

(Late) Graduation Policy

Ashoka University, Office of Academic Affairs and Registrar's Office
(approved Aug 14, 2021)

This policy briefly outlines the general requirements for students to graduate from Ashoka University (I), and those requirements to be met to graduate on time (II), and then provides more specific regulations governing those students who graduate late because they have either pending work to complete or because they have to meet other graduation requirements, such as e.g. the defense or submission of a thesis or a research project or the completion of a mandatory training in academic integrity (III).

I. General Graduation Requirements

1. Students must graduate in the semester in which they complete all their graduation requirements and they must be enrolled in that semester to graduate in it.
2. The total time a student is enrolled at the University in a given programme must not exceed the maximum duration allowed for the completion of the graduation requirements associated with that programme as per UGC Guidelines.
3. Graduation requirements include first and foremost the completion of pending course work as per the programme requirements; but they may also include
 - 3.1 the completion of work on a thesis or research project as per the programme requirements;
 - 3.2 the defense of a thesis or research project as per the programme requirements;
 - 3.3 the completion of a mandatory workshop concerning academic integrity as per the *Academic Integrity Policy*; and
 - 3.4 meeting other mandatory requirements as per applicable University regulations.

II. Students graduating on time

4. To graduate on time in a given semester, a student must be enrolled in the semester and complete all graduation requirements by the relevant semester deadlines.
5. To ensure that faculty will have time to evaluate the student's work and then submit their grades by the grade submission deadline, the relevant semester deadlines for presentation and submission of academic work will lie before the grade submission deadline of the semester in question, which is in turn set and communicated by the *Office of Academic Affairs (OAA)*.
6. Within the constraints set out in 5, the relevant semester deadline for the submission of work or defense of theses or research projects must be set in line with departmental regulations.

7. Where applicable, it is the student's responsibility to schedule a suitable date for their thesis defense or the presentation of their research project with the concerned faculty. It is expected that faculty will make reasonable accommodations to attend such a defense or presentation so as to enable timely graduation.
8. Where applicable, it is the student's responsibility to ensure that they complete requirements such as mandatory workshops or other requirements such as may derive from further University regulations by the deadline for the completion of such requirements set by the *Office of Academic Affairs* (OAA). Students will not graduate unless and until they do meet these requirements, even if they have completed all their academic work.

III. Students graduating late

9. A student who fails to submit pending work, defend their thesis, or present their research project by the relevant deadline in a given semester may be granted an *Incomplete* grade on their work by the faculty. If an *Incomplete* has been granted, then upon submitting their semester grades, the relevant faculty will set the relevant student's grade(s) to *Incomplete*. Once such a student completes their requirements – either in the same semester but past the relevant deadline or in a later semester – they will be graduating as late graduates.
10. Whether a student is permitted to submit pending work late, or defend a thesis late or present their research project late and thus receive an *Incomplete* grade on their pending evaluation is an academic matter, is at the discretion of the faculty members who evaluate the student's work, and is a decision that, where applicable, will be taken in line with departmental regulations.
11. A student who by the end of the semester has yet to complete pending work or other requirements required for their graduation (as per Art. 3.3 or 3.4) must enroll in the next semester. Typically, the next semester will be the next regular semester, but if suitable arrangements can be made that allow the student to complete their work over the summer, it may also be the summer semester.
12. Students who enroll in a semester only for the purpose of completing pending work or of meeting other mandatory requirements as per Art. 3.3 and 3.4 are exempt from paying tuition fees.
 - 12.1. Other fees such as fees arising in the context of residing on campus will arise as usual.
 - 12.2. Students who only need to submit pending work or complete other requirements as per Art. 3 are not required to reside on campus. Students who can establish that for them, staying on campus is required to complete their requirements, must seek approval for remaining on campus from the *Office of Student Affairs*.

- 12.3. Students may be required to return to campus temporarily to complete certain mandatory requirements, e.g. a mandatory workshop or a thesis defense.
13. Once an enrolled late graduate has completed all their pending work, the relevant faculty will adjust the student's Incomplete grade to the relevant letter grade.
14. Once a student has met both their academic and other relevant graduation requirements, the OAA will set the student's degree requirements to "Met." The student will be added to the list of late graduates and their graduation papers will be processed at the earliest possible time thereafter.