

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA**  
**Electrical Engineering Department**

**APPLICATION FORM FOR AWARD OF "I" GRADE**

**STUDENT'S PARTICULARS**

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

I may please be awarded "I" grade in the following courses 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 of Applicant

\_\_\_\_\_  
 Signatures of Father / Guardian with CNIC No

**FOR OFFICIAL USE ONLY**

Case No: \_\_\_\_\_  
(To be entered by Chairman's Office)

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

**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)

d. Chairman: \_\_\_\_\_  
(Signatures with Seal)

**CHAIRMAN OF DEPARTMENT**

APPROVED / NOT APPROVED

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

(Signatures with Stamp)

Forwarded to the Controller of Examinations for Notification.

### **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 control), he 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 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 Chairman 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 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 Chairman of the Department on the recommendations of the Departmental Semester Committee, he would be allowed to take only End Semester Examination of that course on payment of prescribed fee.
5. The ‘I’ grade must be completed before the commencement of the forthcoming End Semester Examination, failing which the ‘I’ grade will automatically be converted to ‘F’ Grade.
6. “I” grade will not be awarded in Summer Semester