



MINHAJ UNIVERSITY LAHORE

Last Updated: 22-12-2022

Semester Freezing Request Form

Applicant's Information			
Name:			
School/Department:		Program:	
Contact No.:		Email:	
Registration No.:		Session:	
Freezing Semester:		Freezing session:	Spring/Fall _____
Reason for Freezing the Semester:	_____ _____		
I have carefully read and understood the instructions / policy guidelines printed overleaf. In case of not complying with /violating the policy/guidelines, I will be responsible for any consequences.			
Applicant's Signature: _____		Date: _____	

(For Official Use Only)

Recommendation by HOD:	Remarks & Recommendations (if any): _____ _____ _____ Signatures & Date _____		
Clearance from Accounts Office:	Status of dues: Paid <input type="checkbox"/> Pending <input type="checkbox"/> Pending Amount Rs. _____ (write "NIL", if dues are clear) <div style="display: flex; justify-content: space-around;"> Signatures & Date Stamp </div> Note: For details, use backside of the form.		
Remarks by DSA:	_____ _____ _____ Signatures & Date _____		
Approval by Dean / Vice Chancellor	_____ _____ Signatures & Date _____		

Policy Guidelines (For Freezing):

1. Freezing of semester, if deemed necessary, should be applied before the commencement of the semester. However, the request can be submitted within the stipulated time as mentioned in the academic calendar. Late submissions shall NOT be entertained.
2. For online applications, the request has to be sent from the email ID issued by MUL.
3. For manual / by hand submission of the application, the request, on the prescribed form, shall be submitted at DSA office along with the necessary supporting documents. Incomplete applications shall NOT be entertained for which the student would be held responsible.
4. For Undergraduate students, freezing of first 2 semesters is NOT allowed.
5. For M.Phil. / MS students, freezing of first semester or any of the research semesters is NOT allowed.
6. For PhD programs, freezing is NOT allowed. However under hardship / special cases (see HEC policy for special cases), freezing of ONLY coursework semesters may be allowed.
7. Maximum allowed duration of freezing is upto 1 year (2 regular semesters). However, the student will have to seek separate approvals for each semester.
8. The student will resume his/her studies from the same semester (if being offered) where he/she had left.
9. In case of medical emergency/hardship circumstances, the student will have to attach medical reports and/or medical certificate / supporting evidences (any other document as demanded by the University).
10. Clearance of dues is mandatory for the processing of the application. The student needs to ensure that he/she does not have any outstanding dues on his/her part.
11. Students are advised to keep attending the classes till the application is approved.

Applicant's signatures and date: _____

Additional Remarks (For office use ONLY)