



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

**REMINDER**

**FROM:** REGISTRAR (ACADEMIC)

**REF:** KU/RAC/GEN./VO. 1/45/35

**TO: ALL FULL TIME, PART-TIME AND DSVOL UNDERGRADUATE & POSTGRADUATE STUDENTS**

**DATE:** 26<sup>TH</sup> SEPTEMBER, 2017

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**SUBJECT: REMINDER ON POLICY FOR CALLING OFF SEMESTER**

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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 the 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.

**DR. ANDANJE MWISUKHA  
AG: REGISTRAR (ACADEMIC)**

**CC:** Vice Chancellor  
Deputy Vice Chancellor (Academic)  
Director, Satellite Campuses  
Directors of Campuses  
Deans of Schools  
Dean, DSVOL  
Director, ICT  
Director, Student Affairs  
Chairmen of Departments  
Head, Undergraduate Student Finance Section  
Head, Postgraduate Student Finance Section  
Heads of Sections in Academic Division  
Manager, Online Communications  
Mrs. R. Mworia- Office of Deputy Vice-Chancellor (Academic)  
KUSA President and Academic Secretary  
All Noticeboards

**AM/jmk**