



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

## APPLICATION FOR GRACE MARKS (CLASS CHANGE)

<b>Name</b>	:	
<b>Roll Number</b>	:	
<b>Program</b>	:	
<b>Branch</b>	:	
<b>Number of Courses</b>	:	<b>ONE / TWO</b>
<b>Regulations</b>	:	

Addition of a eligible marks (a maximum of 10 marks for B.Tech (R16) and 7 marks for B.Tech (R16) lateral entry) will enable me for change of class.

The details of the subject(s) for which addition of grace marks is requested given below:

S. No	Year & Semester	Course Code	Course Name

After adding grace marks there will be change of class from **First Class to First Class with Distinction / Second Class to First Class.**

I understand and agree that, if my application for grace marks is submitted, I shall not be eligible to apply for any regular / supplementary examination from this day onwards and I shall not claim performance of any examination by the date of submission of my grace marks application.

Hence, I request for processing of my grace marks and issue my Provisional Certificate and Consolidated Grades Memo at the earliest.

Date:

**Signature of the Student**

### Enclosures:

1. Original Memorandum of Grade(s) containing course(s) for which award of grace marks requested.
2. Duly filled in application to be submitted at Examinations Control Office.

For Office Use Only:	
Request for processing of followed by Grace Marks	
<b>Controller of Examinations</b>	<b>PRINCIPAL</b>