



**SEMESTER OFF/SEMESTER WITHDRAWAL**

**For the student:** Students may request to take one or more than one regular semester off (Fall, Spring). Summer semester is optional and does not need to be reported. Freshmen are not allowed to take their first semester off. It is entirely the student's responsibility to complete his/her graduation requirements on time as taking a semester off may result in a delay in graduation. The University will anticipate your return based on the semester indicated in this form. For clarity of Fee, Please contact Accounts Office

Date 05/11/19  
DD/MM/YY

Roll #

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Programme \_\_\_\_\_

Student Name Shoaib Hasan Email \_\_\_\_\_

Landline # \_\_\_\_\_ Student Cell # \_\_\_\_\_ (Other than LUMS)

Parent/guardian's Cell # 03581251368 Parent/guardian's Office # \_\_\_\_\_

Postal Address Lorem ipsum cestas taciti

**Request for :**

- ☐ Semester Off  
☐ Semester Withdrawal

**Reason(s) for Semester Off/ Withdrawal**

☐ **Academics**

- ☐ LUMS Bilateral Exchange Programme  
☐ Visiting Student at other Institution  
☐ Scholarship/Funded Program

Exchange/Visiting/Scholarship Program/Institution Name \_\_\_\_\_

\_\_\_\_\_

☒ **Medical**

☐ **Financial Issue**

☐ **Others** (Please provide details) \_\_\_\_\_

\_\_\_\_\_

**Semester Off/With drawl request for**

☐ Fall ☐ Spring 20 \_\_\_\_

**Expected Semester of Return**

☒ Fall ☒ Spring 20 \_\_\_\_

Max Duration to complete the Programme \_\_\_\_\_ (Yrs)

Successfully Complete Credit Hours \_\_\_\_\_

Remaining Credit Hours \_\_\_\_\_

• Have you have taken any semester off previously

☒ Yes ☐ No

If yes, how many? \_\_\_\_\_

Faculty Advisor 's Remarks \_\_\_\_\_

Name and Signature of the Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Name & Signature of the Departmental Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Name & Signature of the HoD / Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_

**For Registrar Office use only**

Status : ☐ Approved ☐ Denied

Form Received by \_\_\_\_\_ Date \_\_\_\_\_ Processed By \_\_\_\_\_ Date of Processing \_\_\_\_\_

CC: ☐ Student's file ☐ Hostel ☐ Accounts ☐ OSA ☐ Financial Aid ☐ Library ☐ IST ☐ Admin/vigilance

The University reserves the right to change the policies at any time.

Form RO-W [Ver. 1.3] Updated on: May 2015