

CHRISTIAN SERVICE UNIVERSITY COLLEGE  
DEPARTMENT OF INFORMATION TECHNOLOGY  
LEVEL 300  
KWADASO, KUMASI.  
24<sup>th</sup> February, 2019.

THE VICE PRESIDENT  
CHRISTIAN SERVICE UNIVERSITY COLLEGE  
KWADASO, KUMASI.

Dear Sir,

**CONSIDERATIONS FOR RE-SIT TUTORIALS**

We the students of I.T. Level 300, having reflected on our academic performance, have noticed that most of us carry a minimum of three or more trails in one or more courses. This situation has become a major source of concern and burden for us the students.

Indeed, we are restless and emotionally stressed about our prospects of graduating successfully next year. With this current situation of ours we are humbly writing to your good office to suggest for consideration the following to enable us redeem our academic performance:

1. Extra tutorials to be organized for our class over the long vacation.
2. Conduct of re-sit examinations after the tutorials over the same period. The class has resolved and determined to financially commit to any costs as a result of this proposed intervention.

We plead with you to consider our plight. Though it is our academic performance we also feel we have not enjoyed the best of academic mentorship and tutelage from the department since we started our academic journey.

We hope these concerns will be granted the needed considerations.

Yours faithfully,

Agyir Nicholas

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(0242844257)

Lamptey Samuel

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(0542566254)

Lamptey George Asare Nii

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(0243455546)

Nfodjo Doreen Essinam

---

(0245956628)

Nti Atta Emmanuel

---

(0556673311)

Asare Steven Okoampah

---

(0243637165)

Nyampong Prince Ofori

---

(0553930765)

Osei Enoch Afriyie

---

(0240342346)

Diamon Anthony

---

(0242377753)

Sekyere Emmanuel Kru-Ampem

---

(0500365510)

Appiah Boateng Emmanuel

---

(0264481397)

Asamoah Baffour

---

(0201222337)

Acheampong Yaa Pokuaa

---

(0547760825)

Osei Akoto Aaron

---

(0543870822)

Osei Alex King Junior

---

(0553343640)

Agyei Isaac

---

(0246285454)

Amankwah Rebecca

---

(0247503342)

Nti-Agyekum Mary

---

(0543223002)

Effah-Nyarko Phyllis

---

(0247502639)

Nimbabuora Timothy

---

(0508666363)

Ndouanis Germain Komi

---

(0540243016)

Boadu Dennis Antwi

---

(0560985819)

Amoako-Atta David

---

(0266619999)

Ampofo Nana Twumasi

---

(0266340286)

Adade Adjei Elvis Adawuah

Baidoo Archiben

---

(0554294298)

---

(0546376221)

Golightly Edmund Nii

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(0266065302)

Cc:

The President

The Registrar

The Dean of Students

The Head of Department of Information Technology