



UNIVERSITY OF TECHNOLOGY, JAMAICA
APPLICATION FORM FOR APPEAL OF FINAL GRADE

Before completing this form, read carefully the information on the reverse.

STUDENT/MODULE INFORMATION

Student's Name: _____ ID # _____

(Last Name, First Name, Middle Initial)

Major: _____ Minor: _____

Email Address: _____ Phone #: _____

Module Name: _____ Module Code: _____ Credits: _____

Academic Year: _____ Semester: _____ Occurrence: _____

Name of Lecturer: _____ Grade Assigned: _____

STATEMENT OF REASON FOR REVIEW (Attach additional documentation/evidence)

Multiple horizontal lines for writing the statement of reason for review.

Signature: _____ Date: _____

For Reviewer Use Only

Grade/Mark unchanged []Y[]N Grade/Mark changed from _____ to _____

Reason for change/no change

Multiple horizontal lines for providing the reason for change or no change.

Name of Reviewer: _____ Signature: _____ Date: _____

For College/Faculty Use Only

Date received: _____ Fee paid: []Y []N Signature: _____

[] Review sent to School Date: _____ Signature: _____

[] Review received from reviewer Date: _____ Signature: _____

[] Mark entered (via Change of Grade) Date: _____ Signature: _____

Before completing this form, first discuss the matter with the lecturer, and then with your Programme Director if there is no resolution.

1. An application fee (attachment of original receipt) must accompany this form. The fee will be refunded only if the final letter grade is raised.
2. A separate form must be submitted for each module to be reviewed.
3. The application form must be submitted to the Student Affairs Office of the Faculty that is responsible for the delivery of the module, within two weeks after the publication of the final letter grade.
4. All documentation/evidence to support the review must be submitted with this application.
5. Allow at least four weeks for a reply by the Head of School or Vice Dean.
6. Reasons for justifying why a grade should be reviewed include:
 - a. The grade was assigned in a manner not consistent with the standards and procedures specified in the syllabus or communicated (orally or written) by the lecturer to the class.
 - b. Evidence of procedural or other irregularities in the conduct of the examination.
 - c. Evidence of mistakes in calculating or recording individual components.
 - d. The module grade was based upon personal reason(s) unrelated to the lecturer's professional evaluation of the academic performance of the student.