Sir Syed CASE Institute of Technology

Block A, Multi Garden, Sector B-17, Islamabad

Telephone: 051-5203471

Email: info@case.edu.pk Web: www.case.edu.pk

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 SS CASE IT 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.

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Exam Reschedule Form Receipt

Student's Name: _____   SS CASE IT Roll No: _____

Course Name: _____   Exam Type: _____

Received by: _____   Date: _____