



The Joint Graduate School of Energy and Environment

King Mongkut's University of Technology Thonburi 126 PrachaUtitt Rd., Bangmod, Thungkru, BKK 10140

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AS04

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Supporting Documents**Addition and Withdrawal Request Form** 2 Copies of this Form**Note**

1. Credits for a course will be earned only if the grade is "S" or not lower than grade "C" with a minimum cumulative GPA of 3.00. Grades earned in each semester will appear on the student's transcript. A student receiving a grade below "C" must repeat the course. However, such a grade will also be included in the calculation of the GPA and GPAX. The original as well as the revised grade of all repeated courses will appear on the student's transcript.
2. Only complete original documents submitted to the academic services section at the above address no later than the academic calendar of the semester can be accepted.
3. A fine for every late submission starts following the last day of the registration date and payment is to be made within the period of the new academic calendar. No exception for this fee is allowed.
4. Course addition with consent of the thesis advisor is permissible within the period of the academic calendar.
5. Course withdrawal with consent of the thesis advisor will result in one of the following cases:
 - If a course is withdrawn within the period of the academic calendar, the course will not be recorded in the transcript.
 - If a course is withdrawn after the period of the academic calendar, the course will be recorded as "U" (Unsatisfactory) grade.

Semester Academic year

Name.....Student ID

Degree: M.Sc M.Eng M.Phil Ph.D. Program

E-mail..... Tel.....

Advisor.....

Subject to be changed:

Case	Code (JEE)	Course title	Credit(s)	Remark
Course addition				

Total credits _____

Case	Code (JEE)	Course title	Credit(s)	Remark
Course withdrawal				

Total credits: _____

Total credits earned before change: _____**Actual credits granted:** _____

Student's signature Advisor's signature Registrar's signature

Financial section only:

Description	Self-payment	Financial assistance	Credit(s)/Semester/Day(s)	Scholarship
Tuition fee				<input type="checkbox"/> Full scholarship <input type="checkbox"/> School fee and tuition fee <input type="checkbox"/> School fee only <input type="checkbox"/> Partial scholarship <input type="checkbox"/> Self-payment
School fee				
Fine for late submission				
Amount to be paid				

Financial Officer's signature