

Grading Policy

Grading scale and letter grade qualitative key

% age Score	Letter Grade	Grade Points	Qualitative Key
90 - 100	A	4.00	Outstanding and exceeds expectations
85 - 89	A-	3.70	Excellent
80 - 84	B+	3.30	Very Good - manifests a clear grasp and understanding of all concepts and applications
75 - 79	B	3.00	Good - meets all criteria of assessment very well
70 - 74	B-	2.70	Meets the criteria of assessment in varying degrees
65 - 69	C+	2.30	Adequate - needs improvement
60 - 64	C	2.00	Barely meets criteria
Below 60	F	0.00	Fail
N/A	Pass/Fail	N/A	Applicable to non-credited mandatory course(s)
N/A	I	N/A	Incomplete grade
N/A	R	N/A	Attended the course
N/A	T	N/A	Transfer Credit
N/A	W	W	Withdraw

I Incomplete grade. It is awarded when a student attended the course but did not submit or failed a component of the assignments. It is up to a faculty member to determine the deadline for the submission which should not extend beyond the two weeks of the next semester. In case of no submission as per the assigned deadline, 'I' grade will be converted to 'F'.

R Attendance credit. R grade indicates that student attended a course. Instructors who agree to grant R credit may stipulate requirements in addition to regular attendance. R credit does not carry any marks or grade points and cannot be used towards completion of the master's degree.

T Transfer credit awarded. The T grade is applied to transfer courses that meet minimum eligibility requirements for transfer work and that a faculty advisor has approved for credit. Students applying for the transfer credit will be asked to submit an application, transcript, complete course outlines of the completed courses.

W Withdrawal from a course. It is awarded if a student drops from a course, after four weeks and before 8 weeks into the semester, without any satisfactory reason. Tuition fee is not refunded after four weeks. After 8 weeks, withdrawal is not possible and an 'F' grade is awarded.

1. Academic Probation

- a) Graduate students are placed on academic probation if their CGPA falls below 2.3. They are removed from academic probation when their CGPA returns to 2.3 or higher.
- b) A student on probation due to an 'I' grade in core or studio course must pass the course within the specified deadlines.
- c) A full-time student cannot have consecutive probation in the graduate programme. Whenever a graduate student's CGPA decreases from 2.3, he/she is placed on probation for the next semester.
- d) If a full-time student is unable to obtain a CGPA of minimum 2.3 after being placed on Academic Probation, he/she may be considered for academic disenrollment. A student, full-time or part-time, with a CGPA 2.3 or below, will not be allowed to undertake thesis.
- e) A student cannot be promoted to the final semester on academic probation (4th semester in case of full-time students and thesis semester for part-time students).
- f) A minimum of 2.3 CGPA with no failed courses is required for promotion to the thesis semester or to undertake thesis project.
- g) For part time students, the CGPA calculation is based on the number of courses they take in a semester, and all probation rules apply.

2. Repeating a Course

- a) A student who fails a mandatory course is required to repeat the failed course(s) when it is offered next. In case of an elective course, students can either repeat that course when offered next or sign up for another elective. For all failed or repeat courses, students must pay the fee per credit hour as per the prescribed fee rates at that time.

3. Repeating a Course for improvement

- a) A student may be allowed to repeat a course(s) during the semester it is being offered in which he/she has obtained Grade 'B-' or below.
- b) In case a student repeats a course for grade improvement, the old grade is substituted with the new grade. In case the old grade is higher, it is not replaced and remains unchanged (for CGPA calculation).
- c) The Student must pay the fee for the repeat course.

4. Disenrollment

- a) At the end of each semester, cases of all students on probation are reviewed in detail to ascertain if the students on consecutive academic probation need to be dis-enrolled or allowed to continue on probation.
- b) A student who drops out before completing the degree is allowed to re-join within a period of 3 years. After 3 years, student must re-apply to the programme.
- c) Any re-admission is subject to a detailed review by a panel comprising of the Dean of Academics, Director Graduate Studies, a senior faculty member, and the Registrar. All decisions taken are based on individual cases and are documented.

5. Right of Appeal

Students who have failed or have been asked to repeat a semester have the right to appeal for reassessment based on a proven administrative error. Student may also challenge a grade assigned to him/her for a course based on evidence of completed assignments or projects and performance in class. No grades can be changed after the final transcript has been issued.

6. Attendance

Students are required to attend all their scheduled classes. Excessive absences (more than two per course) and/or tardiness will be reflected in the grade awarded. Individual faculty members may specify more stringent attendance policy and may not allow any absences. Based on individual faculty member's policy, students' leave applications may be accepted only in extreme or unforeseen circumstances. In case of absence or leave, students must make up for missed classes and course requirements on their own. Faculty members notify students about the attendance policy at the first meeting of their course; however, it is the student's responsibility to find out the policy for each class. In extreme cases students may be asked to disenroll from the course(s) they are regularly absent from.

7. 'I', Incomplete

Time allowed to submit work for an incomplete course is 2-8 weeks, and should not extend beyond the first two weeks of the commencement of a semester. The time period is determined by the teacher after which the 'I' or Incomplete grade changes into an 'F'. The students must retake the course, if they do not submit the incomplete work within the stipulated time. A student can be given an 'I' only once for a course.

8. Switching or dropping a course

Students can switch or drop courses within the first two weeks of the semester. After the second week, students cannot switch courses, but they may drop a course/s. In case a student drops a course in the second week, full refund of the tuition fee will be given, in the third and end of fourth week student is eligible to apply for a 50% refund no refund will be given beyond fourth week. Student may also apply for re-adjustment of their fee in the following semester based on the same criteria mentioned above. Special consideration may be given for transfer of fee, in case of unforeseen circumstances presented by a student.