

ARMY PUBLIC COLLEGE OF MANAGEMENT & SCIENCES RAWALPINDI

Affiliated

UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA

APPLICATION FORM FOR AWARD OF "I" GRADE

(To be submitted to the DEAN of Concerned Department)

Department: _____ Entry: _____

STUDENT'S PARTICULARS1. 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.		

Signature with CNIC No.
(Father / Guardian)

Signature of the Applicant

HOD's Comments

Dated: _____

Signature: _____

Dean of Faculty's Comments

Recommended and forwarded to the Principal for Approval.

Dated: _____

Signature: _____

PRINCIPAL (APCOMS)
APPROVED / NOT APPROVED

Dated: _____

(Signature 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/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 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 Dean 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 Dean 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.
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