

Post-Grad Policies and Procedures – Summer 2012

Drops and Withdrawals
<ul style="list-style-type: none"> ➤ The last day for alumni to drop a course is Friday, week 3 (July 6). Beginning Monday, week 4 (July 9) a drop is a withdrawal and a 'W' grade will post on transcripts, and count against the three course allotment. ➤ Beginning Monday, week 8 (August 6), faculty consent is required to withdraw from a Booth course. ➤ The last day to withdraw from a course with faculty consent is Friday, week 9 (August 17). Non-attendance does not constitute dropping or withdrawing. Failure to follow this procedure will result in a failing grade ('F').
Official Audit (Grade of R)
<ul style="list-style-type: none"> ➤ Alumni are not permitted to audit Post-Grad courses. ➤ Courses must be taken for a grade, or on a pass/fail basis if permitted.
Pass/Fail Grading
<ul style="list-style-type: none"> ➤ To request Pass/Fail grading, alumni must complete a Pass/Fail form and submit to Linnea Battles by Friday, week 4 (July 13). ➤ Some Booth faculty members do not allow Pass/Fail grading. Check the No Pass/Fail list before submitting a request. ➤ Pass/Fail grading cannot be changed back to a letter grade after the week 4 deadline.
Incomplete Grade
<ul style="list-style-type: none"> ➤ Requests for Incompletes must be approved by the instructor, and an Incomplete form must be submitted to Linnea Battles by Friday, week 9 (August 17).
CNet ID
<p style="text-align: center;"><i>A CNetID is a user name used to connect you to common NSIT services and many non-NSIT sites.</i></p> <ul style="list-style-type: none"> ➤ If you're a recent graduate, your CNetID remains active up to two quarters after graduating from the Booth. ➤ If you've never had a CNetID or it's been more than two quarters since graduation, you can establish a CNet account with NSIT by going to the CNet account management page and selecting the "Create your CNetID and Password" link.
Access to Chalk
<p>What is Chalk?</p> <p>Alumni enrolled in Chalk-hosted courses can access course materials and assignments or take online tests and surveys, faculty can maintain and post grades using the Grade Center and encourage communication and participation through the Discussion Board, and blog and wiki tools.</p> <p>Notes about Chalk:</p> <ul style="list-style-type: none"> ➤ Not all Booth faculty members use Chalk. ➤ If you have a University restriction, you might not be able to view Chalk sites when you log in. ➤ If you register for a Booth course, and the course has a Chalk site, it may take up to 48 – 72 hours for the site to appear when you log in. ➤ Contact Linnea Battles for help with accessing your Chalk sites.
Access to Booth Resources
<ul style="list-style-type: none"> ➤ Alumni are not permitted to reserve study group rooms. ➤ Alumni do not receive access to the Harper or Gleacher centers during non-Business hours. ➤ Booth name tent-cards will be placed in the red alumni mail folders located in the lobby of the Gleacher Center after registration (and only for alumni registered for classes at the Gleacher Center).