



GRAND ASIAN UNIVERSITY SIALKOT
APPLICATION FORM FOR FREEZING OF SEMESTER(S)
(To be submitted to the Head of Department concerned)

Note: Before filling in this form, read the overleaf rules and procedure carefully.

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: \_\_\_\_\_ 2. Regd No. : \_\_\_\_\_
3. Father's Name: \_\_\_\_\_ 4. Roll No.: \_\_\_\_\_
5. Address : \_\_\_\_\_
6. Reason(s) for requesting Semester(s) Freeze (Attach Photocopies of Supporting Documents, if any) : \_\_\_\_\_

Signatures with CNIC No.
(Father / Guardian)

Signatures of the Applicant

FOR OFFICE USE ONLY

HEAD OF DEPARTMENT

APPLICATION APPROVED / NOT APPROVED

Case No. : \_\_\_\_\_
(To be entered by HoD Office)

\_\_\_\_\_  
(Signatures with Stamp)

Dated : \_\_\_\_\_

Dated : \_\_\_\_\_

Forwarded to the Departmental Semester Committee (DSC) if approved by the HoD.

RECOMMENDATIONS OF DEPARTMENTAL SEMESTER COMMITTEE

Observations / Recommendations: \_\_\_\_\_

a. Member 1: \_\_\_\_\_ b. Member 2: \_\_\_\_\_
(Signatures with Name) (Signatures with Name)

c. Member 3: \_\_\_\_\_ Head of Department: \_\_\_\_\_
(Signatures with Name) (Signatures with Stamp)

APPROVAL BY THE DEAN OF FACULTY

Approved and forwarded to the Controller of Examinations for further necessary action.

Dean of Faculty
(Signatures with Stamp)

Dated: \_\_\_\_\_

**RULES AND PROCEDURE FOR FREEZING OF SEMESTER(S)**

1. Students will be allowed to freeze one or two semester(s) only once during the entire degree program owing to some extreme and genuine reason to be determined by the Departmental Semester Committee.
2. Students shall not be allowed to freeze their First Semester in any circumstances. Only those students who have completed their First Semester at the University shall be eligible to avail this facility.
3. A student must apply to the Head of the Department, 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.
4. The Dean of Faculty concerned will approve the case of freezing of semester(s) on the recommendation of the Departmental Semester Committee and the student then will be required to deposit the prescribed fee @Rs:10000/- within due date i.e. within fifteen (15) days of the commencement of semester and @Rs:15000/- after due date but not later than twenty five (25) days of the commencement of semester.
5. The Controller of Examinations shall notify the Freezing of Semester(s) with the copy to all concerned accordingly.
6. In case of freezing two consecutive semesters, the student on his return will be registered in the same semester with next junior class and his/her courses shall be evaluated by the concerned Head of Department to determine their relevance to the changes made in the curriculum (if any). In such a case, the student shall be required to modify the degree plan to ensure conformity to the recent curriculum. Also, student will be required to pay the difference of University fee (if any) besides the re-registration fee.
7. In case of freezing one semester, the student may re-join his/her own class or may request for further extension of freezing next/forthcoming regular semester. The deficiency created by one frozen semester shall be made up after completing the remaining courses with his/her class i.e., after final semester by enrolling as a Casual Student with full semester fee.
8. The students allowed to freeze their semester(s) for proceeding abroad under Educational Exchange Programs, will be eligible to register themselves for deficient courses in the forthcoming Summer and /or Regular Semesters to overcome their academic deficiencies, provided the requirements for registration in Summer and /or in Regular Semesters (as additional courses) are fulfilled as prescribed in the prevailing regulations.
9. The maximum duration of the degree program shall remain the same which will be considered from the date of student's first semester registration including the frozen semester(s).

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