Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

CS/FORM/0114/00/0013

**Application No #**

|  |  |
| --- | --- |
| **Course:** |  |
| **Sec:** | **CGPA:** |

To,

**Name of the Faculty**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Head of the Department,

Department of Computer Science,

American International University-Bangladesh (AIUB)

Subject:- **Application for Course Drop**.

Dear Sir,

I ………………………………………………………………………………………………………….., **ID** # …… **-** ………………….. **-** ….. , student of the **Course**: ………………………………………………………………………………………… **Sec**: ………… , **Fall** / **Spring** / **Summer** …………… Semester, have attended …………… classes out of …………… **.** The **Midterm**/**Final** grade of the mentioned course is …………… with a mark of ……… .

Due to the reason mentioned below I am asking your permission to **drop the course**.

I thereby request you to grant my application and allow me to **drop the course** if appropriate.

Reason(s):

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**List of Attached Document(s):**

1. ………………………………………………………
2. ………………………………………………………
3. ………………………………………………………
4. ………………………………………………………
5. ………………………………………………………

 ***(Please attach necessary document(s) if required).***

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:**

**ID:**

**Department:**

**As per University Policy**

--------------------------------------------

Director / Head

Dept. of Computer Science,

Faculty of Science & Technology, AIUB

**Official Use Only**

**Decision:**

 **Approved** **Disapproved**

***\* \* \* Please submit the form to the ADDITIONAL REGISTRAR’s Office***