

## **Summer Semester Policy – 2024**

Ashoka University offers an intensive six-week (July-August) study programme held during the summer break, between the Spring and Monsoon semesters. A range of four-credit courses are offered across various disciplines and are taught by experienced Ashoka and visiting faculty. Enrolling for the Summer Term provides an opportunity for Ashoka students to take courses that help them gain additional credits, accelerate their academic pathways, complete graduation requirements or simply explore other areas of interest. In order to maximize the benefit of the summer semester, all students are encouraged to seek academic advising before opting for courses.

During the summer, Ashoka University also welcomes undergraduate international students as part of the Visiting Students Programme. It includes exciting academic modules for a unique learning experience in a global classroom, giving Ashoka students an opportunity to study with a diverse set of students.

### **Introduction**

Summer course information will typically be available by January 2024, so that students can use this information to plan their spring and summer course registrations. The summer semester is a standalone semester and taking a course offered in the summer includes making a payment of summer fees. Financial Aid awarded to Ashoka students for the regular semester is applicable at the same level for the summer semester as well. Financial Aid granted to a student is valid through the Ashoka Academic Year - July 1 to June 30. Any changes made to financial aid awards in the spring of any particular year will be used to determine the summer semester fees and invoices for students on financial aid who take summer semester courses that year.

The sourcing of courses for the summer is based on faculty's ability to teach in the summer and offer courses. When pre-registration for summer courses opens, students can pre-register for courses on AMS. Thereafter, if there are not enough students who have registered for a particular course, that course may not be offered. Hence, it's important that students follow the process with some seriousness, by the set deadlines.

### **Summer Course Registration and Summer Fees**

Once summer course registration opens, students can register for summer courses on AMS. We advise students to carefully choose courses from the list and seek advice from faculty, their advisor or the OAA. Students can register for a maximum of 08 academic credits in the summer semester (see the UG Handbook for details). Students currently CANNOT audit courses in the summer.

According to the Summer Semester Policy for undergraduates, any changes to course registration will have an impact on the fees for the semester. This policy delineates the

implications of course adjustments; any additional fees or refunds will be made in the monsoon semester.

**After the last date to register for summer semester courses before the start of the semester is past, the portal will close and the finance office will send out invoices. Any changes after that will only be possible at the start of the summer semester and will entail a fee deduction.**

**1. Course Adjustment (Add/Drop) Policy for the summer semester:**

Students have a timeline on the withdrawal process based on the following course add/drop policy:

- Students can both add and drop courses on their own for the first week, Monday to Sunday, **until 11.55pm on the first Sunday after classes begin in the summer semester**. Students can do this via **Registration (tab) -> Course Preregistration**.
- To add courses **beyond the first week of the summer semester and until 11.55pm on the second Sunday of the summer semester**, students will **need approval** from the concerned faculty. To avail of this option, a student must make a request through the 'Student Support hub option on AMS attaching a clear screenshot of the faculty's approval, before the deadline.
- Students can continue to drop courses on their own via **Registration (tab) -> Drop Course Request till the end of the second week of the summer semester**. This feature will be enabled until **11:55 PM of the second Sunday of the summer semester**.
- From the start of the third week of the summer semester to **11.55pm on the fourth Sunday of the summer semester**, course withdrawal is permitted, but will result in a 'W' grade on the transcript. Students would need to again raise a request through the Student Support hub on AMS within the deadline, attaching a clear screenshot of their intimation to the concerned faculty whose course they wish to drop.
- From the fifth week of the summer semester until the end of summer semester, all withdrawals will result in 'WF' (withdraw with fail) grades in the summer course report.

**2. Financial impacts of Adding /Dropping Summer courses until the end of the second week of the summer semester:**

- Once the summer semester starts, a student can drop a course until the second Sunday of the summer semester, as explained in Section 1 above, with no impact on the course report. **However, any course modifications made after the Sunday before the start of the summer semester will attract fee withholdings. Any dropping of a course after 11.55pm on the Sunday**

**before the start of the summer semester and until 11.55pm on the second Sunday of the summer semester will incur a **10% course fee withholding** for each course dropped.**

- **If one course is dropped, but another is simultaneously added in its place during the first two weeks of the summer semester, there will be a **5% course fee charge** for the switching of the course registration.**
- All requests for refunds, after making these adjustments, i.e., dropping or switching courses, will be reflected in the Monsoon semester invoice for students. Students who add or switch courses will receive a revised invoice as part of the second round of invoices.
- Any request for the refund of housing fees will be pro-rated and related deductions will be calculated on a per day or per week basis. Any refund amount will be adjusted in the Monsoon invoice. This will be based on and calculated according to the Summer Housing Policy of the University.

### **3. Financial impacts of Adding/Dropping Summer courses after the second week of the summer semester:**

- After the second week of the summer semester, if a student drops a course, the student will forfeit **100% or the full course fees** for withdrawing from the course.
- There will be no refund for a summer course after the second week of the summer semester under any circumstances.
- In the normal course, a course may not be added after the second week of the summer semester. However if, under exceptional circumstances and with the approval of the concerned faculty, a student joins a course after the second week, a **50% additional course fee** will be charged to the student. This will have to be paid within 3 business days from the issuance of the additional invoice.
- Any request for the refund of housing fees will be pro-rated and related deductions will be calculated on a per day or per week basis. Any refund amount will be adjusted in the Monsoon invoice. This will be based on and calculated according to the Summer Housing Policy of the University.

### **4. Summer Fees and payment against invoices:**

- Once the summer invoices are sent to the students, it is expected that the students will pay the fees within the window allotted to pay the fees.
- Any cancellation of a summer course made by the University will not lead to a penalty. Students will be given the option to switch and take another course, based on availability.
- Any appeals for payment adjustments must be made by the student directly to the Fee Desk, and much before the last date for all payments.

- As per the Ashoka fee policy, there will be a **late fee charge of INR 200 per day after the due date** that will get added to the next fee demand cycle in case fees are not paid in time.
- In the case of non-payment of summer fees by the Sunday before the start of summer classes, the concerned student will not be allowed to attend classes.

## **5. Summer Semester and other commitments:**

- i. **Summer Semester and Summer Internships:** Students who take on summer semester courses are strongly advised not to take on summer internships at the same time.
- ii. **Summer Semester & Housing:**
  - **Summer Housing Policy:** The Residence Life Office has a separate summer housing policy that governs all summer housing requirements and students are requested to go through the same for information related to their accommodation on campus during this period.
  - **Students who only take independent study modules (ISMs)** and work directly with Ashoka faculty are also expected to live on campus. In the case of any unique circumstances, such students need to appeal to the Residence Life Office on the basis of the summer housing policy. Such appeals will be reviewed and decided on a case-by-case basis by the Residence Life Office.
  - **No Attendance Policy:** Even in the case of a course which has a 'no attendance policy' and a student is taking only one such course in the summer, the student must live on campus.

## **6. Revision of Financial Aid and its impact on the summer semester at Ashoka:**

If a student receives any revision of financial aid before the start of the summer semester or before the summer semester invoices have been sent out, the new financial aid terms will be used to calculate their fees. An email confirmation from the Office of Financial Aid will be used with regards to the aid revision and subsequent fees generated in both directions. (If financial aid has been reduced, that, too, will be reflected in the summer semester fees). From 2021 onwards, it was decided that in the normal course, the financial aid cycle for students at Ashoka would run from July 1 to June 30 following the Ashoka academic year.

| Timeline   | Stage   | Action  | Financial Impact                          | Transcript Impact |
|--|---|---|---|-------------------|
| <b>Window for Course Registration</b>  | <b>Pre-Registration &amp; Registration on AMS</b>             | Changing and Switching courses within the designated time frame | No Impact                                 |                   |
|  | <b>Post-Registration deadline</b>                             | AMS Registration Portal closes                                  |   |                   |
|  | <b>University cancels a course</b>                            | Option to switch course   | No Impact                                 |                   |
|  |   |   |   |                   |
| <b>From the first day of the summer semester until the end of the 2<sup>nd</sup> week of the summer semester</b>     | <b>1<sup>st</sup>-2<sup>nd</sup> weeks Course Drop period</b> | a. Drop a course  | 10% deduction                             |                   |
|  |   | b. Switch one course for another                                | 5% additional fee                         |                   |
|  | <b>University cancels a course</b>                            | Option to switch course   | No Impact                                 |                   |
|  |   |   |   |                   |
| <b>After the 2<sup>nd</sup> week of the summer semester and until the 4<sup>th</sup> week of the summer semester</b> | <b>3<sup>rd</sup>-4<sup>th</sup> weeks</b>                    | a. Drop a course  | 100% deduction                            | <b>W</b>          |
| <b>After the 4<sup>th</sup> week of the summer semester</b>  | <b>5<sup>th</sup> week onwards</b>                            | Same as above   | same as above                             | <b>WF</b>         |
|  |   |   |   |                   |
| <b>After the 2<sup>nd</sup> week of the summer semester</b>  | <b>3<sup>rd</sup> week onwards</b>                            | b. Add a course under exceptional circumstances                 | 50% additional fee                        |                   |
|  |   |   |   |                   |
| <b>Non-payment of Summer fees in time</b>  | <b>Late fees</b>  | INR 200 per day, as per Ashoka fee policy                       | INR 200 per day, as per Ashoka fee policy |                   |
| <b>Non-payment of summer fees by Sunday before classes start</b>   | <b>Day before summer semester starts</b>                      | Not permitted to attend class                                   | Not permitted to attend CLASS             |                   |