



AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH
Faculty of Science and Technology
Department of Computer Science
DROP PROCEDURE

Last Modified Fall 2020-2021

Course Drop

For all students: [Online]

1. Apply **Drop** from <https://portal.aiub.edu>.
2. After approval from your course teacher and Head of the department the course will be dropped.

For Freshmen: [On Campus]

1. Collect the course drop application form (in white paper) and the yellow form from the TA office (located in ANNEX 1).
2. Duly fill both the forms.
3. Attach grade by semester with the application.
4. Get signature from the respective course teacher.
5. Submit it in TA room for approval.

Semester Drop

For all Students: [Online]

1. Download grades by semester from <https://portal.aiub.edu>.
2. Write a formal mail to your department head and attach grades by semester.
3. Wait for the approval and further guidance.

For all Students: [On Campus]

4. Collect the Semester drop form from the *TA room*.
5. Duly fill the form.
6. Attach grade by semester with the application.
7. Submit it to the TA room for approval.