

Dear Grinnell College Faculty,

We have received several questions about the status of various processes in the Office of the Registrar, *e.g.* Spring 2020 course withdrawals, major declarations, and Fall 2020 scheduling and registration. We want to update you on the status of those processes and make you aware of students' course registration options for the remainder of the semester.

The following information is especially important in your roles as faculty advisers. In the coming days and weeks, your advisees will be seeking your guidance and, in some cases, your approval. To support you, the staff in the Academic Advising Office is available to consult by email (advising@grinnell.edu) or WebEx. Staff in the Office of the Registrar (registrar@grinnell.edu) are also available. Students will be receiving a notification/reminder about these items via email later today.

Spring 2020 Registration Deadlines

The following two options have later than usual deadlines. Please consult the [guidance from Academic Advising](#) before discussing these options with your advisees. There are special considerations for specific student populations.

- [Course Withdrawal](#)

The Committee on Academic Standing has approved **extending the spring 2020 course withdrawal deadline to 11:59 p.m. Central Daylight Time on Friday, April 10**. 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 for processing.

- S/D/F Grading

The Executive Council has approved **extending the deadline for students to elect S/D/F grading to 11:59 p.m. Central Daylight Time on Friday, April 10**. (Please see the [March 12 email](#) from the Office of the Registrar.) 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](#). Please note that courses graded S/D/F **will** satisfy major and concentration requirements.

The following three options retain their original deadlines. They are not typically publicized each semester; however, we share them in case they are helpful to your students. Each process has a separate application and requires extra permissions beyond the faculty adviser. Applications for each of these options are available on the [Registrar's GrinnellShare site](#). Again, please consult the [guidance from Academic Advising](#) before discussing these options with your advisees. There are special considerations for specific student populations.

- [Emergency course withdrawal](#)

Withdrawal from a course after the April 10 course withdrawal deadline.

- [Incompletes \(Extensions beyond the end of the semester\)](#)

All coursework for the spring 2020 semester will be due no later than 5 p.m. Central Daylight Time on Friday, May 15. To seek an exception to this deadline, students must apply for an Incomplete.

- [Emergency leave of absence](#)

If unable to complete the semester, students can apply for an emergency leave of absence.

Fall 2020 Registration

Registration for the fall 2020 semester is proceeding as planned. (Please see the [Fall 2020 Registration Timeline](#).) Students will register for fall 2020 courses online via Student Planning as usual. Registration begins on Monday, April 13. Please note that students planning to study abroad in fall 2020 are allowed and encouraged to register for on-campus courses as a back-up.

Major Declaration Deadline and Process

The deadline for students to declare majors has been **extended to 11:59 p.m. Central Daylight Time on Wednesday, April 8**. Also, the Curriculum Committee has approved a temporarily simplified [Major Declaration/Change of Major Form](#). A written rationale and four-year-plan are NOT required components of this major declaration; however, all students are expected to discuss their four-year-plans and goals for a liberal arts education with their adviser(s) at the start of the next semester. Upon submission by the student, the [Major Declaration/Change of Major Form](#) is routed to the new adviser and the appropriate Department Chair for approval. You will receive an email notification. Simply click 'Approve' or

'Reject'. A GrinnellShare page will open (you may be prompted to log into GrinnellShare), then click 'Confirm'. The approved declaration is then routed to the Registrar's Office for processing. Please note that Independent Majors may also declare via the online form and the [Independent Major Application](#) will be due by the end of the fall 2020 Add/Drop period.

Let us know if you have questions or concerns.

The Office of the Registrar