

From: [Office of the Provost](#)
Subject: Upcoming Deadlines for Undergraduates
Date: Monday, September 14, 2020 2:09:31 PM

Good afternoon, colleagues,

I'm writing to remind you about some important upcoming dates in the undergraduate academic calendar and some modified work-processes related to these actions.

Undergraduate Grade Changes for Spring and Summer 2020

The last day for undergraduate grade changes for the Spring and Summer 2020 semesters, including the removal of Incomplete grades, is Friday, September 25, 2020.

- If a grade is changed from an Incomplete to a regular letter grade, the instructor should send an email with the new grade to the Registrar's Office at reginfo@frostburg.edu.
- If the change is from one letter grade to another letter grade, the instructor should email the requested change to the Department Chair for approval. If approved, the Chair should forward the email on to reginfo@frostburg.edu with their approval noted.

Note: Incomplete grades still outstanding after the deadline will revert to a letter grade of F. If an Incomplete extension is granted by the appropriate Dean, the email should be sent to reginfo@frostburg.edu.

Undergraduate Course Withdrawals

The last day for undergraduate students to withdraw from a 15-week course with a W grade online through PAWS is Friday, October 23, 2020.

The last day for undergraduate students to withdraw from a session one 7-week course with a W grade with approval of their advisor is Thursday, September 17, 2020. Approvals should be emailed to reginfo@frostburg.edu.

The last day for undergraduate students to withdraw from a session two 7-week course with a W grade with approval of their advisor is Thursday, November 5, 2020. Approvals should be emailed to reginfo@frostburg.edu.

- A student may withdraw from a course with a WF grade through the last day of classes for that session with the approval of the instructor and the student's advisor. The request with approvals should be emailed to reginfo@frostburg.edu.
- Under exceptional circumstances, a W grade may be granted after the end of the regular W period with the approval of the instructor, advisor, and the dean of the college. The request

with approvals should be emailed to reginfo@frostburg.edu.

If you have any questions, please email the Registrar's Office at reginfo@frostburg.edu.

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