REQUEST FORM FOR

ACADEMIC RECORD INSPECTING/ REVIEWING

Written at ……………………………………………..

Date: ……………………..…..……………….…

Dear Dean of Faculty of Science (via Deputy Dean for Education and Development)

Subject: **Request for inspecting/ reviewing of academic record**

    I, (Mr./ Miss………………………………………………..………………..(In elaborate handwriting)

Student I.D. ☐☐☐☐☐☐ Faculty ……………………….... Major …………………………………....

Year: ……. Contact information: ……………………………… Mobile phone number:………………………………..

    I wish to request an inspection/ reviewing of my academic record maintained by the Registrar's Office, Division of Education Administration, Office of the President of Mahidol University as follows:

Reason(s) for the request: ☐ My final grade is not shown in grading system/ an academic record.

                      ☐ I have doubts about my academic record because (please specify your reason)…………….…..
……

No.	Subject code		Semester/ Academic year	Academic record		For officer				
				No grade given	Grade obtained	Enrolled in wrong subject[1]	No scholarship money transferred[2]	Incomplete enrollment[3]	Grade verification[4]	etc.[5]
1.	SC__ __ __ __ __	☐ 1st / ☐ 2nd/								
2.	SC__ __ __ __ __	☐ 1st/ ☐ 2nd/								
3.	SC__ __ __ __ __	☐ 1st/ ☐ 2nd/								
4.	All subjects enrolled	☐ 1st/ ☐ 2nd/								

…………………………………………. (Requester's signature)

(……………………………..) (Requester)

Date …....……./…...……./….………

Office use ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 (please specify) …………………………………………………………………………………..

Dear Head of Department/ School of ……………………………………..	**Dear Deputy Dean for Education and Student Development**	**Dear Officer concerned**

For your perusal and actions.
 	
Please send outcome of the results to Division of Educational Affairs.
	The Department/ School has completed an inspecting/ reviewing of student's academic record. It shows:
	    ☐ Accuracy and completeness
	    ☐ Inaccuracy and incompleteness
	for the following reason(s) ……………………
	…………………………………………………
	…………………………………………………
	    The academic record is changed to……..…..
	…………………………………………………
		☐ Issue a notification to …….
		………………………………………….
		☐ Others (please specify) …..
		………………………………………….

………………………………… (……………………………..) Deputy Dean for Education and Student Development ………./…………/……….	………………………………… (……………………………...) Head of Department/ School of…………..…… ………./…………/………..	…………………………… (…………………………….) Deputy Dean for Education and Student Development ………/…………/……….