

Table of Contents

Letters of Request for Time-off to attend classes and exams	2
MPT – Mathematics Proficiency Test	2
ELPT – English Language Proficiency Test.....	2
Review of Results	2
Repeating courses due to:	3
Coursework Transfer.....	3
Campus, Faculty and Programme Transfers	3
Graduation	4

Letters of Request for Time-off to attend classes and exams

If you are employed, the Department will be happy to provide you with a letter of request for consideration for time-off to attend classes or examinations.

Please send your request by email from your student email to:

STA-Management.Studies@sta.uwi.edu

Include the following information in your request:

- 1.Name and designation of the person to whom the letter is to be addressed
- 2.Company name and address
- 3.Student name, address, student ID number
- 4.If you prefer to collect the letter or if you would like to have the letter emailed to yourself or your employer.

MPT – Mathematics Proficiency Test

Examination date: January 16th

Deadline for registration to sit the exam: January 14th

Click here for payment and other information:

[MPT Examination | Department of Economics](#)

ELPT – English Language Proficiency Test

The next sitting of the ELPT is **February 12th 2026**.

Follow the ELPT webpage for registration information for the February 2026 sitting:

[ELPT Information - The Faculty of Humanities and Education](#)

Review of Results

If you failed a course, you may apply for either or both:

- A Consultation
- A Remarking

A consultation will allow you the opportunity to sit with the lecturer of the course and discuss your performance on the examination. There is no cost attached.

If, following a consultation, you are interested in having your paper 'Remarked' by an Independent Examiner, the cost to do so is BDS\$130.

To apply, visit the Examinations webpage and click on **Review of Results:**

[Examinations](#)

Repeating courses due to:

- **Failed** courses (F1, F2, F3)
- Missed exams due to **medicals** and other **emergencies**

It is strongly recommended that you repeat courses at the next available opportunity (within 1 year).

You must register for repeat courses online as you would any other course.

After online registration, you may apply to have your [coursework mark transferred](#), provided you received a passing coursework mark, i.e., a mark of 50% or higher. For example, 20 is 50% of 40.

Repeat courses are not covered by GATE, however, you may be eligible for a discounted fee if you transfer your coursework mark and if you do not attend classes in the semester in which you are repeating the course.

After you have completed a transfer of coursework application, please email Ms. Alicia Linton, Office of the Dean, to submit a request for consideration for a reduced fee for the repeat course. Email: Alicia.Linton@uwi.edu

Coursework Transfer

To apply to have your coursework mark transferred from one semester to another, click the following link or paste the link into your browser and complete an online Transfer of Coursework application: <https://sta.uwi.edu/fss/student-support-services/>

Campus, Faculty and Programme Transfers

Intra-Faculty Transfers: To request a transfer from one programme to another within the same Faculty. Submit an email request to the Admissions office at: admis@sta.uwi.edu

Inter-Faculty Transfers: To request a transfer to another Faculty (same Campus). Complete a Transfer Application Form. [ApplicationforTransfer.pdf](#)

Inter-Campus Transfers: To request a transfer to another Campus. Complete a Transfer Application form: [ApplicationforTransfer.pdf](#)

Application deadline: June 30th each year.

NB: You are not considered as transferred until you receive approval from the University.

Graduation

Note that you can apply to graduate, only if your status has been changed to **Awarded**. You will find this information at the top of your Student Unofficial Transcript.

If you fulfilled the requirements for your degree in December, you will be awarded at the start of the next calendar year.

If you will be completing the requirements for your degree in May or July, you will be awarded by August/September of that year.

You can periodically check the graduation portal starting in September for updates on graduation dates, and apply when applications open.

Click here for the graduation page: [Welcome to Graduation | Graduation](#)