



University of Technology, Jamaica

College of Business and  
Management (COBAM)

## Student Affairs and Advisement Centre

*Because we care...*

The following *services* are available in  
the ***COBAM Student Affairs and  
Advisement Centre***:

- ✓ Exemptions/Transfer of Credits
- ✓ Programme Transfers
- ✓ Grade Queries/Reviews/Re-mark Requests
- ✓ Missing Grade queries
- ✓ Grade Forgiveness
- ✓ Module Withdrawal
- ✓ Progression Queries
- ✓ Generation of Progress Reports
- ✓ Issuing of Insurance Health Cards
- ✓ Graduation issues
- ✓ Module Withdrawal Requests
- ✓ Collection of Work and Travel Forms
- ✓ *Collection of Assignments*

### EXAMINATION RELATED MATTERS

- ✓ Examination Clashes
- ✓ Examination Card Distribution

### ACADEMIC ADVISEMENT

College Student Affairs  
Committee (CSAAC) Requests  
for:

- Course Withdrawal
- Deferral of Examination
- Change of Status
- Deferral of Acceptance
- Reinstatement/Re-Admission
- Fee Refund

***Request to take a break from  
school***

1. Leave of Absence
2. Permission to Withdraw

The following processes/requests will  
now be handled from the respective  
***School Main offices***:

- ✓ Generation of Special Diets  
***(Advanced Placed Students)***
- ✓ Course Outlines