Dear Grinnell College Students,

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 registration. We want to update you on the status of those processes and make you aware of your course registration options for the remainder of the semester.

Please read through this email carefully. We strongly encourage you to consult with your faculty adviser(s) before making any decisions or taking any actions. Also, 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. Faculty have also been notified of these items.

**Spring 2020 Registration Deadlines**

The following two options have later than usual deadlines. Please consult the guidance from Academic Advising before making use of any of these options. There are special considerations for specific student populations.

- **Course Withdrawal**
  The spring 2020 course withdrawal deadline has been **extended to 11:59 p.m. Central Daylight Time on Friday, April 10.**
  
  - *Process:* If you need to withdraw from a course, please send an email to your adviser(s) with the course and section code (*e.g.* BIO-150-01) and request that they forward your request, along with their approval, to registrar@grinnell.edu. The Registrar’s office will process your request.
  
  - *Important to Know:* You will be assigned a grade of “W” for the course. This grade will appear on your academic transcript; however, it is not computed into your term or cumulative GPA. Please see the guidance from Academic Advising for other important considerations.

- **S/D/F Grading**
  The spring 2020 deadline to elect S/D/F grading has been **extended to 11:59 p.m. Central Daylight Time on Friday, April 10.** Also, several policies related to S/D/F grading have been waived for the spring 2020 semester. Please see the [March 12 email](mailto:advising@grinnell.edu) from the Office of the Registrar for details.
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 and concentration requirements. Please see the guidance from Academic Advising for other important considerations.

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 you. 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 adviser(s). 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, you must apply for an Incomplete.

- Emergency leave of absence
  If you are 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.)

- Process: You will register for fall 2020 courses online via Student Planning as usual. Registration begins on Monday, April 13.

- Important to Know: If you are currently planning to study abroad in fall 2020, you 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 **Major Declaration/Change of Major Form** has been moved online and temporarily simplified.

- **Process:** Submit the online **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 form is routed to the new adviser and the appropriate Department Chair for approval. The approved declaration is then routed to the Registrar’s Office for processing.

- **Important to Know:** 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