



Center For Advanced Studies in Engineering

ACA-I: V 1.1

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

Telephone: 92-51-2871700-02 Fax: 90-51-287-1703

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

Instructions: The student must apply for an "I" grade before the deadline of final M.Sc Thesis Defense as announced by CASE (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 CASE (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 CASE 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 CASE (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.