

นักศึกษาต้องยื่นคำร้องด้วยตนเองที่ส่วนทะเบียนและประมวลผล ภายในวันศุกร์ที่ 17 เมษายน 2563 ก่อนเวลา 16.00 น.  
 Students must submit the request to Division of Registrar by themselves within Friday 17th April 2020, 4 P.M.

REG-207

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**Request Form for Course Withdrawn**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.....**2019**.....

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have registered in the current semester for.....credits and would to withdrawn the course is/are as follow

Course Code	Course Title	Credit(s)	Reason of request for withdrawn	(2) Instructor's comment		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

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 of via <http://reg.mfu.ac.th>

Student's signature.....

(.....)

...../...../.....

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