



Office use only

Request no. /
 Officer
 Received / /

REQUEST FORM

ACADEMIC RECORD INSPECTING/ REVIEWING

Written at
 Date:

Dear Dean of Faculty of Science,
 (via Deputy Dean for Educational Innovation and Salaya/ Deputy Dean for Education and Student Affairs)

Subject: Request for inspecting/ reviewing of academic record

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

Student I.D. Faculty Major

Year: Mobile phone number:.....E-mail

I wish to request an inspection/ reviewing of my academic record maintained by the Registrar's Office, Division of Academic 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_____	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							
2.	SC_____	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							
3.	SC_____	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							
4.	All subjects enrolled	<input type="checkbox"/>	1 st /							
		<input type="checkbox"/>	2 nd /							

..... (Requester's signature)
 (.....) (Requester)
 Date/...../.....

Office use 1 2 3 4 5 (please specify)

Dear Head of Department/ School of	Dear <input type="radio"/> Deputy Dean for Educational Innovation and Salaya <input type="radio"/> Deputy Dean for Education and Student Affairs	Dear Officer concerned
<p>For your perusal and actions. Please send final decision on the request to Division of Educational Affairs.</p> <p>..... (.....) <input type="radio"/> Deputy Dean for Educational Innovation and Salaya <input type="radio"/> Deputy Dean for Education and Student Affairs /...../.....</p>	<p>The Department/ School has completed an inspecting/ reviewing of student's academic record. It shows:</p> <p><input type="checkbox"/> Accuracy and completeness <input type="checkbox"/> Inaccuracy and incompleteness for the following reason(s)</p> <p>The academic record is changed to.....</p> <p>..... (.....) Head of Department/ School of..... /...../.....</p>	<p><input type="checkbox"/> Issue a notification to</p> <p><input type="checkbox"/> Others (please specify)</p> <p>..... (.....) <input type="radio"/> Deputy Dean for Educational Innovation and Salaya <input type="radio"/> Deputy Dean for Education and Student Affairs /...../.....</p>