**ABDULLAH GUL UNIVERSITY**

**TO THE HEAD OF…………………………**

I am a student of your department with student number …………………………………… I am currently at the graduation stage. Although I have passed all of my courses, my Cumulative Grade Point Average (CGPA) is below 2.00. Therefore, I would like to take the grade improvement exam(s) for the following course(s) listed below.

I am aware that the letter grade I receive in the grade improvement exam will be considered the final grade for the course.

Kindly submitted for your consideration.

…./…./20

Full Name:

Signature:

Phone :

e-mail :

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Course Code** | **Course Name** | **Letter Grade** |
| 1 |  |  |  |
| 2 |  |  |  |