



# UNIVERSITY OF ECONOMICS LAHORE

FORM I-G

## APPLICATION FORM FOR AWARD OF "I" GRADE

(To be submitted to the HOD/Incharge of the Concerned Department)

Department: \_\_\_\_\_ Degree Program: \_\_\_\_\_ Session: \_\_\_\_\_

### STUDENT'S PARTICULARS

- Applicant's Name: \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)
- Roll No. \_\_\_\_\_
- Father's Name: \_\_\_\_\_  
( IN BLOCK LETTERS with CONTACT NUMBER )
- Student's CNIC No: \_\_\_\_\_
- Address: \_\_\_\_\_  
Mobile No. \_\_\_\_\_
- 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.			4.		
2.			5.		
3.			6.		

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

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

### FOR HOD OFFICE USE ONLY

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

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

### RECOMMENDATIONS OF DEPARTMENTAL EXAMINATION CELL

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

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

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

Dept. Exam Incharge: \_\_\_\_\_  
(Signatures with Name)

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

### (DIRECTOR ACADEMICS)

APPROVED / NOT APPROVED

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

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

(If approved, submit a copy to the Controller of Examinations Office please.)

### UNIVERSITY RULES GOVERNING AWARD OF "I" GRADE

- A student who fails to take the final semester examination or final year project due to some unavoidable circumstances (such as a serious medical issue or a death in the immediate family (parent, sibling), shall seek permission in writing on a prescribed form (**I- Grade Application Form**) for the retake of final exam immediately after the completion of Final Semester Examination. The Director Academics shall approve or reject the case(s) of I Grade on the recommendations of the HOD & Examinations cell of the concerned BS Program.
- The Head of the Department will refer her case to the Departmental Examination Committee for consideration and recommendation. In case a student is allowed to retake the Final Semester Examination by the Director Academics, the examination will be conducted by the concerned course teacher within two weeks after the scheduled examination on the payment of the prescribed fee (if any) by the student. Such a student shall be given *Incomplete Grade ('I' Grade)* and it will not be calculated in the total GPA for that semester. "I" grade will not be awarded in Summer Semester.
- 'I' grade will not be awarded for any other deficiency in a course (e.g. shortage in attendance etc).
- The HOD of the concerned department shall provide the list of I-Grade student(s) alongwith copy of Forms to the controller of the examinations' office.