



# Sir Syed CASE Institute of Technology

ACA-I: V 1.1

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**Instructions:** The student must apply for an "I" grade before the deadline of final M.Sc Thesis Defense as announced by SS CASE IT (AS & R) Office. Please consult the I-Grade Policy overleaf for details.

## I-Grade Application Form for MSc Thesis

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

Name: \_\_\_\_\_  
First Middle Last

Check (✓) the program you are enrolled in  
**Program**                      **Department**  
 M.Sc.                               Computer Engineering  
 MM.                                  Engineering Management

Thesis 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

### Approval from Supervisor

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

\_\_\_\_\_

Approved                       Not Approved

\_\_\_\_\_  
Supervisor's Signature

### In case the Application is Approved

**Instructions:** The student must deposit the M.Sc Thesis Reschedule Fee of **Rs. 6000/-** at cash counter / Bank and attache the receipt as proof of submission. Submit the Form at Student affairs and obtain your receipt. Also note that no deferment of fee is allowed.

Amount Paid: \_\_\_\_\_                      Receipt No: \_\_\_\_\_

### CASE Examination Department

Time period allowed for I Grade : \_\_\_\_\_ to \_\_\_\_\_

**Note:** After the expiry of this date the result will automatically be changed to 'U' (Unsatisfactory)

\_\_\_\_\_  
Controller's Signature

### Exam Reschedule Form Receipt (MSc Thesis)

Student's Name: \_\_\_\_\_

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

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

Exam Type: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## Incomplete (I) Grade Policy

A student may request an “I” (Incomplete) grade for M.Sc Thesis, if for some genuine reason, she/he fails to defend his/her M.Sc Thesis as per the allowed time period announced by SS CASE IT (AS & R) Office.

The procedure to request “I” grade is as follows;

### Student:

- The student must fill an “I-Grade Application Form” and get it approved from the department. The department chair may approve or reject the application based on the genuineness of the case.
- The application is then sent to the concerned Supervisor for his consent.
- After approval from SS CASE IT authorities, the student will deposit the fee to reschedule the defense and submit the completed form in the student affairs department.

### Supervisor:

- If an “I” grade application is approved by the Supervisor, he/she has to ensure that the “I” grade is awarded to the student in the final award list. He is also advised/responsible to finalize his/her “I” grade within the dates of Controller of Examinations.
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The following points are also to be kept in mind:

- ✓ Allowing an “I” grade is at the discretion of the Supervisor. But he cannot just award an “I” grade to any student on the basis that he has not prepared for final M.Sc Thesis Defense. A student must apply for it according to the prescribed procedure.
- ✓ The student must apply for an “I” grade before the deadline of final M.Sc Thesis Defense as announced by SS CASE IT (AS & R) Office.

The “I” grade will only be allowed for a period as given by the Controller of Examinations. After this, an “I” grade will automatically be converted to a U grade.