

**Request for a Change of Educational Plan
For Graduate Students in Khon Kaen University
(With Compliance to the Official Regulation BoWo. Issue 67/2552)**

Date.....Month.....Year.....

To: Dean of the faculty of (the applicant’s faculty)

I am Mr./Ms./Mrs.Student ID Number.....currently
enrolled in Master Plan A1 A2 B Doctoral Plan 1.1 1.2 2.1 2.2
in the Department of System Regular Special International English

I would like to submit a request to change my educational plan from Plan/type.....to Plan/type..... This
change involves enrolling insubjects, which is equal to (a total of) credits. I have already earned
some credits in my old plan, and they should be transferred to my new targeted plan as detailed in the table below.

No.	Code /subject names of courses enrolled to in the old plan	Credits	Grade	Code/subject name of the course to be transferred to in the new plan	Credits	Grade to transfer

If more clarification is necessary, please contact me at the telephone number.....

Signature..... (Student)
(.....)

1. Advisor's opinion					2. Curriculum committee's Opinion						
The request for an educational plan change is approved with the transferring of a total ofsubjects earned with a total ofcredits, as shown below.					The request for an educational plan change has been approved with the transferring of grades in.....subjects accumulated to.....credits, as shown below.						
No	Code	No.		Code	Grade	No	Code	No.		Code	Grade
1		6				1		6			
2		7				2		7			
3		8				3		8			
4		9				4		9			
5		10				5		10			
Reason: <input type="checkbox"/> The grades reported above are not lower than B or S, and these subjects are required in the new plan. Signature..... (.....) Advisor Date...../...../.....					Reason: <input type="checkbox"/> The grades reported above are not lower than B or S, and these subjects are required in the new plan. Signature (.....) Curriculum Chair Committee Date...../...../.....						
3. Applicant's Educational Services Office			4. Dean of the applicant's faculty			6. Dean of the Graduate School					
To: Dean of the Faculty of... We have investigated the plan change request and found that: <input type="checkbox"/> The student is eligible for the new educational plan they are requesting to follow. <input type="checkbox"/> This applicant has submitted only one educational plan change request during this educational year <input type="checkbox"/> The request form has been approved by the applicant's advisors and his/her committee board before the evaluation of BAAS at least 3 weeks before the beginning of the semester. <input type="checkbox"/> The educational plan change and the transferring of the subjects and credits have been approved by the student's advisors and the faculty board. <input type="checkbox"/> This educational plan change request should be approved <input type="checkbox"/> This request should be finalized by the Dean of the Graduate School, because the applicant has applied for an educational plan change more than one time per year. Signature..... (.....) Checker Date...../...../.....			<input type="checkbox"/> I approve this request and the result should be reported to the BAAD and the Graduate School. <input type="checkbox"/> Report to Graduate School Signature..... (.....) Dean Date...../...../.....			<input type="checkbox"/> Approved based on the Graduate School Committee meeting held on (date)..... Signature..... (.....) Dean of the Graduate School Date...../...../.....					
			5. Graduate School			7. The Bureau of Academic Administration and Development					
			<input type="checkbox"/> It was found that the student has applied for an educational plan change more than one time per year. Therefore, this request should be considered by the committee of the Graduate School. <input type="checkbox"/> With the following reason Signature (.....) Checker Date/...../.....			<input type="checkbox"/> We have received the fee payment for this request with the receipt number Amount.....Baht. Signature (.....) Processor Date...../...../..... <input type="checkbox"/> This has been reported to other relevant parties. Signature (.....) Processor Date...../...../.....					

Notes: 1. The subjects to be transferred must be the same subjects as in the targeted plan. The application form must be submitted 3 weeks before the semester begins.

2. The application must be submitted with grade report attached.

3. The students who are allowed to change their plan must re-register for their thesis or independent study. In case the previously enrolled thesis course or independent study course has some similar content as the research contents of the targeted plan, the student's advisors or the curriculum board committee may consider grade and subject transfers as they deem appropriate.