UNIVERSITY of ARKANSAS AT PINE BLUFF
—1873—

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

TO: **UAPB Campus Community**

FROM: **Robert Z. Carr, Jr. Ed.D.** *RZC*
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.

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

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