



UNIVERSITY OF SWAT

SEMESTER FREEZING FORM

(To be submitted to Incharge (Department/Centre/Institute)/ Principal Office)

Name of Student: _____

Registration No. _____ Roll No. _____

Session: _____

Department/Centre/Institute/College: _____

Program: _____

Email: _____ Contact No. _____

It is requested that I may be allowed to freeze ONE/TWO semester(s) _____

It is certified that I understand the University Policy in this regard.

Reason for Freezing:

(Give Semester Name(s) like Fall and/or Spring and Year)

SEMESTER (S) Freeze Spring / Fall Year _____ / _____

Relevant documents attached Yes / No

Date: _____

Signature: _____

STUDENTS WILL NOT WRITE BELOW THIS LINE

Recommended and forwarded for freezing of

SEMESTER (S) Spring / Fall Year _____ / _____

Dated: _____

Head of Department/
Incharge/Principal

(For Office use only)

Vice Chancellor/Dean (or Controller of examinations)

Approved Not Approved

Signature: _____

SEMESTER (FREEZING)

Semester freezing/leave of absence: Students shall be permitted to freeze maximum of two semesters (undergraduate programme) and one semester in two year (graduate programme) due to illness or circumstances beyond their control, by providing a written application with reasonable justification under the following conditions:

- a. Semester freezing will be granted by the Vice Chancellor/ Dean (or Controller of Examinations) on recommendations of the concerned Head of the Department.
- b. A student will be permitted to freeze a semester before the commencement of the semester provided s/he has passed the final examination of the previous semester with a minimum GPA/CGPA required for remaining enrolled in the university.
- c. Normally, no freezing will be allowed during the semester. Whenever semester freezing is granted on the request of the student, it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, Mid-Term etc. taken so far in the semester by the student, would be deemed to have not taken place in respect of the concerned student.
- d. At the end of semester freezing, a student will have to resume his/her studies in the following semester whenever offered. If he/she fails to resume the following semester (when offered) his/her name shall be struck off from the university roll.
- e. The maximum duration allowed for completion of degree will be extended by the duration of semester freezing.
- f. Fresh students will not be permitted to freeze a semester without payment of admission fee/semester fee as well as submission of required documents, which are pre-requisite for admission.

Note-5: *During semester freezing the concerned student shall not be provided any facility by the University.*