

Student's Guidelines to Request for a Deferred Evaluation with the Grade "I" Second Semester and Summer Session, 2019 Academic Year.

1. Students are able to request for a deferred evaluation with the grade "I" (Incomplete) and cancel the approved one until **Monday 10th of August 2020**. However, the request is invalid if students have completed all evaluations assigned by the course instructor. Students must cancel the approved request in order to receive other letter grade.
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 "For Current Student" and log in with CMU IT @cmu.ac.th account.
3. After logging in successfully, choose "Requested 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 (optional) for consideration by instructor). Then click on the "Click to confirm your request" button to complete the request process. After the process is completed, students will receive a confirmation email. The request for deferred evaluation with grade I will be sent to the course instructor to review. The deferred evaluation is completed after the course instructor has given a decision to the request through the system. It is student's responsibility to follow up with the decision from the system and their course instructor.
4. The result from instructor can be "**Approve**" or "**Disapprove**" for each individual course. The meanings of each result are as follows:
"**Approve**" means the request has been approved and the grade "I" will be granted for that course
"**Disapprove**" means the request has been disapproved and the grade "I" will NOT be granted for that course. Students have to remain in an examination or other means of evaluation following its schedule.
5. After a decision by the course instructor is made, a notification email will be sent to both student and academic advisor. Approved request can be cancelled no later than **Monday 10th of August 2020**. The notification email for the cancellation will be sent to student, course instructor and academic advisor.
6. Students are able to re-request for a disapproved or cancelled one until **Monday 10th of August 2020**.