

WITHDRAWAL (Drop W)

1. For the course that announces the midterm exam score before **26 October 2015**, students can **withdraw** (Drop W) from that course via Office of Registrar system (www.reg.tu.ac.th) during **21–26 October, 2015**.

Cautions!!! Important for **withdrawal** (Drop W) via Office of Registrar system (www.reg.tu.ac.th)

- 1) Students need to click “confirm” **twice!!!!** to withdraw from any course; otherwise student would still be listed in the course and likely to get **F** unwittingly.
 - 2) After the process is completed, follow the steps below;
 - I. Log off from the system and log on again to verify the **withdrawal** (Drop W) result in the page “Registration Result”
 - II. Print out the withdrawal result (Drop W) from the page “Registration Result” and keep it as evidence.
2. For the course that announces the midterm exam score after **26 October 2015**, if students would like to ask for **late withdraw** (Drop W), as a special case, from that course, students have to make a request to B.E. Office within **6 November 2015** with the following documents.
 - 1) **Request Form for Course Withdrawal**; available for download on BE-Moodle in the folder “Downloadable Forms”
 - **Request Form for Course Withdrawal** must be approved by students’ academic advisor. The date of midterm score announcement and the score in every course must be specified in the form; otherwise, the faculty would not accept the request.
 - 2) **Academic Record** (printed from Office of Registrar system www.reg.tu.ac.th)

Notice:

1. The request for course withdrawal (drop W) would not be approved without appropriate reasons.
2. Students need to follow up on the result of consideration by themselves.