|  |  |  |
| --- | --- | --- |
|  | **Hkkjrh; izkS|ksfxdh laLFkku dkuiqj** |  |
| **INDIAN INSTITUTE OF TECHNOLOGY KANPUR** |
| **“kSf{kd foHkkXk : dk;kZy;] fMftVy yfuZax**  |
| **ACADEMIC SECTION: OFFICE OF DIGITAL LEARNING** |

**REQUEST FOR CHANGE FROM 'I' GRADE TO LETTER GRADE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Session:** |  | **Quarter:** |  |

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Roll no:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cellphone No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No. of Completed Modules: \_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Incomplete Modules: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Undertaking and details of ‘I’ Grade Module and Quarter:**

|  |
| --- |
| **STUDENT UNDERTAKING** |
| **Student Consent\*** | Appearing before the modules are on offer# |  |
| Not appearing in the upcoming quarter examination when the modules are on offer# |  |
| **Sl No.** | **Module No.** | **Module Name** | **Nature\*\*** | **Year/Quarter****(when registered for the module)** | **Year/Quarter****(when writing the exam)** |
|  |  |  | COR/ELE |  |  |
|  |  |  | COR/ELE |  |  |
|  |  |  | COR/ELE |  |  |

\*Please put a tick (✓) in the respective check box.

\*\*Please write COR for Core/Compulsory & ELE for Elective as appropriate.

#**Please attach the instructor-in-charge/ instructor’s approval with your request**.

Date: Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Recommendation of DOPC** **Signature of DOPC** |
|  **FOR OFFICE USE ONLY** |
| **Remarks:** |
| **Checked by** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature of Dealing Assistant** | **Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of SOPC** |

**Note**: This request should be made to the Office of Digital Learning (dloffice@iitk.ac.in) within two weeks of the commencement of the class of the quarter in which s/he wants to write the examination.