# Booth Policies for Graham School Students
## Spring 2015

### Book Course Fee
In the past, students who enrolled in Booth courses purchased custom course packs at Barnes and Noble. Effective Autumn 2013, cases, articles, and simulations will be 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 textbook in addition to this expense, as this fee replaces only the custom course pack. **This fee is non-refundable for courses dropped after Friday, April 10.**

### Honor Code/Policies
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).

### Individual Study
- Booth Assistant, Associate, Clinical or Full Professors are eligible to sponsor an Independent Study.
- An [Individual Study form](#) must be submitted to Linnea Battles by **Friday, Week 2 (April 10).**

### 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 Linnea Battles by **Friday, week 2 (April 10).**
- 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.
- Reference the [No Pass/Fail list](#) before submitting a request; no exceptions are granted.
- To request Pass/Fail grading, students must complete a [Pass/Fail form](#) and submit to Linnea Battles by **Friday, Week 4 (April 24).** After this deadline, no changes to the Pass/Fail grading request may be made.

### Drops/Withdrawals
- After the conclusion of online registration, drops and withdrawals should be submitted to the Graham School. Check with the Graham School for tuition repercussions.
- The last day for a student to drop a course is **Friday, Week 3 (April 17).** Beginning **Monday, week 4 (April 20)** a drop is a withdrawal and a ‘W’ grade will post on the transcript. Petitions for a withdrawal to be considered a late drop are approved through the Graham School.
- Beginning **Monday, Week 8 (May 18),** faculty consent is required to withdraw from a Booth course. The last day to withdraw from a course with faculty consent is Friday, **Week 10 (June 5).** Non-attendance does not constitute dropping or withdrawing. Failure to follow this procedure will result in a failing grade (‘F’).

### Incomplete Grades
- Requests for Incompletes must be approved by the instructor
- An [Incomplete form](#) must be submitted to Linnea Battles by **Friday, Week 10 (June 5).**