COURSE ADD – WITHDRAW / CANCELLATION REQUEST FORM
Graduate Level
Valaya Alongkorn Rajabhat University under the Royal Patronage, Pathum Thani Province

Date ..... Month ..... B.E. .....

Subject: Request to Add – Withdraw – Cancel Course(s)
To: The Dean of the Graduate School
Enclosure: A copy of the receipt or registration form for the current semester

Name – Surname (Mr./Mrs./Ms.) ..... Student ID No. .....
a student in the ☐ Graduate Diploma Program ☐ Master's Degree Program
☐ Doctoral Degree Program majoring in .....
Enrolled in Semester ..... Academic Year …..... Contact phone number .....

I wish to **ADD** the following course(s):

Sect	Course Code	Course Title	Credits	Day/Time	Instructor's Name	Instructor's Signature (Approval)

Reason for requesting to add the course(s): .....

I wish to **WITHDRAW** the following course(s):

Sect	Course Code	Course Title	Credits	Day/Time	Instructor's Name	Instructor's Signature (Approval)

Reason for requesting to withdraw the course(s): .....

I wish to **CANCEL** the following course(s):

Course Code to be Cancelled	Course Title	Credits	Instructor's Name	Instructor's Signature (Approval)	Advisor's / Class Acknowledgement

Reason for requesting to cancel the course(s): .....

Class Schedule After Course Addition / Withdrawal / Cancellation

Course	Day	Period	Date Taught (D/M/Y)	Time Taught	Instructor's Name
1.					
2.					
3.					
4.					
5.					
6.					

After adding / withdrawing / cancelling course(s), the total number of credits is ..... credits.

I therefore respectfully submit this request for your kind consideration.

Signature ..... Student
(.....)
Date: ..... / ..... / .....

Advisor's Comments: .....

Signature ..... Advisor
(.....)
Date: ..... / ..... / .....

Associate Dean's Comments: .....

Signature ..... Associate Dean of the Graduate School
(.....)
Date: ..... / ..... / .....

Dean's Decision: ☐ Approved ☐ Not Approved, because .....

Signature ..... Dean of the Graduate School
(.....)
Date: ..... / ..... / .....

Conditions for Course Addition – Withdrawal / Course Cancellation

1. Students requesting to add, withdraw, or cancel a course must first have paid the required registration fees in full.
2. Course addition, withdrawal, or cancellation must be completed within the first 3 weeks of the semester, as specified by the University. Students must attach a copy of the receipt or registration form for the current semester.
3. Students may not register for more than 15 credits.
4. The schedule and examination time of any added course must not conflict with those of existing courses. If a conflict occurs, the added course shall be considered void immediately.

Conditions for Requesting Course Cancellation

1. A request to cancel a course must be submitted no less than 1 week before the examination for that semester.