Students may **ADD** a course in their academic schedule during the shopping period and until their faculty adviser approves their schedule by the final date of Registration (the first seven days of classes).

After this period, course changes may be made only with permission of the Dean of the College.

Students can **DROP** a class through the end of the first three weeks of classes without penalties.

Students who are carrying four full course credits may elect one course credit to take Pass/Fail (formally NNG) which no numerical grade will be recorded on the transcript unless the course is failed. The grade entered on the record for Pass/Fail course will be “P,” if passed, “0.0,” if failed, and “W,” if withdrawn. Students may extend the option to take a Pass/Fail grade to any courses in excess of the normal load of four course credits, provided they are not behind schedule in total earned credits at that time. Therefore, those on schedule who choose to carry five credits in a given semester may elect the Pass/Fail option for two course credits.

The purpose of Pass/Fail is to encourage experimenting when the student fears that, despite conscientious work, the grade may be low. If a student desires to take a course Pass/Fail, he or she must inform the registrar in writing, on a form obtainable from the registrar, by the end of the third week of classes for quarter courses and by the end of the sixth week of classes for full semester courses, of his/her intention to do so. Furthermore, the student’s advisor must sign this form indicating approval. When the instructor of the desired course is the student’s advisor, the approval of the student’s dean may be substituted. Students further have the option to change the Pass/Fail designation to a numerical grade upon application to the registrar no later than the end of the first week of classes of the following term. Even if the numerical grade is recorded, the course will still count toward the overall limit of four Pass/Fail courses completing their degree at Haverford.

Please refer to the section in this handbook that informs of changes in policy for Pass/Fail courses.