Adding/Dropping Courses & Pass/Fail Rules

This document contains general information about academic advising regarding Pass/Fail designation and rules as well as adding and dropping courses:

Adding a Course

- Courses can be added during the first **two** weeks of classes by using Esther.

- To add a course after the second week of classes, students must petition the Committee on Examinations and Standing (see Dean of Undergraduates website) and seek permission of the instructor.

Dropping a Course

- Courses can be dropped through the **seventh** week. Courses can always be dropped using Esther.

- In your first semester at Rice, courses can be dropped until the last day of classes. In the Spring semester of your first year at Rice, courses can be dropped though the **tenth** week of classes. Mid-semester grades are reported in the seventh week, allowing you time to consider dropping a class.

- To drop a course after the second week of classes, you should to meet with your advisor for a discussion of the potential impact.

Pass/Fail

- You can designate a class as "pass/fail" up until the end of the **tenth** week of classes.

- To designate a course pass/fail you first register for the class on Esther. You must then file an Online Pass/Fail designation and conversion form (through Registrar's website) by the 10th week deadline.

- You cannot take more than one pass/fail course in a semester.

- You are permitted to take one pass/fail course for each full-year of residence, up to a maximum of 4.

- You may not take more than a total of 14 semester hours as pass/fail.

- You may not take as pass/fail those courses used to meet major graduation requirements. If students take such courses pass/fail, the Office of the Registrar will replace the P with the grade earned during the final degree audit. This same rule and process applies to minors.

- Receiving a "Pass" in a pass/fail course does not affect your grade point average, but a "Fail" does. It also does award credit for taking the course.

- You may convert a pass/fail class to a grade after the semester until the end of the second week of the next semester.

- For more information on the pass/fail rules, see the *General Announcements*.