Dear Grinnell College Students,

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. 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 been notified of these items.

**S/D/F Grading**
The spring 2020 deadline to elect S/D/F grading has been extended to **5:00 p.m. Central Daylight Time on Friday, May 15.** 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](mailto:advising@grinnell.edu).

- **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 your ability to graduate in May 2020.
  - The decision to elect S/D/F is **reversible** up until the deadline. Please email registrar@grinnell.edu if this is necessary.
  - Students studying off-campus can elect S/D/F grading at Grinnell, even if the institution/program is not providing a Pass-Fail option.
  - Students may check their Spring 2020 courses in [Student Planning](https://www.grinnell.edu/student-planning) to determine whether their S/D/F elections have been successfully processed. (Please allow 24 hours from the time of submission.)
  - Please see the [guidance from Academic Advising](mailto:advising@grinnell.edu) for other important considerations.
Course Withdrawal
The deadline to withdraw from a spring 2020 course has been extended to 5:00 p.m. Central Daylight Time on Friday, May 15.

- **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.

Deadline to Submit Spring 2020 Coursework
The deadline to submit all coursework for the spring 2020 semester is **11:59 p.m. Central Daylight Time on Friday, May 15.** To seek an exception to this deadline, you 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)
The deadline to request an incomplete in a spring 2020 course has been extended to **5:00 p.m. Central Daylight Time on Monday, May 11.**

- **Process:** If you need to request extra time to complete a spring 2020 course, begin by contacting the instructor. If they are supportive of your request, submit a completed [Incomplete Request Form](#) to the instructor of each course in which you need additional time. Ask the instructor to forward the form, along with their approval and any additional comments, to registrar@grinnell.edu before the May 11 deadline.

- **Important to Know:** The deadline for submitting 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. The deadline to request either option has been extended 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](mailto:sternjm@grinnell.edu). Begin this process by contacting Joyce Stern, the Dean for Student Success and Academic Advising at sternjm@grinnell.edu.
  - Students NOT intending to return to Grinnell should submit their intent to [Withdraw from the College](mailto:newhouse@grinnell.edu). Begin this process by contacting Ben Newhouse, the Dean of Students at newhouse@grinnell.edu.

Again, you are **strongly** encouraged to consult with your faculty adviser(s), staff in the Academic Advising and/or Registrar’s offices, and the [guidance from Academic Advising](mailto:) before making any decisions.

Let us know if you have questions or concerns.

The Office of the Registrar