

Controller of Examinations,
Capital University of Science and Technology,
Islamabad.

Date: _____

Subject: Request to Continue BS/MS Program

I submit that my CGPA is below than the required CGPA for the last three semesters and as per the University Regulations, I was dropped from the program.

I respectfully request that I may be given another chance to continue my studies. It is further submitted that to facilitate the improvement of my CGPA, the following courses grades may be bracketed so that I can repeat these courses to improve my CGPA.

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 from the date of admission.

Yours Sincerely,

Name:

Registration No.

Cell: Number.

Email ID: