

Request Form for Course Withdrawal

Request No. _____

AR 12

Receipt Date: _____

Bansomdejchaopraya Rajabhat University

Date: _____

I, Name (Mr./Mrs./Miss): _____, Student ID: _____,

Faculty: _____, Program: _____,

Level of study: Bachelor's Degree Master's Degree Doctoral Degree Others: _____,Type of student: Full time (Daytime) Part time (Twilight)

Address in case of emergency: _____ Telephone: _____,

would like to withdraw a course of the ___ semester/20___ which has already enrolled according to the evidence of the schedule attached hereto as follows:

Course Title: _____ Course Code: _____ Study Group: _____

Lecturer: _____ Because (reason for withdrawal): _____

(For this semester, I have submitted a request for withdrawal of a total of _____ courses).

For your kind consideration. And if the statement provided above is incorrect or does not correspond to the facts, I'm willing to accept nullification of this request and agree to comply with all regulations of the University.

Signature: _____ Applicant

Request Instruction	Verification
Advisor Comment: _____ The advisor has clarified the advantages and disadvantages of the course withdrawal to be understood. Signature: _____ Advisor Please specify name clearly	1. Payment Checked by the Division of Finance _____ Signature: _____ (_____)
** In case of late course withdrawal**	2. Checked by Registration Section _____ Signature: _____ (_____)
Advisor <input type="checkbox"/> Approved for course withdrawal <input type="checkbox"/> Disapproved for course withdrawal Signature: _____ Advisor	3. Considered by the Director of the Office of Academic Affairs _____ Signature: _____ Director of the Office (_____)
Head of the Program Comment: _____ Signature: _____ Head of the Program	
Dean Comment: _____ Signature: _____ Dean	

Note

1. A request of course withdrawal must be filed within the period specified in the academic calendar of each semester.
2. Grade of the withdrawn course must be recorded as W.

Students can check the results via: <http://mis.bsru.ac.th> in the title "Online Request".