

Dear Grinnell College Faculty,

In an effort to provide flexibility and address the vastly different conditions under which students are seeking to complete their coursework, several spring 2020 deadlines and processes have been updated.

Please read through this email carefully and consult the [guidance from Academic Advising](#) before discussing these options with your advisees. As always, there are special considerations for specific student populations.

### **S/D/F Grading**

The Executive Council has approved extending the spring 2020 deadline to elect S/D/F grading **to 5:00 p.m. Central Daylight Time on Friday, May 15**. As mentioned in [previous notifications](#), several policies related to S/D/F grading have been waived for the spring 2020 semester.

- *Process:* Students may elect S/D/F grading for any or all of their spring semester classes by submitting the [S/D/F Grading Opt-In Form](#).
- *Important to Know:*
  - Courses graded S/D/F **will** satisfy major, concentration, and degree requirements.
    - Graduating Fourth Years: Electing the S/D/F grading option **will NOT** affect their ability to graduate in May 2020.
  - The decision to elect S/D/F is **reversible** up until the May 15 deadline.

### **Course Withdrawal**

The Committee on Academic Standing (CAS) has approved extending the deadline to withdraw from a spring 2020 course **to 5:00 p.m. Central Daylight Time on Friday, May 15**.

- *Process:* If a student needs to withdraw from a course, they are being directed to send an email to their adviser(s) with the course and section code (e.g. BIO-150-01.) Advisers must forward that request, along with their approval, to [registrar@grinnell.edu](mailto:registrar@grinnell.edu) for processing.

- *Important to Know:* Students will be assigned a grade of “W” for the course. This grade will appear on their academic transcript; however, it is not computed into their term or cumulative GPA.

### **Deadline to Submit Spring 2020 Coursework**

CAS has approved extending the deadline to submit all coursework for the spring 2020 semester to **11:59 p.m. Central Daylight Time on Friday, May 15**. To seek an exception to this deadline, students must apply for an incomplete no later than 5:00 p.m. Central Daylight Time on Monday, May 11. (See below.)

### **Incomplete Course Work (Extensions beyond the end of the semester)**

CAS has approved extending the deadline for students to request an incomplete in a spring 2020 course to **5:00 p.m. Central Daylight Time on Monday, May 11**.

- *Process:* If a student needs to request extra time to complete a spring 2020 course, they are being directed to begin by contacting the instructor. If the instructor is supportive of their request, the student must then submit a completed [Incomplete Request Form](#) to the instructor. Instructors must then forward that form, along with their approval and any additional comments, to [registrar@grinnell.edu](mailto:registrar@grinnell.edu) before the May 11 deadline.
- *Important to Know:* The deadline for students to submit incomplete spring 2020 coursework is 11:59 pm Central Daylight Time on Friday, May 29.

### **Emergency/Medical Leaves of Absence and Withdrawal from the College**

Students have two options if they are unable to complete the semester. CAS has approved extending the deadline to request either option to **5:00 p.m. Central Daylight Time on Friday, May 15**.

- *Process:*
  - Students intending to return to Grinnell College should apply for an [Emergency/Medical Leave of Absence](#). Students must begin this process by contacting Joyce Stern, the Dean for Student Success and Academic Advising at [sternjm@grinnell.edu](mailto:sternjm@grinnell.edu).
  - Students NOT intending to return to Grinnell should submit their intent to [Withdraw from the College](#). Students must begin this

process by contacting Ben Newhouse, the Dean of Students  
at [newhouse@grinnell.edu](mailto:newhouse@grinnell.edu).

Students will be receiving the attached notification via email today.

Let us know if you have questions or concerns.

The Office of the Registrar  
(Vickie, Tammy, LuAnn, & Jason)