



UNIVERSITY OF TECHNOLOGY, JAMAICA
DIVISION OF STUDENT SERVICES AND REGISTRAR

APPLICATION FORM FOR WITHDRAWAL FROM MODULE

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

Student's Name: _____ ID # _____
 (Last Name, First Name, Middle Initial)

Current Course: _____ Course Code: _____

Major: _____ Minor: _____

Telephone: (H) _____ (C) _____ Email: _____

Academic Year: _____ Semester: _____ Campus: _____

Module Name	Lecturer's Name	Module Code	No. of Credits

REASON(S) FOR WITHDRAWAL

Student's Signature: _____ Date: _____

Advisor's Comment: _____

Advisor's Signature: _____ Date: _____

Programme Director's Approval: Yes No

Programme Director's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Processed by (College/Faculty Administrator) _____ Date: _____

WITHDRAWAL FROM MODULE

Withdrawal from a module is intended to assist students who are insufficiently prepared to complete and be examined in the module.

A student wishing to withdraw from a module shall discuss the matter with his/her Academic Advisor, complete the withdrawal form, and submit the completed form to the Programme Director (copied to the Head of School/Department) for approval no less than two weeks before the official suspension of classes for the Semester or the Summer Session. Student will be informed of the decision by the Programme Director (copied to Records Office).

Where withdrawal is granted, a "WM" will be placed on the student's record, but it will not affect the calculation of the GPA.

No withdrawal is permissible within the last two weeks before the official suspension classes, and any non-attendance there on will be subjected to the Examinations Policy. "Drop-out" of class is not withdrawal, and such action may result in a "Fail" grade for the module.

The approval of the request for withdrawal cannot be revoked, and there will be no right to appeal. Students are limited to a maximum of two module withdrawals in any semester or summer session. Students are advised to redo the module(s) at the next available offering.

There is no refund of module fee when a student withdraws from a module.