



“I” Grade application form Department of Law, NSU

To
The Chairman
Department of Law
North South University

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Through: _____
(Concerned Faculty Name and rank) (comments of the faculty; pls see the foot note***)

Subject: Application for Incomplete Grade

Respected Sir/Madam,

I am writing to formally request an “I” (Incomplete) grade for the following course:

- Course Title: _____
- Course Code: _____
- Semester/Trimester: _____

Reason for requesting ‘I’ Grade:

(Student must provide valid and specific reason for requesting the ‘I’ grade)

Expected Date of Completion of Course Requirements:

I understand that the ‘I’ grade is subject to the approval of the concerned faculty and the Department Chair, and that all pending course requirements must be fulfilled within the stipulated deadline as per university policy.

I therefore request you to kindly consider my application and grant the “I” grade for the above-mentioned course.

Sincerely,

Name & Signature of Student: _____

Student ID: _____

Date: _____

***An “I” grade may be granted only if a student misses the final exam due to unavoidable circumstances, as per university policy. For other assessments, make-up exams must be arranged before the final. If more than two components are missed, the student is not eligible for an “I” grade and must retake the course. The faculty member must be satisfied with the application’s merit; any uncertainty should be referred to the Chair. Supporting documents must be attached.