| **C:\Users\qualityassurancemgr\Downloads\UCC LOGO.jpg**  **Undergraduate and Graduate Programmes**  **Academic Student Forms Directory, 2018-2020** | | | |
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| **Forms** | **Policy/Procedure** | **Purpose** | **URL Link** |
| **Academic Calendar** | Student Handbook | Tabulate key academic events and corresponding dates. | <http://ucc.edu.jm/academic-calendar> |
| **Add Drop Form** | Add Drop Policy | Add or drop course within appropriate timelines with approval. | <http://ucc.edu.jm/document/add-drop-form> |
| **Advanced Standing Form** | Admissions Policy | Claiming credit for equivalent courses completed at UCC or other institutions. | <http://ucc.edu.jm/document/advanced-standing-request-form> |
| **Alternate Examination Form** | Examinations Policy | Where extenuating circumstances arise beyond the student control that affect the student’s physical well-being. | <http://ucc.edu.jm/document/alternative-examination-application-form> |
| **Alumni Membership Form** | Department of Student Affairs Procedure | As association of students who attended or graduated from UCC with deep sense of purpose. | <http://ucc.edu.jm/document/alumni-application-form> |
| **Application Forms** | Applications For Admissions | Applications for admissions to Courses and Programmes | <https://ucc.edu.jm/documents-forms#application> |
| **Assignment Cover** | Assignment Preparation Guide | Provides guidance for preparing and submitting Assignments. | <https://ucc.edu.jm/document/assignment-preparation-guide> |
| **Death Notice Claim Form** | School Mate Accident Insurance Procedure | Student death claim benefit Form. | <https://ucc.edu.jm/sites/default/files/files/docs/Death%20Benefit%20Notice%20of%20Claim%20Form.pdf> |
| **Clash of Examination Form** | Examination Policy | Overlapping dates of examination schedules. | <http://ucc.edu.jm/document/cap-application-form> |
| **Corporate Education Application Form** | Corporate Education Procedure | A suite of personal and industry-relevant professional courses. | <http://ucc.edu.jm/corporate-education/forms/application-form> |
| **Course Registration Form** | Course Registration Procedure |  | <https://ucc.edu.jm/document/course-registration-form> |
| **ECAP Application Form** | ECAP Procedure | Early College and Advanced Placement High School Programme | <http://ucc.edu.jm/document/ecap-application-form> |
| **ECAP Parent Consent Form** | ECAP Procedure | Parent/Guardian consent and Applicant’s declaration. | <https://ucc.edu.jm/sites/default/files/files/docs/ECAP%20-%20Parent%20Consent%20Form.pdf> |
| **Elective Forms** | Admissions Policy | An elective is a course offered by a department that is open to selection by students from outside that Department. | <https://ucc.edu.jm/document/elective-form> |
| **Exemption Request Form** | Admissions Policy | Replacing a course with another course or not being required to sit that course, | <http://ucc.edu.jm/document/request-for-exemption> |
| **Grade Query Review Request Form** | Examinations Policy | A student who wishes to challenge a failing grade should complete and submit the Grade QueryReview Form to the Programme Coordinator or Campus Manager within two weeks of the posting of the grades. | <https://ucc.edu.jm/sites/default/files/files/docs/Grade%20Query%20Review%20Request%20Form.pdf> |
| **Grievance and Complaint Form** | Student Grievance and Complaint Policy | To lodge a grievance and/or to make Formal Complaint. | <http://ucc.edu.jm/document/student-complaint-form> |
| **Incident Report Form** | Health and Safety Policy | All accidents resulting in injury to any employee, student or visitor must be immediately documented and reported. This must be done to properly evaluate and/or treat injured persons and prevent a recurrence  The form is sent to the Director of Logistics and Administration, Operations Department. | <https://ucc.edu.jm/document/incident-report-form> |
| **Incomplete ‘I’ Grade** | Incomplete ‘I’ Grade Policy | Examination Resit Application Form | <https://ucc.edu.jm/document/resit-examination-application-form> |
| **Independent Study Agreement Form** | Independent Study Guidelines | Used to process alternate academic modality. | With Programme Coordinators |
| **Leave of Absence and Summer Status** | Admissions Policy | Temporary withdrawal or leave of absence from a programme for a good cause. | <http://ucc.edu.jm/document/leave-of-absence> |
| **Lecturer’s Claim Form** | Fac  ulty Terms of Reference- Faculty Handbook | Process payments for instructions provided based on contractual agreement. | With Programme Coordinators |
| **Lost and Claim Property Claim Form** (Not on website) | Operations Department | To report items abandoned unclaimed and misplaced. | Within the Operations Department |
| **Mature Entry Supplemental Application Form**  (undergraduate) | Admissions Policy | Applicants who have fully satisfied the Standard Admission Requirements, may be accepted via the Mature Candidate route. | <https://ucc.edu.jm/document/mature-entry-supplemental-application-form> |
| **Medical Referral Form** | Health and Safety Policy | To note the medical complaint for which an individual is being referred in accordance with UCC’s Agreement. | Within the Operations Department |
| **Official Document Request Form (ODR)** | Records Management and Disposition Policy | To request official student documents and letters. | <http://ucc.edu.jm/document/odr> |
| **Official Document Request Procedure** | Official Document Request Guide | Students’ instructions on how to Request Official Student Documents. | <https://ucc.edu.jm/document/requesting-official-document-records> |
| **Online Proctoring Service Form** | UCC Online Student Handbook | To request online proctoring service provider. | <http://ucc.edu.jm/document/online-proctoring-service> |
| **Re-Admission Application Form** | Admission Policy | Applying to resume a programme of study that was officially temporarily discontinued. | <http://ucc.edu.jm/document/readmission> |
| **Re-Sit Examination Form** | Incomplete ‘I’ Grade Policy | Examination Resit Application Form | <https://ucc.edu.jm/document/resit-examination-application-form> |
| **Refund Request Form** | Refund Policy | Process request for return of tuition and/or fee paid. | <http://ucc.edu.jm/document/tuition-fee-refund-policy> |
| **Scholarship Forms** | Scholarship Procedure | Establish the conditions for the application process for the award of scholarship. | <https://ucc.edu.jm/document/scholarship-application-form> |
| **School Mate Claim Form** | School Mate Accident Insurance Procedure | Claim expenses for any injury caused by incident or accident. | <http://ucc.edu.jm/document/school-mate-claim-form> |
| **Student Council Nomination Form** | Student Council Election Guidelines | Election of nominee for the appointment of Student council representative. | <http://ucc.edu.jm/document/student-council-nomination-form> |
| **Student Grade Query/Review/ Remark EOM Form** | Examination Policy | Student who wishes to challenge a failing grade of his/her End of Module Examination (EOM) or major Course Work. | <http://ucc.edu.jm/document/grade-query-review> |
| **Student Referral Claim Form** | Student Financial Services (SFS) and Cashier Process SOP | To refer potential students for admission and claim. | <http://ucc.edu.jm/document/referral-claim-form> |
| **Student Update Form** | Student Management System (SMS) Procedure | To update a student’s status, Aeorion profile or to submit documents to update their file. | <http://ucc.edu.jm/document/student-update-form> |
| **Transfer Request Form** | Admissions Policy | Reflect change of status and/or change of programme or campus. | <http://ucc.edu.jm/document/request-for-transfer> |
| **UCC101 Outreach Form** | Department of Student Affairs Procedure | Record community engagement activity required for the completion of the course UCC101. | <http://ucc.edu.jm/document/outreach> |
| **Withdrawal Form** | Admissions Policy | Discontinuation of studies for a period in excess of one academic year. | <http://ucc.edu.jm/document/withdrawal-application> |
| *Updated July 17, 2020* | | | |