ASA University Bangladesh (ASAUB)

Faculty of Arts and Social Sciences

Department of Applied Sociology

Application for Special Arrangement of the Overlapped Courses in Midterm/Final Examination

To
The Chairman
Department of Applied Sociology
ASA University Bangladesh(ASAUB)

Sir,

I am a student of BSS (Hons) program of your university. I am seeking permission for a special arrangement for any subject of the following as they have overlapped on the same day and at the same time schedule in the Final/Midterm Examination of ..... Semester .....:

Course Title (Course Code)	Batch & Section	Name of the Course Teacher with signature	Date & time of Exam.
Regular Course:			
Retake/Additional course No. 1:			
Retake/Additional course No. 2:			

I hereby acknowledge the following conditions and apply for a special arrangement for the .....

..... course(s).

Yours obedient,

Name of the student: ..... Signature .....

ID ..... Batch & Section: .....

Note:

1. As student must sit for the examination of the regular course as per schedule of the examination
2. The student will have to sit for the permitted Retake/Additional course(s) with the arrangement of Make-up examination of the respective Midterm/Final Examination.
3. It is the responsibility of the individual student to be informed of the date of Make-up examination form the BSS (Hons) program office.
4. The student must inform the BSS (Hons) program office prior to the notified date.