

PERMISSION TO RE-SIT EXAM

Dear Sir

I am a student enrolled at faculty of computer and information technology with the following details:

|  |  |  |
| --- | --- | --- |
| FULL NAME | : |  |
| MATRIC NUMBER | : |  |
| STUDY PROGRAM | : |  |
| SEMESTER | : |  |
| APPLICATION DATE | : |  |

I am seeking a permission to re-sit exam of the following subjects:

|  |  |  |
| --- | --- | --- |
| # | SUBJECT CODE | SUBJECT NAME |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

The reason I was not able to sit for the exam is described below:

|  |
| --- |
|  |

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FOR FACULTY USE ONLY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | LECTURER OF SUBJECT/S | HEAD OF DEPARTMENT | DEPUTY DEAN (Student and Academic Affairs) | DEAN OF FACULTY |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |