



UNIVERSITY OF TECHNOLOGY, JAMAICA

APPLICATION FORM FOR GRADE FORGIVENESS

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

STUDENT INFORMATION

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

Course of Study: _____ Course Code: _____

Major: _____ Minor: _____

Email Address: _____ Phone #: _____

Academic Year: _____ Semester: _____ Campus: _____

MODULE INFORMATION

Module Name	Module Code	Academic Year	Academic Session	Initial Grade	Decision by PD/HOS/HOD [v]		Comment /Signature
					Approved	Denied	

Student's Name & Signature: _____ Date: _____

Advisor's Name & Signature: _____ Date: _____

Programme Director/HoS/HoD's Name & Signature: _____ Date: _____

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

1. INTRODUCTION

This policy is applicable to current undergraduate students and is effective for modules taken since 2012/13 academic year in the current course of study.

Grade Forgiveness (GF) is the opportunity for a student to redo a module in which a grade of “C-” or lower was received and earn a grade that will be substituted for the previous grade. The new grade will then be computed in the student’s GPA in place of the most recently earned grade. Both grades will remain in the student’s record, but the previous grade will be designated with a “GF.” If a module has been taken more than once prior to the application for grade forgiveness, forgiveness can only be used to replace the most recent grade.

2. Procedure

In order for grade forgiveness to be applied, the student must first discuss the matter with his/her Academic Advisor, complete the “Application Form for Grade Forgiveness,” and then submit the form to the Programme Director within two weeks of the start of the semester or summer session in which the module is to be redone. Application forms are available at the Student Affairs’ Office.

3. Conditions for Grade Forgiveness

Grade forgiveness is limited to a maximum of 12 credits in an undergraduate degree, 9 credits in a diploma, 6 credits in an associate, and 3 credits in a certificate course of study (including transfers within UTech), and may not be used twice for the same module. If the original module is no longer offered, a substitute or an equivalent module that is approved by the College/Faculty may be used.

If a student fails a module for which grade forgiveness is given, the GF grade will be used to calculate the GPA, and he/she must redo the module.

Grade forgiveness cannot be used for modules involving **upper level** core/specialisation **modules (i.e. 3000 and 4000 level)**, Academic Misconduct and capstone projects.