



**KENYATTA UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC)**

INTERNAL MEMO

FROM: REGISTRAR (ACADEMIC)

DATE: 12TH FEBRUARY, 2020

TO: ALL NEW AND CONTINUING FULL-TIME, PART-TIME
AND DIGITAL SCHOOL UNDERGRADUATE AND POSTGRADUATE STUDENTS

REF: KU/RAC/GEN/VOL. 2/45 (108)

SUBJECT: REMINDER ON POLICY FOR CALLING OFF

This is to remind all the students that as per the University Policy, a student who has paid fees and registered units online and wishes to call off semester must apply in writing to Registrar (Academic) within two (2) weeks after the units registration deadline.

ANY REQUEST FOR CALLING OFF SEMESTER WHICH WILL BE RECEIVED AFTER THE SET DEADLINE WILL NOT BE APPROVED AND THE AFFECTED UNITS WILL BE GRADED RETAKES AS PER THE UNIVERSITY POLICY.

Thank you.


PROF. ANDANJE MWISUKHA
AG: REGISTRAR (ACADEMIC)

CC:

- Vice Chancellor
- Deputy Vice Chancellors
- Registrars
- Chief Finance Officer
- Deans of Schools
- Dean, DSVOL
- Director of Student Affairs
- Directors of Campuses
- Director, ICT
- Chairmen of Departments
- Heads of Section in Academic Division
- Head, Students Finance Sections
- KUSA Chairman
- KUSA Academic Secretary

