



KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK

APPLICATION FORM FOR FREEZING OF SEMESTER

(To be submitted to the Chairman/Head/Director of Concerned Department /Institute)

Department: _____

Program: _____

Application for Freezing of: (Tick Appropriate Box Below)

One Semester (Fall/Spring _____) Two Semesters (Fall/Spring _____ & Fall/Spring _____)

STUDENT'S PARTICULARS

1. Applicant's Name: _____ (As per Matric Certificate - IN BLOCK LETTERS)

2. Father's Name: _____

3. Reg. No. _____

4. Student's CNIC No: _____

5. Cell number: _____

6. Present Semester: _____

7. Last Semester CGPA: _____

8. Address: _____

9. Reason(s) for Requesting Semester(s) Freeze (Please Attach Photocopies of Supporting Documents, if any):

Signatures of the Applicant

Dated: _____

FOR OFFICIAL USE ONLY

Case No: _____

Dated: _____

(To be entered by Chairman's Office)

REMARKS OF THE HEAD OF DEPARTMENT

Observations / Recommendations:

(Signatures with stamp)

Forwarded to the Deputy Registrar (Acad.) for the approval of the Competent Authority.

FREEZING OF SEMESTER

- 1.** If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- 2.** If a student is not enrolled in any course in a semester and s/he will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester, however, s/he will has to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.
- 3.** A student must apply to the Chairman/Head/Director of the Department/Institute, in writing, for freezing of one or two consecutive semesters within fifteen days of commencement of the semester. Students can request for freezing of at most two (02) consecutive semesters with Summer Semester not being counted.

Note:- *Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester.*