

## **EMBA POLICIES**

1. **Add-Drop** – Student can Add/Drop course(s) only once during the Add-Drop period in a semester.
2. **Late Registration** – If student fails to do registration within the scheduled date s/he will have to pay “late registration fee” to do the registration on a later date.
3. **Section Change** – Section change is not allowed. Students must attend the actual section of the course s/he is enrolled in. Otherwise at the end of the semester s/he will receive grade “F” (Fail).
4. **Retake Policy** - Students can retake any particular course. Fees at regular rate will be charged. Also latest grade will be uploaded on transcript.
5. **Incomplete Grade** - Incomplete grade ‘I’ will be granted only in exceptional cases, such as, when illness or work-related travel is documented and all course requirements have already been completed before the final examination. Incomplete course has to be completed within one month from the last date of grade submission of the semester, otherwise grade ‘I’ automatically becomes grade ‘F’ (Fail).
6. **Withdrawals** - Students can withdraw any course online within the given deadline.
7. **Installment** - Installment facility is available only during regular registration and not during add/drop or late registration.
8. **Grading Scheme** - This will be followed as per IUB’s grading policy.