



# Center For Advanced Studies in Engineering

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

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**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.

## I-Grade Application Form

CASE Roll No: \_\_\_\_\_

Name: \_\_\_\_\_

First

Middle

Last

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

M.Sc.

Computer Engineering

Ph.D.

Engineering Management

B.Sc.

Electrical Engineering

BBA

Business Administration

Course No. & Title: \_\_\_\_\_

Semester:  Spring     Summer     Fall 20\_\_

A brief explanation as to why I-Grade is being requested (attach proof): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Student's Signature

### Approval from Department Chair

Remarks: \_\_\_\_\_

\_\_\_\_\_

Approved

Not Approved

\_\_\_\_\_  
 Dept. Chair's Signature

### Course Instructor

Remarks: \_\_\_\_\_

\_\_\_\_\_

Approved

Not Approved

\_\_\_\_\_  
 Instructor's Signature

The course instructor is requested to ensure that I-Grade is awarded in the final award list of the course. And provide a makeup final examination question paper to the exam department before submission of 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. 6000/-** in Askari Bank, Blue Area, Islamabad (Attach a photocopy of receipt). Form will not be accepted without the proof of submission of exam fee. Also note that no deferment of fee is allowed.

### 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: \_\_\_\_\_