

Controller of Examinations

Capital University of Science and Technology,

Islamabad

Subject: Request for the Grades Brackets - to improve CGPA

I understand that my CGPA is below than the required CGPA for the last three semesters consecutively. Owing to that I have been dropped out from my program. As per the University policy, I am allowed to improve number of courses which I would like to peruse if the following courses in which I performed poorly may be bracketed.

Sr #	Course Code	Course Title	Semester	Earned Grade
1.				
2.				
3.				
4.				
5.				
6.				

I understand that I have to complete my degree program within maximum allowed duration and this option (improvement) will not give me any benefit in total allowed time.

Yours Sincerely,

Name:

Registration No.

Cell: Number.

Email ID: