

AL-KARAM INTERNATIONAL UNIVERSITY

Grade 'I' Form

ID No.: _____ Date: _____

Full Name: _____

Program: _____, Semester: SPRING / SUMMER / FALL year(_____)

Email: _____, Contact No.: _____
(Please use university email address)

Course(s) to be Graded 'I':

Sr No	Course Code	Course Title	Cr Hrs	Section	Approved Yes / No
1.					
2.					
3.					
4.					

Please state reason: _____

(Please attach the evidence for the award of Grade 'I')

Student's Signature: _____

(For Office use only)

Resource Person
 (Signature, Name and Date):

CoD / HoD / Dean (Signature, Name and Date):

Controller of Examinations
 (Signature and Date):

Guidelines for 'I' Grade:

- Participant, who because of illness or other plausible reason fails to complete the required work, shall apply for the award of 'I' Grade to the concerned Resource Person/Chairperson before the Final Examinations.
- The concerned Resource Person, after having verified the genuineness of the cause shall award an 'I' grade within one week of the application and inform the participant, Office of the concerned Dean and Controller of Examinations. Participant registered in some courses like theses, projects, etc. spread over more than one semester are awarded a grade "1P" as an interim grade until the completion of course;
- It shall be the responsibility of participant getting 'I' grade to complete course requirements in the immediately following semester, failing which an 'F' grade shall be awarded to the participant;
- The approved 'I' Grade Form and support documents shall be sent to Office of the Registrar for record.