

DEPARTMENT OF CIVIL ENGINEERING

APPLICATION FORM FOR I GRADE

PhD/MSc Engg/M Engg

Student Name					
Program	PhD / MSc Engg /M Engg				
Student No		Status	Part-time/ Full-time		
Division					
Term of enrolment		No. of courses completed			
Current CGPA		CGPA based on no. of courses			
No. of courses registered in current term		I-Grade applying for (Course no)		Exam held on	
Name of the course teacher					
Reason for not appearing at the examination					
Supporting documents attached					
Signature of the student		Date			

The following part is to be filled in by the course teacher

No of classes attended		Out of	
Course teacher's comment			
Do you think the above mentioned reason is unavoidable and sufficient for an I-grade? (Please see the note below)	Yes / No (Please explain if needed)		
Signature of the course teacher		Date	

The following part is to be filled in by the Head of the Department

Can I-grade be allowed?	Yes	No
Signature of the Head of the Department		Date

Note: A student is eligible for an I grade if he duly attended classes, but was unable to sit for the examination at the end of the semester because of circumstances beyond his control and must apply to the Head of the Department within one week after the examination, as per the Postgraduate Ordinance.