TO: UAPB Campus Community

FROM: Robert Z. Carr, Jr. Ed.D.
Provost and Vice Chancellor for Academic Affairs

DATE: April 7, 2020

RE: Dropping a Class/ Withdrawing from the University for Spring 2020

Per our academic calendar, the last day to drop a course for a grade of W (Withdrawal) was April 6, 2020. Since our online transition took place during the mid-term exam period, faculty and students were allowed additional time, if needed, to complete mid-term exams, and the mid-term grading portal remained open until yesterday, April 6, 2020.

Since some mid-term grades may not have been posted until yesterday, students will have until the close of business on Thursday, April 9, 2020 to drop a course. Students are encouraged to discuss their decision to drop a course with their instructor and also be sure to review the modified grading scale before making the decision to drop.

Spring 2020 Modified Student Grading Policy:
Students will receive credit that adds to their grade point averages (GPA) for maintaining a grade of A, B, or C (expanded for this semester only). For students that earn a grade of F (59 or below), the course will automatically convert to an audited course that carries no credit; the course will not count in the calculation of the GPA and must be repeated for credit.

Students grades will be recorded as follows:

- A- 90-100
- B- 80-89
- C- 60-79
- AUD (carries no credit)- 59 and below

The last day to withdraw from the University is April 28, 2020 per the academic calendar. That date will remain the same.

The processes for dropping a course and/withdrawing from the University are provided.
UAPB Students Enrolled for Spring 2020 Semester

You will NOT be able to drop courses or withdraw via Web-Advisor after the close of registration.

If you need to drop a course for the Spring 2020 semester (and remain enrolled in school) April 9th Deadline:

Please email or fax a statement to the Registrar's Office containing the following information:

- Course Title
- Course Number and Section
- Instructor
- Your UAPB ID Number
- Your UAPB E-mail Address
- Subject line should title: Drop Course Spring Semester 2020
- You must send the request from your UAPB email which will serve as your Signature and Timestamp. (Specifically Required)

If you need to withdraw for Spring 2020 semester (drop all of your courses) April 28th Deadline:

Please email or fax a statement to the Registrar's Office containing the following information:

- Request to be withdrawn for the specific term (Spring 2020) and reason
- Course Title
- Course Number and Section
- Instructor
- Your UAPB ID Number
- Your UAPB E-mail Address
- Subject line should title: University Withdrawal Spring Semester 2020
- You must send the request from your UAPB email which will serve as your Signature and Timestamp. (Specifically Required)

Please note: Signatures from your Chairperson and Instructor will not be required for courses. It is, however, recommended that you notify your Instructor/s of your desire to drop or withdraw for the Spring 2020 term. Please refer to their contact information contained on your syllabus. Students are required to utilize UAPB e-mail accounts when conducting University affairs.

Registrar's Office/Academic Records
870-575-4608 (Fax)
870-575-8491 (Phone)
outlawj@uapb.edu

1200 N. University Drive, Mail Slot 4953• Pine Bluff, AR 71601
Office (870)575-8475•Fax (870) 575-4644•www.uapb.edu
UAPB is an Equal Opportunity/Affirmative Action Institution