

Course Instructor/Manager's Guideline for a Deferred Evaluation with the Grade "I"

1. Course instructor/manager is able to consider and give decision on a deferred evaluation with the grade "I" (Incomplete) until **2 business days after the last day of a deferred evaluation request period**.
2. Once enrolled students have requested for a deferred evaluation with the grade "I", the course instructor/manager will receive a notification email for approval from Notification-REG-CMU (no-reply-reg@cmu.ac.th) to CMU IT account @cmu.ac.th. If the course is taught by a group of instructors, a notification email will be sent to the first name on the list. If staff is indicated without a name, the email will be sent to department's system admin.
3. The decision by course instructor can be "**Accept**" or "**Reject**" for each request. The meanings of each result are as follows:
 - "**Accept**" means the request will be sent to the dean for further consideration.
 - "**Reject**" means the request is rejected and the grade "I" will NOT be granted for that course. Students must attend an examination or other means of evaluation following its schedule.
4. The decision by the dean can be "**Approve**" or "**Disapprove**" for each course. The meanings of each result are as follows:
 - "**Approve**" means the request is approved and the grade "I" will be granted for that course
 - "**Disapprove**" means the request is disapproved and the grade "I" will NOT be granted for that course. Students must attend an examination or other means of evaluation following its schedule.

The notification email will be sent to the course instructor/manager in either case.
5. If student cancels the approved request, the notification email for the cancellation will be sent to the course instructor/manager.
6. Students can return to a regular evaluation within the semester by cancelling the dean's approval for a deferred evaluation via the online system. Once the system closed, the cancellation must be submitted via paper-band system.