Booth Policies and Procedures  
Autumn 2015

**Booth Book Course Fee**

Cases, articles, and simulations are delivered electronically through Chalk, faculty course webpages or hard-copy in class. Students enrolled in a Booth course will incur a $25 per course fee, assessed via their tuition bill. Students may be required to purchase a text book in addition to this expense, as this fee replaces only the custom course pack. **This fee is non-refundable for courses dropped after Friday, October 9.**

**Booth Student Policies and Honor Code**

In registering for a Booth course, non-Booth students are subject to Booth academic policies, including the Standards of Scholarship and Professionalism and the Student Honor Code: [http://programs.chicagobooth.edu/docs/handbook.pdf](http://programs.chicagobooth.edu/docs/handbook.pdf).

**Spring 2015 Graduates/Provisional Grades**

- **College students** may not take Booth classes in their graduating quarter, unless the course is not needed for graduation. Students should contact their advisor in the College to clarify.
- During week 8, Booth faculty members are asked for provisional grades for all current quarter graduating students in all classes, except Financial Accounting 30000, which is not eligible for provisional grades.
- Most faculty detail provisional course requirements in their syllabi; **it is the student’s responsibility to read and follow these requirements.**
- Students are not notified of the receipt of provisional grades, nor are they posted to students’ transcripts; the provisional grades are maintained internally in the Booth Registrar’s Office. Students are only notified if they fail to receive a provisional grade.

**Official Audit (Grade of R)**

- Students must first officially register for the course.
- Students must receive written consent (email) from the instructor and email the consent to the Booth Registrar’s Office by **Friday, week 2 (October 9).**
- Some courses do not permit auditors. Check the No Pass/Fail – No Auditors list before emailing faculty.
- An audit cannot be changed back to a letter grade after the week 2 deadline.

**Pass/Fail Grading**

- Some Booth faculty members do not allow Pass/Fail grading. Check the No Pass/Fail – No Auditors list before submitting a request.
- To request Pass/Fail grading, complete a Pass/Fail form and submit it to the Booth Registrar’s Office by **Friday, week 4 (October 23).**
- Pass/Fail grading cannot be changed back to a letter grade after the week 4 deadline.

**Drops/Withdrawals**

- To drop or withdraw from a Booth course, please email the Booth Registrar’s Office with your UCID and the course number to be dropped. **You must also drop your enrollment via classes.uchicago.edu.**
- The last day for a student to drop a course is **Friday, week 3 (October 16)** Beginning **Monday, week 4 (October 19)** a drop is a withdrawal and a ‘W’ grade will post on transcripts. Petitions for a withdrawal to be considered a late drop are conducted through the student’s department/division. If approved, the Booth Registrar’s Office must be notified.
- Beginning **Monday, week 8 (November 16),** faculty consent is required to withdraw from a Booth course.
- The last day to withdraw from a course with faculty consent is **Monday, week 8 (November 16).** Non-attendance does not constitute dropping or withdrawing. Failure to follow this procedure will result in a failing grade (‘F’).
- Students should check with their department for tuition repercussions.

**Incompletes**

- Requests for Incompletes must be approved by the instructor.
- An Incomplete form must be submitted to the Booth Registrar’s Office by **Friday, week 10 (December 4).**