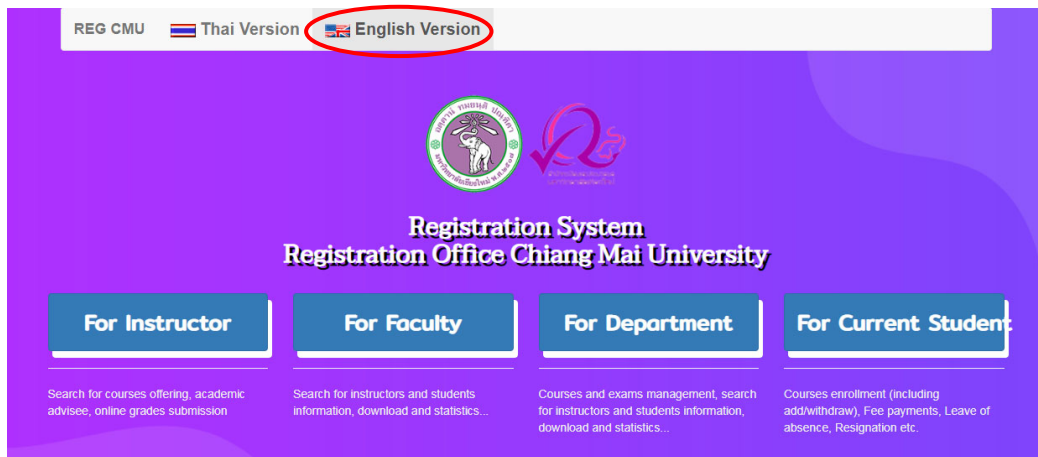


Deferred Evaluation with the Grade "I" Handbook For Instructor/representative and Advisor

For Instructor/representative

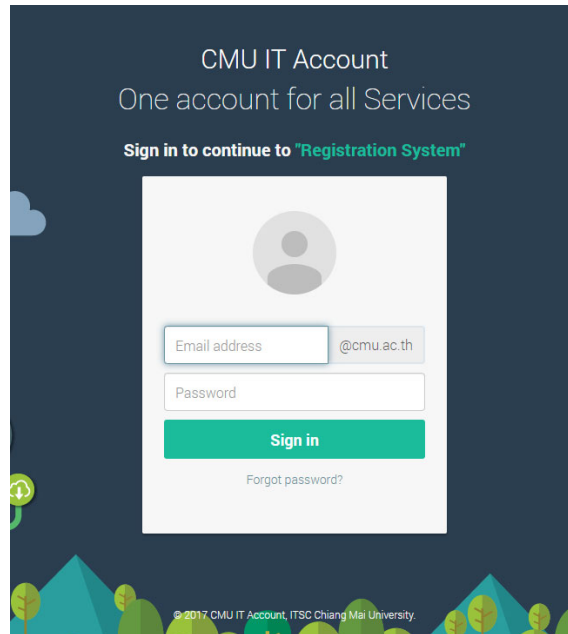
1. Direct your browser to <https://www1.reg.cmu.ac.th/registrationoffice/> For English, click on the “English version” button.



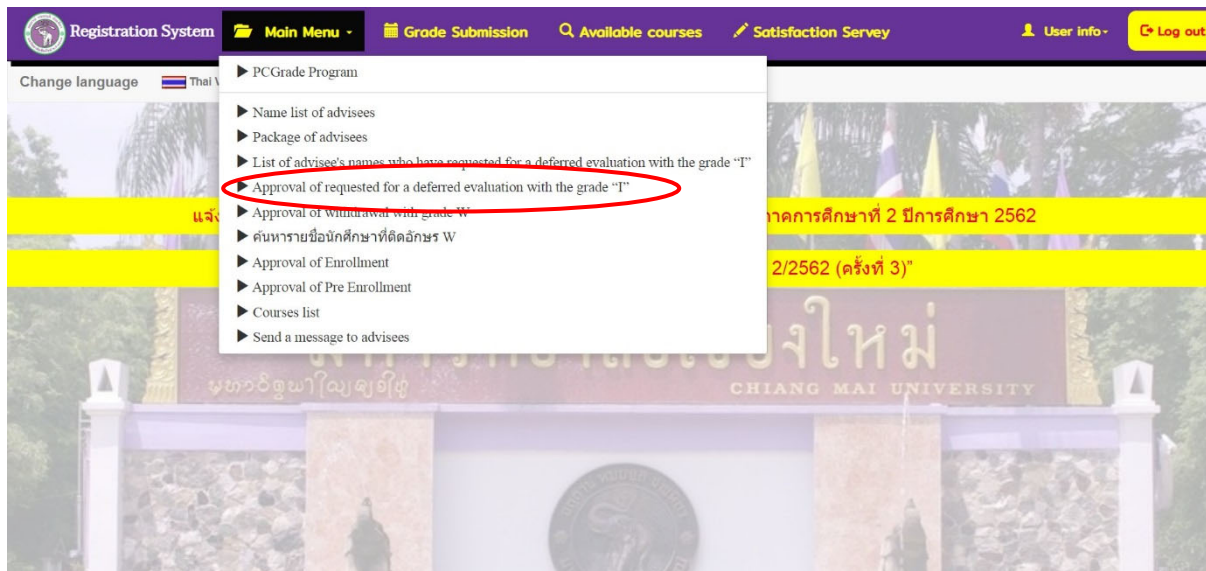
2. Click on the “For Instructor” button.



3. Enter username and password (CMU IT Account) to login.



4. Click on the “Menu” banner and choose **Approval of requested for a deferred evaluation with the grade “I”** menu.



5. All the courses under your responsibilities will be shown. After Selecting a course that students have requested to defer its evaluation (On the left side of the screen), Students name list will be shown on the right side of the screen. Instructor/ representative can be “Approve” or “Disapprove” for each individual request.

Student's request for a deferred evaluation with the grade "I" (2/2562)
Decision for a deferred evaluation with the grade "I" must be done until Monday 10th of August 2020.

Course :
 Choose a course to review the requests.

NO.	COURSE NO	SECTION		Requested I	
		LEC	LAB	Request	Approved
1	907702	801	000	0	0
2	057138	001	000	0	0
3	057138	002	000	0	0
4	057295	001	000	1	0
5	057298	001	000	0	0
6	057419	001	000	0	0
7	057450	001	000	0	0
8	100589	000	009	0	0
9	100599	000	009	0	0

Students request grade I for course: 057295(001/000)
 Please give decision as "Approve", "Disapprove" for each individual request.

No.	Student	Reason	Status	Decision giving
1	610[redacted]	admin test request	Awaiting instructor response.	<input type="radio"/> Approve <input checked="" type="radio"/> Confirm <input type="radio"/> Disapprove

Remarks :

- Please give a decision as the soonest and before August 10th, 2020.
- Students may choose to cancel the approvals late on until the last day of final exam week. In such case, notification email will be sent out to inform course instructor and academic advisor.
- For approval case, the grade "I" will be appeared on the online grading system automatically.

6. After Selecting “Approve” or “Disapprove”, the confirmation message will display on your screen. Select “Confirm” or “Cancel”.

Confirmation

“Approve” means the instructor have approved on the “I” request and the grade “I” will be granted for that course.

“Disapprove” means the instructor have disapproved on the “I” request and the grade “I” will NOT be granted for that course. The request is hereby rejected.

Confirm Cancel

Remarks :

- Please give a decision as the soonest and before August 10th, 2020.
- Students may choose to cancel the approvals late on until the last day of final exam week. In such case, notification email will be sent out to inform course instructor and academic advisor.
- For approval case, the grade “I” will be appeared on the online grading system automatically.

7. The system will show the status of Instructor's/representative's decision.

Course :

Choose a course to review the requests.

NO.	COURSE NO	SECTION		Requested I	
		LEC	LAB	Request	Approved
1	907702	801	000	0	0
2	057138	001	000	0	0
3	057138	002	000	0	0
4	057295	001	000	1	1
5	057298	001	000	0	0
6	057419	001	000	0	0
7	057450	001	000	0	0
8	100589	000	009	0	0
9	100599	000	009	0	0

Students request grade I for course: 057295(001/000)

Please give decision as "Approve", "Disapprove" for each individual request.

No.	Student	Reason	Status	Decision giving
1	61 [REDACTED]	admin test request	Approved	

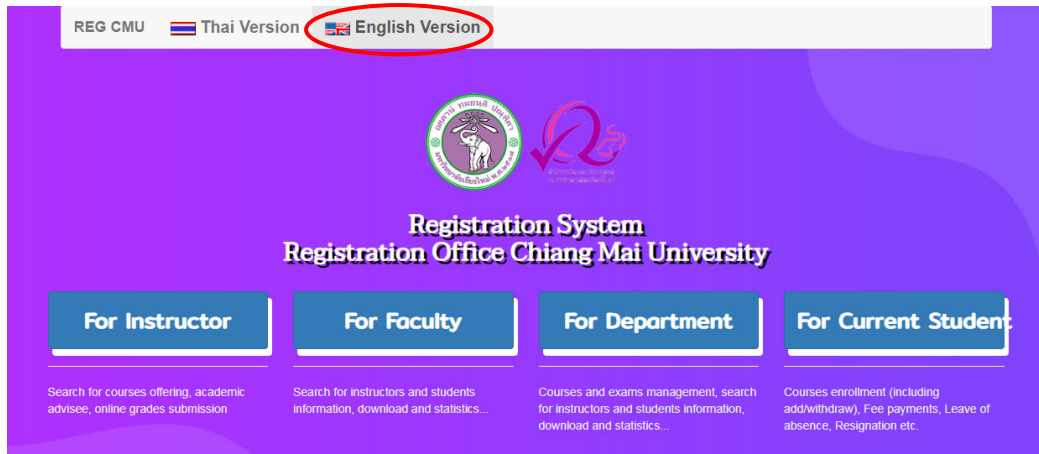
Remarks :

1. Please give a decision as the soonest and before August 10th, 2020.
2. Students may choose to cancel the approvals late on until the last day of final exam week. In such case, notification email will be sent out to inform course instructor and academic advisor.
3. For approval case, the grade "I" will be appeared on the online grading system automatically.

8. The process to review a student's request for deferred evaluation with grade "I" is completed.

For Advisor

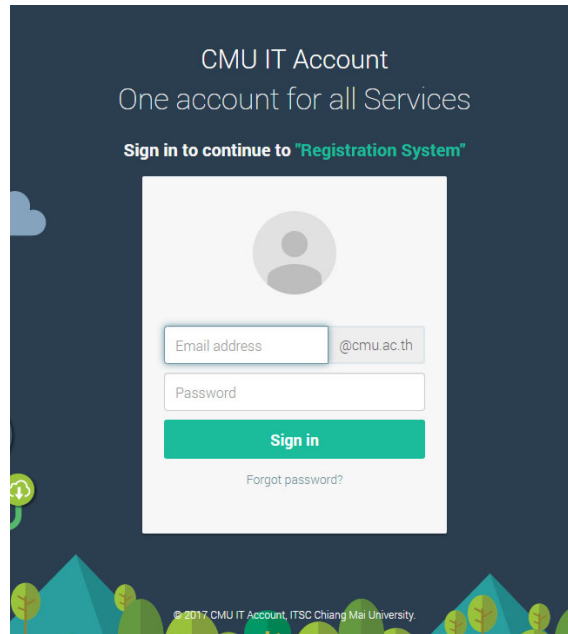
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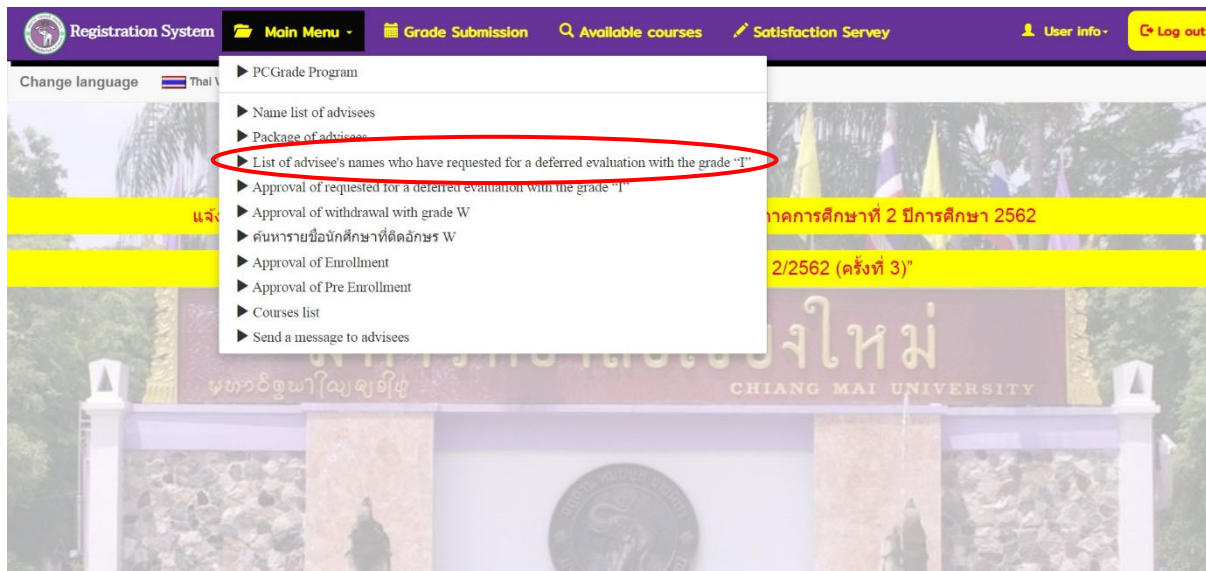
2. Click on the “For Instructor” button.



3. Enter username and password (CMU IT Account) to login.



4. Click on the “Menu” banner and choose **List of advisee’s names who have requested for a deferred evaluation with the grade “I”** menu.



5. List of advisee's names who have requested for a deferred evaluation with the status of their individual request will be shown.

List of advisee's names who have request for a deferred evaluation with the grade "I" (2/2562)
Decision for a deferred evaluation with the grade "I" must be done until Monday 10th of August 2020.

Student : 61[REDACTED]

No.	Course no	Title	Lec/Lab	Reason	Instructor	STATUS
1	050100	USAGE OF THAI LANGUAGE	020 / 000	admin test Attached file	[REDACTED]	Disapproved
2	057295	SWORD POLE & THAI FENCING	001 / 000	admin test request	[REDACTED]	Approved
3	057297	SEPAK TAKRAW STUDY	001 / 000	admin test	[REDACTED]	Awaiting instructor's response