

From: [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)
To:
Subject: Deadlines for Spring Half-term Courses
Date: Monday, February 5, 2024 12:02:07 PM

University Registrar's Office

Monday, February 5, 2024

Deadlines for Spring Half-term Courses

Dear Student,

Important deadlines for courses offered in the first half of the term:

- **Tuesday, February 6 by 5:00 p.m.** – withdraw from a course offered in the first half of the term without a W appearing on your transcript
- **Wednesday, February 28 by 5:00 p.m.** – deadline to change the grade mode to Credit/D/Fail for a course offered in the first half of the term
- **Wednesday, February 28 by 5:00 p.m.** – withdraw from a course offered in the first half of the term

Note: Professional school courses cannot be changed to Credit/D/Fail. Some professional school courses end before the deadlines listed here; the deadline to withdraw from these courses is the last day of the course.

If you wish to convert a course offered in the first half of the term to Credit/D/Fail, take the following steps. Once you convert your grade mode to Credit/D/Fail it cannot be reversed.

- Log into [Yale Hub](#).
- Select the Course Enrollment tab and click “Yale College Change Course from Letter Grade to Credit/D/Fail.”
- Change the drop-down selection from “YC – Letter Grade” to “Credit/D/Fail.”
- Click “Submit Changes” to save the conversion.
- A confirmation of the change will be sent to your University email account. If you do not receive the confirmation email, your change was not processed. You can confirm all of your course grading modes by viewing your “Course Schedule Details by Term” in Yale Hub.

Note: You will be able to convert full-term courses to Credit/D/Fail in Yale Hub until April 26. Attempts to convert courses offered in the first half of the term to Credit/D/Fail after 5 p.m. on February 28 will

not be valid.

Contact your residential college dean if you are considering a course withdrawal or have problems converting to Credit/D/Fail grade mode.

Sincerely,

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Contact the [University Registrar's Office](#) at registrar@yale.edu.

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