



UNIVERSITY OF HOME ECONOMICS LAHORE

APPLICATION FORM FOR FREEZING OF SEMESTER

(To be submitted to the HOD of the Concerned Department)

Department: _____ Degree Program: _____

Application for Freezing of: (Tick Appropriate Box Below)

One Semester Two Semesters Session: _____

STUDENT'S PARTICULARS

- 1. Applicant's Name: _____ (As per Matric Certificate - IN BLOCK LETTERS)
2. Registration No. _____
3. Father's/Guardian Name: _____ (IN BLOCK LETTERS with CONTACT NUMBER)
4. Student's CNIC No: _____
5. Address: _____ Contact No. _____
6. Reason(s) for Requesting Semester(s) Freeze (Please Attach Photocopies of Supporting Documents, if any): _____

Signatures with CNIC No. (Father / Guardian)

Signatures of the Applicant

FOR OFFICIAL USE ONLY

Case No: _____ (To be entered by HOD's Office)

Dated: _____

RECOMMENDATIONS OF DEPARTMENTAL COMMITTEE

Observations / Recommendations: _____

- a. Member 1: _____ (Signatures with Name)
b. Member 2: _____ (Signatures with Name)
c. Member 3: _____ (Signatures with Name)
Head of Department: _____ (Signatures with Stamp)

DIRECTOR ACADEMICS

APPROVED / NOT APPROVED

Dated: _____ (Signatures with Stamp)

(If approved, the Directorate of Academics will issue a notification regarding the semester(s) freezing)

UNIVERSITY RULES GOVERNING FREEZING OF SEMESTER(S)

- 1. Students will be allowed only once to freeze their semester(s) during the entire degree program owing to some extreme and genuine reason to be determined by the Departmental Committee.
2. Students shall not be allowed to freeze their First & Second Semesters, under any circumstances. Only those students who have completed their First & Second Semesters at the University shall be eligible to avail of this facility.
3. A student must apply to the Head of the Department on the prescribed form (form FS), for the freezing of one or two consecutive semesters. Students can request for freezing of at most two (02) consecutive semesters (Summer Semester not being counted).
4. The Director Academics will approve and notify the Freezing of Semester(s) accordingly, on the recommendation of the HOD/Departmental Committee.
5. In case of freezing one or two consecutive semesters, the student (on her return) will be re-registered in the same semester with the next junior class and her courses shall be evaluated by the concerned Head of the 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 in order to ensure conformity to the recent curriculum. Also, students will be required to pay the difference of the University fee (if any) besides the re-registration fee.
6. After the successful completion of the freezing period and upon rejoining of the student, the Directorate of Academics shall notify the de-freezing of the student's academic activities.
7. The maximum duration of the degree program shall remain the same which will be considered from the date of her first semester registration including the frozen semester(s).