

Leave of Absence

**ICDI Academic Service Unit
International College of Digital Innovation**

Leave of Absence

Students who have not registered in a regular semester, should request for leave of absence **within 30 days** of the first day of classes.

A student who takes a leave of absence, or who is suspended for a semester of an academic year, **must pay a student status maintenance fee for each semester** he/she misses, except for the regular semester for which course enrollment fees were already paid.

- 1 Submit a request for leave of absence online and printout the requested form at www.reg.cmu.ac.th
- 2 Sign the form, including obtaining your parents' agreement
- 3 Scan the document, save it in PDF format, and upload the file to the system
- 4 Contact your advisor to approve the request form in the system
- 5 Check the status. If the status shows completed, the system will provide a QR code for paying the student status maintenance fee

Procedure Leave of Absence (For Undergraduate Students) Online System



Students

Students who have not registered in a regular semester, should request for leave of absence within 30 days of the first day of classes.

1 Access the system to request the Leave of Absence form.
www.reg.cmu.ac.th

2 Login with CMU Account
Menu ---> Leave of absence

3 Complete the request form

Information:

- Semester(s) in which student would like to take a leave of absence
- Reasons for Leave of Absence
- Parent's name

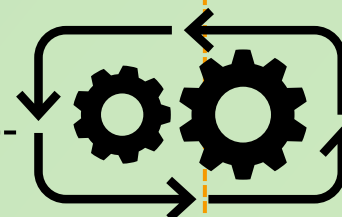
(1) Retrieve information --> (2) Print out the request form and sign it, along with your parent's signature --> (3) Scan the document and save it in PDF format --> (4) Upload the file onto the system --> (5) Submit the document through the Leave of Absence system.

4 Check approval status in the system
The system will show the status of your leave status.

The status in the leave of absence (System)

Associate Dean's approval

REG staff recheck document



Make a payment for maintaining student status

Leave of absence completed



ICDI/CMU-Registration

ICDI Staff will initially review the student's request form. Once the form is approved by both the advisor and administrator, ICDI staff will forward the document to CMU Registration for a secondary review. If the document is deemed complete, CMU-REG will issue a QR code through the system for the student to proceed with the payment.

5

ICDI's approval

The individuals authorized to approve the student's request form are:

- Student's Advisor
- Associate Dean or Dean

6

CMU REG staffs recheck student's form

Approval #1:

Notification of consideration results sent to CMU Email

Approval #2:

QR code provided for payment to maintain student status

7

Make a payment

A payment for maintaining student status

- 5,000 Baht per semester

8

CMU-REG create the announement of student's name list who leave of absence

within 1 week after the process done

Policy/Reguations

- CMU Regulations on Undergraduate Study, B.E. 2561 (2018) (No.17.3) Leave of absence
- CMU Regulations on Undergraduate Study, B.E. 2566 (2023) (No.17.3) Leave of absence

Handbook:

- Procedure Leave of Absence (For Undergraduate Students)
<https://www.reg.cmu.ac.th/webreg/reg-files/reg-absent-student-en.pdf>

