

Student's Guideline to Request for a Deferred Evaluation with the Grade "I"

1. Students are able to request for a deferred evaluation with the grade "I" (Incomplete) and cancel the approved one until the last day of a deferred evaluation request period. However, the request is invalid if students have completed all evaluations assigned by the course instructor.
2. To request for a deferred evaluation with the grade "I", students can access to the system from the registration office website at www.reg.cmu.ac.th. Then click on the menu "Current Students" and log in with CMU IT @cmu.ac.th account.
3. After logging in successfully, choose "Request for a deferred evaluation with the grade "I"" from the main menu then click on "Click here to begin". Students may select a course(s) to defer its evaluation and inform the reason for your request (Please upload a supporting document for consideration by instructor). Then click on the "Click to confirm your request" button to complete the request process. Then students will receive a confirmation email. Student's request will be considered by the course instructor or manager and the dean. It is student's responsibility to inform your course instructor about the request and follow up with the final decision in the deferred evaluation system.
4. The consideration by course instructor or manager can be "**Accept**" or "**Reject**" for each course. 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, a notification email will be sent to student. Students must attend an examination or other means of evaluation following its schedule.
5. The consideration 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.
6. When the dean approves the request, a notification email will be sent to student, academic advisor and course instructor or manager. Approval can be cancelled within the last day of a deferred evaluation request period. The notification email for the cancellation will be sent

to student, academic advisor, course instructor or manager and the dean. In case that the dean disapproves the request, a notification email will be sent to student and course instructor or manager.