

**Course Instructor/representative's Guidelines to response for a request
for a Deferred Evaluation with the Grade "I"
Second Semester and Summer Session, 2019 Academic Year.**

1. Course Instructors/representatives are able to review and give decision on a deferred evaluation with the grade "I" (Incomplete) until **Monday of August 10th, 2020**.
2. Once enrolled students have requested for a deferred evaluation with the grade "I", the course instructor/representative will receive a notification email for approval from Notification-REG-CMU (no-reply-reg@cmu.ac.th) to CMU IT account @cmu.ac.th. In case there are more than one instructors in a section, a notification email will be sent to the first name on the list. If there is no specific instructor/representative name, the email will be sent to departmental representative.
3. The decision from course instructor can be "**Approve**" or "**Disapprove**" for each individual request. The meaning of each result are as follows:
"**Approve**" means the request is approved and the grade "I" will be granted for that particular request and "I" will be appear in online grading system automatically.
"**Disapprove**" means the request is disapproved and the grade "I" will NOT be granted for the request. Student must remains being evaluated following course schedule.
4. Students are able to cancel the approved deferred evaluation. The cancellation email will be sent to course instructor/representative and academic advisor for information.
5. If student wish to complete evaluation of a course that instructor/representative once approved to receive the grade "I". If instructor/representative allows, please inform the student to cancel the request from the system in order to receive other letter grade.
6. Students are able to re-request for a disapproved or cancelled one until **Monday of August 10th, 2020**.