**TIPS FROM THE DEAN:**

**SHOULD I CONVERT MY COURSE FROM A LETTER GRADE TO CR/D/F?**

If you are wondering whether to convert a course from a letter grade to Cr/D/F, here are some questions you may want to ask yourself:

1. Are you taking this course to fulfill a distribution requirement (especially one you need to fulfill by the end of the year in order to be promoted?) Remember, courses taken Cr/D/F **do not** earn distributional credit.*

   *N.B. First-years and sophomores require enrollment credit, rather than graduation credit, for promotion. In certain instances, therefore, CR/D/F/ can be used for promotion purposes.

Come and see me immediately if you are struggling in a class and before you convert any courses you may need for distributional credit to Cr/D/F.

2. Is this course required for your major? Is it a pre-requisite for many other courses you want to take? Check with your DUS! Some majors do not allow courses to be taken Cr/D/F.

3. How are you doing in the course? Do you feel confident that you will continue to do well, even with your other end-of-term commitments? What grade will you need to achieve to be happy with the outcome? Will converting the course from a letter grade to Cr/D/F decrease your end of the year stress?

4. How many Cr/D/Fs have you used? You are allowed 4 during your time at Yale. Will using the Cr/D/F now prevent you from using one in the future, when you need it?
5. Remember, conversion to Cr/D/F cannot be reversed. Make absolutely sure that you want to—and can!—take your course Cr/D/F before converting it!

**Ok, I definitely want to convert the course from a letter grade to Cr/D/F. How do I do it?**

There are two ways to do this: in our office, via a paper form, and online through SIS. If you wish to convert a course from a letter grade to Credit/D/Fail through SIS, take the following steps:

1. Log into the main SIS Web site, [www.yale.edu/sis](http://www.yale.edu/sis)
2. Select the Course Enrollment tab and click “Yale College Change Course from Letter Grade to Cr/D/F”
3. Change the drop-down selection from “YC – Letter Grade” to “Credit/D/Fail”
4. Click "Submit Changes" to save the conversion

If you convert online, remember that your course has not been converted **until you have received a confirmation email from the Registrar.** This should appear within minutes of converting the course, so if you have not received the email, check SIS and try again!

If you have any trouble with the online system or do not receive a confirmation email, come to our office by 5 pm on Friday, October 25 and fill out a CCN form to convert the grading method!

This is a hard and fast deadline. 5:01 is LATE. A computer malfunction is NOT an acceptable excuse since the paper forms are available in our office. If you already know you will be converting a course, act early.

Still pondering whether to make this change? Please make an appointment with Jill to discuss it with me sometime this week or stop by my drop-in office hours.