



Center For Advanced Studies in Engineering

Sir Syed Memorial Building, 19 Ataturk Avenue, G-5/1, Islamabad

Telephone: 92-51-8432273 Fax: 90-51-8314660

Email: info@case.edu.pk Web: www.case.edu.pk

I-Grade Application Form

CASE Roll No: _____

Name: _____
First Middle Last

Check (✓) the program you are enrolled in
Program Department

Undergraduate Electrical & Computer Engineering

Postgraduate Engineering Management

Course No. & Title: _____

Semester: Spring Summer Fall 20__

Instructions: A student must fill a separate I-Grade Application Form for each subject in which I-Grade is to be requested. Please consult the I-Grade Policy overleaf for details.

A brief explanation as to why I-Grade is being requested (attach necessary documents): _____

Student's Signature

Approval from Department Chair

Approved

Not Approved

Remarks: _____

Signature

Approval from Course Instructor

Approved

Not Approved

Remarks: _____

Signature

The course instructor is requested to ensure that I-Grade is awarded in the final award list of the course. Please provide a makeup final examination question paper to the exam department before submission of final result in a sealed envelope. Refer to I-Grade policy of CASE overleaf for further details.

In case the application is approved

Instructions: The student must deposit the Exam Reschedule Fee of Rs. 3000/- at cash counter / Bank and attach the receipt as proof of submission. Submit the Form at Student Affairs and obtain your receipt. Also note that no deferment of fee is allowed.

Amount Paid: _____

Receipt No: _____

CASE Examination Department

Reschedule Exam Date: _____

Time: _____

Controller's Signature

Note: Examination Department will inform the student regarding the date and time. The student must appear in the reschedule exam according to schedule. If the student fails to appear in the exam according to the announced date then 'F' Grade will be awarded to the student.

Exam Reschedule Form Receipt

Student's Name: _____

CASE Roll No: _____

Course Name: _____

Exam Type: _____

Received by: _____

Date: _____

Incomplete (I) Grade Policy

A student may request an “I” (Incomplete) grade, if for some genuine reason, she/he fails to appear in a final exam or a final project. I grade is not awarded for any other deficiency in the course.

The procedure to request “I” grade is as follows;

Student:

- The student must fill an “I-Grade Application Form” and get it approved from the department. The department chair may approve or reject the application based on the genuineness of the case.
- The application is then sent to the concerned Course Instructor who has the final authority for approval.
- After approval from the course instructor, the student will deposit the prescribed fee to reschedule the examination and submit the completed form in the student affairs department.

Course Instructor:

- If an “I” grade application is approved by the course Instructor, he/she has to ensure that the “I” grade is awarded to the student in the final award list.
- The Instructor is to provide a makeup final examination question paper to the exam department in a sealed envelope before submission of final result for that course. The Examination Department CASE will provide the final date and time for the makeup examination to the student and the instructor.

The following points are also to be kept in mind:

- ✓ Allowing an “I” grade is at the discretion of the instructor. But he cannot just award an “I” grade to any student on the basis that he has not appeared in the final exam. A student must apply for it according to the prescribed procedure.
- ✓ Any student with an “I” grade is allowed to make up the missed final exam/final project, but not any other part of the course. For example a student who has missed course components other than the final exam/final project or obtained poor grades in tests, assignments, quizzes and sessionals, will not be able to make these up by virtue of having been given an “I” grade.
- ✓ All deficiencies other than final exam/final project must be completed within the semester in consultation with the course instructor only.
- ✓ The student must apply for an “I” grade before the final examination of that courses and in some emergency cases within seven days of final examination of the course. Late requests will not be entertained by the department.

The “I” grade must be completed in the following semester. After this, an “I” grade will automatically be converted to an F grade.