

To convert a full-term course from Credit/D/Fail to a letter grade, take the following steps **by Friday, November 11, at 5 p.m.:**

1. Log into [Student Information Systems \(SIS\)](#).
2. On the Course Enrollment tab, click “Yale College Change Course from Credit/D/Fail to Letter Grade.”
3. Change the drop-down selection from “Credit/D/Fail” to “YC – Letter Grade.”
4. Click “Submit Changes” to save the conversion.
5. Check SIS to verify the update, and save the confirmation message sent to your University email account.

You may convert a course from Credit/D/Fail to a letter grade but not vice versa. If you have questions about Credit/D/Fail, please contact your residential college dean's office.