



Received No.	AA.08
Received by.	Date

Request to Repeat Class

Date _____ Month _____ Year _____

(Mr./ Mrs./ Ms.) First Name.....Surname.....

Telephone Email Address

Student ID □□□□□□□□□□

Degree of Study: Bachelor's Degree Master's Degree Doctoral Degree

Field of Study Faculty

request to **repeat** the following class(s): Course Number.....Course Title.....

Semester.....Academic Year..... Section..... Lecturer.....

which I had taken in the semester of Academic Year..... Received Grade.....

Reason to repeat: Satisfy core course Adjust GPA Others.....

Supporting document(s): Medical certificate Others (please specify).....

Lecturer's comment.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
.....		
Signature (.....)/ /.....		

Student's Signature..... (.....) Date / /

1. Process within the faculty.

1.1 Advisor / Representative's comment.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
.....		
Signature (.....)/ /.....		

1.2 Dean / Representative's comment.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
.....		
Signature (.....)/ /.....		

2. Process within the Office of Academic Affairs.

2.1 Assistant Director / Manager / Officer's comment.	<input type="checkbox"/> Process	<input type="checkbox"/> Do not process
.....		
Signature (.....)/ /.....		

2.2 Results.	Processed from ESD.....
Signature	(.....)/ /.....
Processed from EVD.....	Signature
Signature	(.....)/ /.....

Request to Repeat Class – Student's Part

(Mr./ Mrs./ Ms.) First Name.....Surname.....

Student ID □□□□□□□□□□ Degree of Study: Bachelor's Degree Master's Degree Doctoral Degree

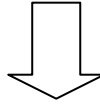
Field of Study Faculty

Course number Course title Section

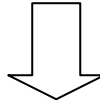
Officer's Signature..... (.....)/ /.....

Instructions to submit Repeat Class Form

A student obtains the request form at the counter service,
Office of Academic Affairs, or downloads at
<http://reg.pim.ac.th>

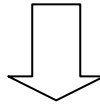


Completely fill out the form.

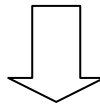


Obtain an approval from:

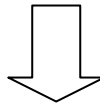
1. Lecturer from the new section.
2. Current Advisor / Head of Department.
3. Dean (current affiliation).



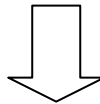
The student submits the request form at the Office of Academic Affairs for the
director's approval.



Officers at Academic Affairs process the request.



The student verifies the information.



Completion.