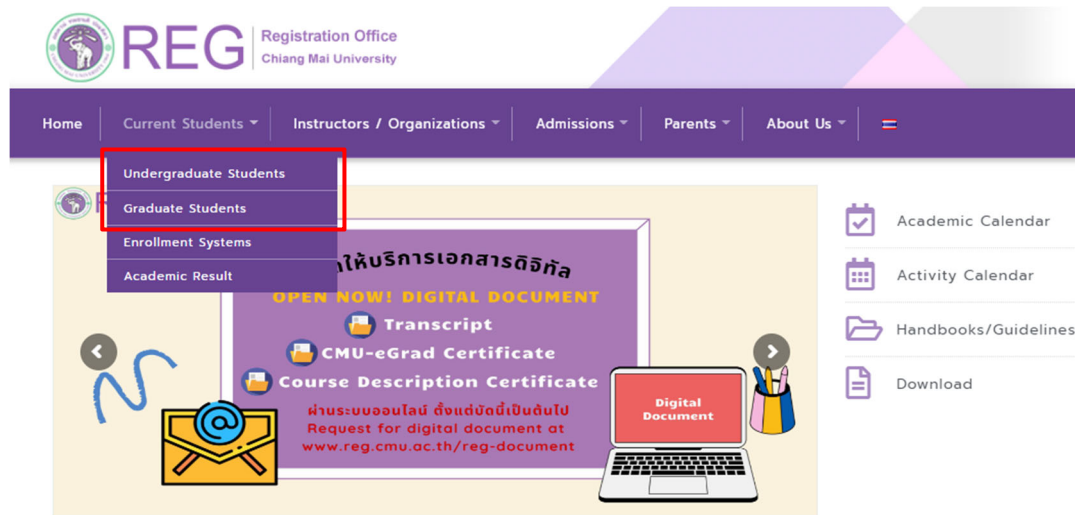


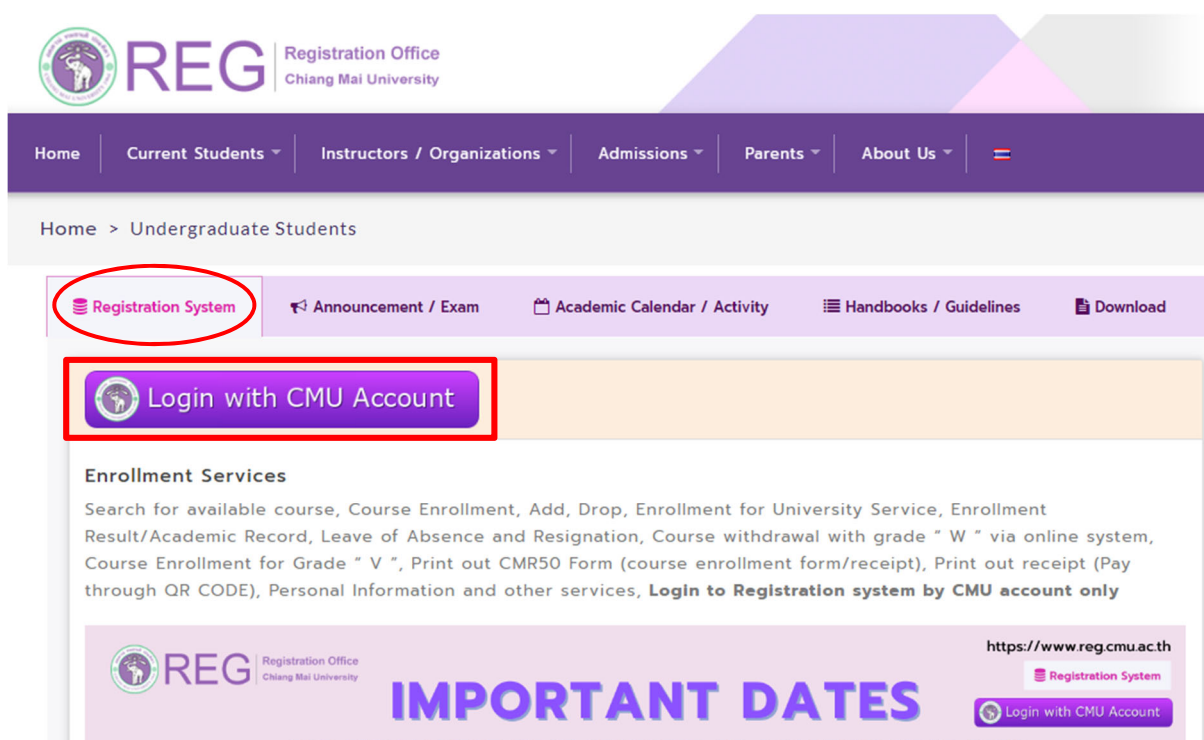
## Deferred Evaluation with the Grade “I” Handbook for Student

1. Direct your browser to <https://www.reg.cmu.ac.th>

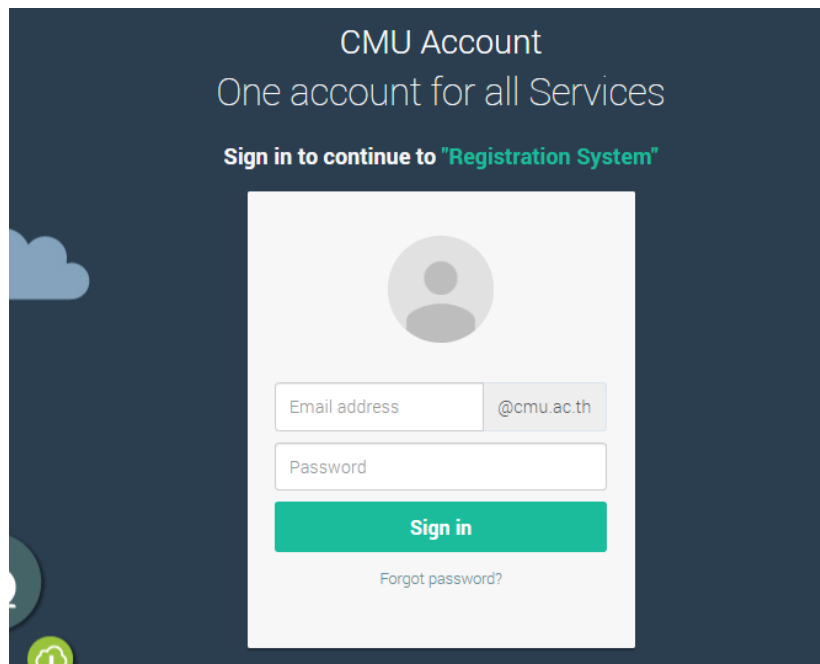
Select menu “Undergraduate Students” or “Graduate Students”.



2. Click “Login with CMU Account”.



3. Enter username and password (CMU Account) to login.



CMU Account  
One account for all Services

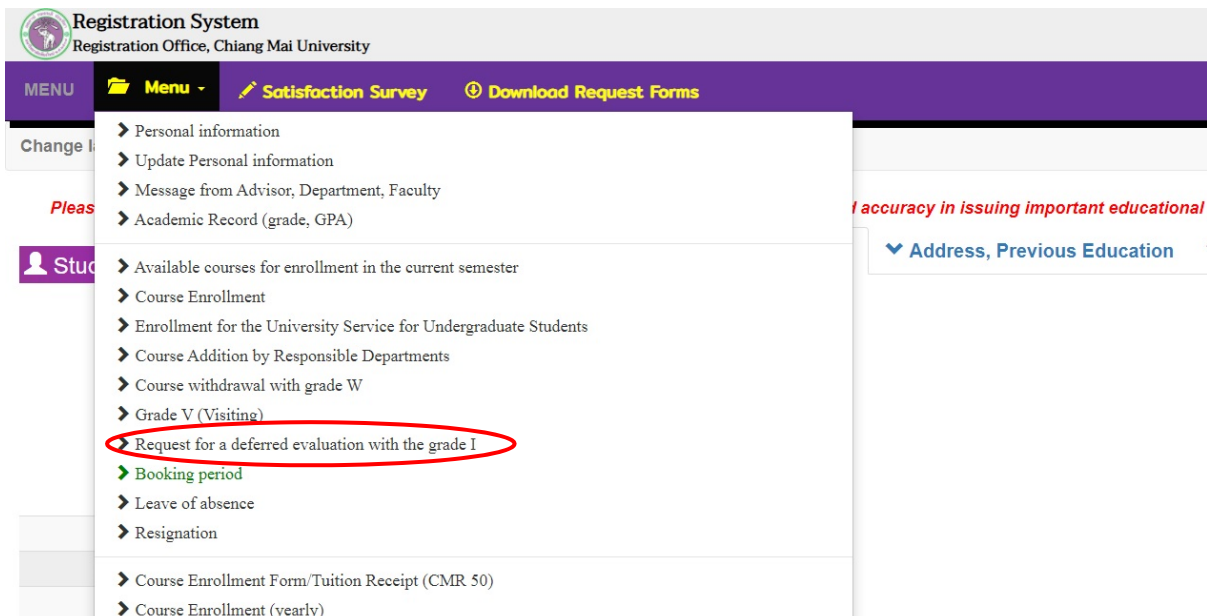
Sign in to continue to "Registration System"

@cmu.ac.th

**Sign in**

[Forgot password?](#)

4. Click on the “Menu” tab, then choose Request for a deferred evaluation with the grade “I” menu.



Registration System  
Registration Office, Chiang Mai University

**MENU** **Menu** **Satisfaction Survey** **Download Request Forms**

- Change Information
  - Personal information
  - Update Personal information
  - Message from Advisor, Department, Faculty
  - Academic Record (grade, GPA)
- Student
  - Available courses for enrollment in the current semester
  - Course Enrollment
  - Enrollment for the University Service for Undergraduate Students
  - Course Addition by Responsible Departments
  - Course withdrawal with grade W
  - Grade V (Visiting)
  - Request for a deferred evaluation with the grade I**
  - Booking period
  - Leave of absence
  - Resignation
- Course Enrollment Form/Tuition Receipt (CMR 50)
- Course Enrollment (yearly)

5. Click on the “Click here to Request for a deferred evaluation with the grade ‘I’ ” button.

**Request for a Deferred Evaluation with the Grade “I” System 1/2020**

The letter grade “I” stands for “Incomplete” indicating that a student is unable to fulfill the evaluation assigned for a course. The letter “I” must be granted with the approval of the course instructor/manager and the dean.


Please read through the following guidelines carefully before proceeding with the system.

- Request for a deferred evaluation with the grade “I” must be done within Sunday 15<sup>th</sup> of November 2020.
- [Student's Guideline for a Deferred Evaluation with the Grade “I” System.](#)
- [Deferred Evaluation with the Grade “I” Handbook for Student](#)

**Brief Procedure**

1. Choose a course (s) that you wish to request for a deferred evaluation.
2. Inform the reason for your request and upload a supporting document then click on “Confirm” at the end of the process. Check email for the request confirmation.
3. Please login back to check the status of the request.

Your request will be granted only after course instructor or manager and the dean have approved it through the system.

คลิกที่นี่...เพื่อเริ่มขอรับอีกรางวัลค่าต้นชั้น I  
Click here to Request for a deferred evaluation with the grade “I”

6. Select a course to defer evaluation by clicking on “Request to defer evaluation” button.

NO.	COURSE	LEC/LAB	REQUEST TO DEFER EVALUATION	REASON	STATUS
3	057300 SCI PRIN OF ATHLET TRAIN	001 / 000	<a href="#">Request to defer evaluation</a>		
4	057410 SPORT & EX PSY	001 / 000	<a href="#">Request to defer evaluation</a>		
5	100313 INNOVATION & IT IN ED	005 / 000	<a href="#">Request to defer evaluation</a>		
6	100314 SPECIAL EDUCATION FOR TEACHER	004 / 000	<a href="#">Request to defer evaluation</a>		
7	207109 LIFE AND THE UNIVERSE	001 / 000	<a href="#">Request to defer evaluation</a>		

7. Give a reason for your request. Fill in your phone number and upload a supporting document for consideration by instructor (PDF format only) by clicking on “**Choose File**”. Click on the check box to acknowledge your request. Then click on the “**Click to confirm your request**” button.

Confirmation

Course no	057300
Lec/Lab	001 / 000
Title	SCI PRIN OF ATHLET TRAIN

\* Reason for your request

\* Upload supporting document in pdf format (required)

Choose File

No file chosen

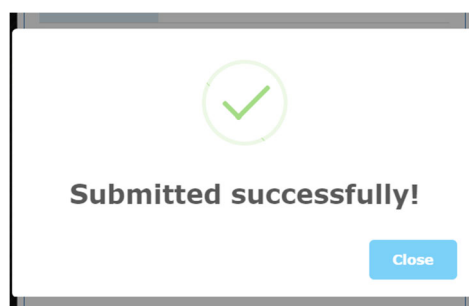
\* Phone number

☐ \* I hereby request for a deferred evaluation with the grade “I”.

Click to confirm your request

x Close

8. After confirmation, “**Submitted successfully!**” message will display on your screen. Student can add more course to defer an evaluation with the grade “I” by following the 6<sup>th</sup> step.



Students will receive a confirmation email. The request for the deferred evaluation with grade “I” will be sent to the course instructor/manager to review.

- The deferred evaluation is completed after the course instructor/manager and the dean have 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/manager.

NO.	COURSE	LEC/LAB	REQUEST TO DEFER EVALUATION	REASON	STATUS
1	050103 THAI SOCIETY AND CULTURE	001 / 000	Request to defer evaluation	admin test request I Attached file	Rejected - อ.ผู้สอนไม่เห็นชอบ
2	057293 AEROBIC EXERCISE	001 / 000	Request to defer evaluation	admin test request I Attached file	Awaiting instructor's response.
3	057300 SCI PRIN OF ATHLET TRAIN	001 / 000	Request to defer evaluation		
4	057410 SPORT & EX PSY	001 / 000	Request to defer evaluation		
5	100313 INNOVATION & IT IN ED	005 / 000	Request to defer evaluation		
6	100314 SPECIAL EDUCATION FOR TEACHER	004 / 000	Request to defer evaluation		
7	207109 LIFE AND THE UNIVERSE	001 / 000	Request to defer evaluation		
8	321371 HUMAN PHYSIOLOGY	001 / 000	Request to defer evaluation	admin test request I Attached file	Accepted - อ.ผู้สอนเห็นชอบ Awaiting the dean's response.

- If students wish to cancel the approved request, click on “Cancel the Approval” for cancellation. The cancellation notification will be sent to student, advisor, course instructor/manager and the dean.

NO.	COURSE	LEC/LAB	REQUEST TO DEFER EVALUATION	REASON	STATUS
1	050103 THAI SOCIETY AND CULTURE	001 / 000	Request to defer evaluation	admin test request I Attached file	Rejected - อ.ผู้สอนไม่เห็นชอบ
2	057293 AEROBIC EXERCISE	001 / 000	Request to defer evaluation	admin test request I Attached file	Awaiting instructor's response.
3	057300 SCI PRIN OF ATHLET TRAIN	001 / 000	Request to defer evaluation		
4	057410 SPORT & EX PSY	001 / 000	Request to defer evaluation		
5	100313 INNOVATION & IT IN ED	005 / 000	Request to defer evaluation		
6	100314 SPECIAL EDUCATION FOR TEACHER	004 / 000	Request to defer evaluation		
7	207109 LIFE AND THE UNIVERSE	001 / 000	Request to defer evaluation		
8	321371 HUMAN PHYSIOLOGY	001 / 000	Request to defer evaluation	admin test request I Attached file	Accepted - อ.ผู้สอนเห็นชอบ Approved - คณบดีเจ้าของวิชาอนุมัติ Cancel the Approval