



# GRAND ASIAN UNIVERSITY SIALKOT

## APPLICATION FORM FOR THE AWARD OF "I" GRADE

(To be submitted to the Head of concerned Department)

Department: \_\_\_\_\_ Program: \_\_\_\_\_

### STUDENT'S PARTICULARS

1. Applicant's Name: \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)
2. Regd No. \_\_\_\_\_
3. Father's Name: \_\_\_\_\_  
(IN BLOCK LETTERS with CONTACT NUMBER)
4. Roll No: \_\_\_\_\_
5. Student CNIC No: \_\_\_\_\_
6. Contact: \_\_\_\_\_
7. Address: \_\_\_\_\_
8. Reason(s) for Requesting "I" Grade (Please Attach Photocopies of Supporting Documents, if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I may please be awarded "I" grade in the following course(s) of (Fall / Spring 20\_\_ ) Semester:

<u>S No</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>S No</u>	<u>Course Title</u>	<u>Credit Hours</u>
1.			2.		
3.			4.		
5.			6.		

\_\_\_\_\_  
Signatures with CNIC No.  
(Father / Guardian)

\_\_\_\_\_  
Signatures of the Applicant

### FOR OFFICE USE ONLY

#### Head of Department

APPLICATION APPROVED / NOT APPROVED

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signatures with Stamp)

Case No: \_\_\_\_\_  
(To be entered by HoD Office)

Dated: \_\_\_\_\_

Forwarded to the Departmental Semester Committee.

### RECOMMENDATIONS OF DEPARTMENTAL SEMESTER COMMITTEE

Observations / Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. Member 1: \_\_\_\_\_  
(Signatures with Name)

b. Member 2: \_\_\_\_\_  
(Signatures with Name)

c. Member 3: \_\_\_\_\_  
(Signatures with Name)

Head of Department: \_\_\_\_\_  
(Signatures with Stamp)

### Approval by the Head of Department

Approved and forwarded to the Controller of Examinations for further necessary action.

Head of Department

Dated: \_\_\_\_\_

## **UNIVERSITY RULES GOVERNING AWARD OF “I” GRADE**

1. A student may request for the award of an ‘I’ (Incomplete) grade if for some genuine reasons (beyond his/her control), he/she fails to appear in an end semester examination or final project.
2. ‘I’ grade will not be awarded for any other deficiency in a course (e.g. shortage in attendance and/or non deposit of semester/university dues etc).
3. For the award of an ‘I’ grade, the student will apply on a prescribed form “i.e. ‘I’ Grade Application Form” to the Head of the concerned department, who will refer the case to the Departmental Semester Committee for consideration. The Departmental Semester Committee will make its recommendations based on the genuineness of the case and on the basis of his/her performance in mid semester examination, lab work, home assignments, quizzes, class participation etc.
4. In case the student is allowed an ‘I’ grade in a course by the Head of the Department on the recommendations of the Departmental Semester Committee, he/she would be allowed to take only End Semester Examination of that course on payment of prescribed fee @Rs: 5000/- per course within due date and @Rs: 10000/- per course after due date but not later than one week prior to the commencement of the examinations.
5. The ‘I’ grade must be completed before the commencement of the forthcoming End Semester Examination, on the dates as notified by the Controller of Examinations, failing which the ‘I’ grade will automatically be converted to ‘F’ Grade.
6. “I” grade will not be awarded in Summer Semester