

School of
Mae Fah Luang University
 No.....
 Date.....
 Time.....Recorded by.....



The Division of Registrar
 Mae Fah Luang University
 No.....
 Date.....
 Time.....Recorded by.....

DIVISION OF REGISTRAR, MAE FAH LUANG UNIVERSITY

Request Form for Course Withdrawn

Semester First Second Summer Academic year.....

(1) To the Dean of School.....

Name Mr/ Miss/ Mrs.....Student ID

Study in School of.....Program of.....Mobile phone.....

Cumulative grade point average (GPAX)..... Student status Normal Probation No.....

have registered in the current semester for.....credits and would to withdraw the course is/are as follow

Course Code	Course Title	Credit(s)	Reason of request for withdrawn	(2) Instructor's comment		
				Approved	Disapproved	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	Credits			

which makes the total credits registered this semester credits

Not less than 9 credits Less than 9 credits I would also like to request permission to register for credits below those stipulated by the university regulations

Remark : After 3 working days of the submission of this request,I will check whether the request has been approved at the Division of registrar via <http://reg.mfu.ac.th>

Student's signature.....
 (.....)
/...../.....

<p>(3) Advisor's Comment</p> <p>..... Signature (.....) /...../.....</p>	<p>(5) Recorded by the Division of Registrar's staff</p> <p><input type="checkbox"/> Checked and Recorded</p> <p>Signature..... (.....) /...../.....</p>
<p>(4) Dean's Comment</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved because..... Signature (.....) /...../.....</p>	<p>(6) Head of the Division of Registrar's Comment</p> <p><input type="checkbox"/> Acknowledge</p> <p>Signature..... (Mr.Ruangsak Kiengkamon) /...../.....</p>

**Mae Fah Luang University's Rules
For Bachelor's Degree Education, 1999**

Section Five

Course Addition, Removal and Withdrawal

Clause 10 Requests for Course Addition, Removal and Withdrawal

- 10.1 A course-addition request can be submitted within the first two weeks of a regular semester, or within the first week of a summer session.
- 10.2 A course-removal request can be submitted within the first two weeks of a regular semester, or within the first week of a summer session. A course removed shall not appear in the academic transcript.
- 10.3 A course-withdrawal request can be submitted after the fifth week but no later than the tenth week of a regular semester, or after the second week but no later than the fourth week of a summer session. A course withdrawal shall be remarked W in the academic transcript.
- 10.4 A student's request for course addition or removal must be consented to by his/her advisor. A request for course withdrawal must be accompanied by the consents of the advisor and of the course instructor and submitted to the Dean for consideration and approval.
- 10.5 The number of credits remaining after course addition, removal and/or withdrawal must conform to the criteria in 9.4.