



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

NOTICE

FROM: REGISTRAR (ACADEMIC)

DATE: 11TH FEBRUARY, 2019

TO: ALL STUDENTS

REF: KU/RAC/GEN/VOL. 2/45 (99)

SUBJECT: REMINDER ON POLICY FOR CALLING OFF SEMESTER

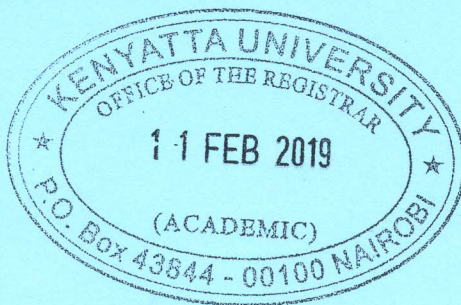
This is to remind all students that as per the University Policy, a student who has paid fees and registered units online and wishes to call off semester must apply in writing to Registrar (Academic) **within two (2) weeks after the units registration deadline.**

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.

Andanje

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



CC:

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| ▪ Vice Chancellor | ▪ Chairmen of Departments |
| ▪ Deputy Vice-Chancellors | ▪ Coordinator, Admissions Section |
| ▪ Registrars | ▪ Snr. Assistant Registrar – Office of Deputy Vice-Chancellor (Academic) |
| ▪ Chief Finance Officer | ▪ Head, Students Finance |
| ▪ Deans of Schools | ▪ KUSA Chairman and Academic Secretary |
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| ▪ Directors of Campuses | |
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