

To

The Vice Chancellor

Eastern University

Dhanmondi, Dhaka-1205

Through: Proper Channel

SUBJECT: REGARDING READING COURSE IN _____ SEMESTER _____

COURSE CODE	COURSE NAME	CREDIT HOURS	NO. OF STUDENT	NAME OF THE COURSE TEACER

Signature of the Co-coordinator

Signature of Chairperson

Signature of Dean/Advisor

Attachment: Justification of Reading Course

JUSTIFICATION OF READING COURSE
(Reading course student details)

STUDENT ID	STUDENT NAME	COMPLETED CREDIT HOURS	TAKEN CREDIT IN SPRING	REMAINING CREDIT	READING COURSE IN CURRENT SEMESTER	COURSE WILL BE OFFERED	EXPECTED COMPLETION SEMESTER

Signature of the Co-coordinator

Signature of Chairperson

Signature of Dean/Advisor