

# Frequently Asked Questions

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## Assignments, Grade Book and Transcript

### **1. How do I obtain my official transcript?**

A. To request for an official transcript, follow these simple steps:

1. Send transcript request email to [transcript.grades@iobm.edu.pk](mailto:transcript.grades@iobm.edu.pk)
2. Inquire for your transcript after 7 working days.
3. Collect your transcript from the Registrar's office.

### **2. My grades are withheld for the semester. What is the reason and how can I view my grades?**

A. Grades are usually withheld because you did not complete your faculty evaluation for the term. If you have missed the evaluation, email your request to [academics@iobm.edu.pk](mailto:academics@iobm.edu.pk).

### **3. I am unable to view my assignments for a particular course for the current term. What do I do?**

A. You cannot view your assignments unless the faculty makes it visible. Contact your respective faculty for checking your marks and grades.

### **4. The grade in my course history is different from the grade in my assignments. Why is this so and how can I check my actual grade?**

A. The grades shown in your course history are the final ones allotted by your faculty and HoD. However, you may contact your respective faculty to discuss the grading criteria for the course.

**For any other query related to Transcripts or grades write an email to [transcript.grades@iobm.edu.pk](mailto:transcript.grades@iobm.edu.pk)**