



No. MUL/Regr./1-B Policy

Date: 09-06-2022

NOTIFICATION

Subject: **Incomplete Grade (I-Grade) Policy**

An incomplete grade (I-Grade) may be awarded to a student if he/she remains unable to appear in the final term examinations because of some emergency, medical reasons, or some other plausible reasons beyond his/her control.

“I-Grade” indicates that although a substantial proportion of the course requirements have been met such as midterm examinations, assignments, and quizzes but the student does not appear in the final term examinations hence not fulfilling the whole course requirements at the end of the term. So, an “I-Grade” is an extension/postponement in the final term examination for genuine reasons described in the following circumstances:

1. Circumstances under which a Student Can Apply for “I-Grade”

In case a student is unable to appear in the final examination of his/her due semester because of some unavoidable circumstances or on medical grounds.

- i. **Unavoidable Circumstances:** If something unforeseen happened beyond his/her control that may have a significant impact on his/her academic performance such as sudden death in the immediate family, national emergency (strikes/road blockage), etc.
- ii. **Medical Grounds:** where a person cannot appear in final term examination because of severe physical injury or accidental injury or mental illness.

2. Conditions of “I-Grade”:

The student may be awarded an “I-Grade” and allowed to appear in the final term examinations,

- i. **In the third week of the final term examinations of the ongoing semester, or**
- ii. **In the final term examinations of the next semester, or**
- iii. **In the summer semester.**

subject to the following conditions:

- He/she must have attended the minimum 80% of the classes and attempted all the assignments, quizzes, presentations, and midterm exams. His/her class evaluation must be completed in all said respects.



- An “I-Grade” should **never be given** to a student who has performed poorly during the entire semester and wants extra time to improve the grade by repeating the course in the coming semester.
- Private arrangements for an “I-Grade” examination between a student and a faculty member are not allowed.
- The student who misses a re-scheduled exam to complete his/her “I Grade” will not be given a second chance and the “I-Grade” will be changed to “F grade”. The student will be required to repeat the course.

3. Procedure of “I-Grade” Application:

- A student aspiring for “I-Grade” must have to provide a valid reason with supporting evidence of his/her absence from the final term examination.
- If a student does not participate in the final term examinations because of illness, some severe physical injury, or an accident, he/she must provide the medical certificate of a Govt. hospital or a registered Govt. Medical Practitioner along with reports.
- Such a student will apply through the Directorate of Student Affairs (DSA) with recommendations of the concerned HOD on the application.
- The DSA will send the application for “I-Grade” to the concerned Dean for approval.
- The approved application shall be submitted to the Controller of Examination at MUL for record and further required action.
- **A student having “I-Grade” will only have to appear in the final term examinations pertaining to the above-mentioned conditions.**
- **“I-Grade” will be changed into an earned grade after the declaration of the pass result of final term examinations.**

Dr. Khurram Shahzad
Registrar

Copy for Information to:

1. All Deans
2. All Heads
3. Controller of Examination
4. Director Academics
5. Director QEC
6. Deputy Director, IT Affairs (to upload on CMS)
7. Secretary to the Vice Chancellor
8. Office Copy