

COURSE POLICIES FOR RESIDENTIAL MASTER'S DEGREE PROGRAMS

ELECTIVE COURSES

Students register for fall-term Yale SOM elective courses during the summer, and for spring-term SOM elective courses late in the fall term. Students are permitted to rearrange their elective course selections during an Add/Drop period at the beginning of each term. Students will have one week at the start of the term to add and drop courses. After the Add/Drop period, students may not change their course schedule except by completing a Late Add/Drop Form, which requires the approval of the registrar; dropping a course after the Add/Drop period also requires permission of the instructor. In addition, a late fee of \$25 per transaction will be charged to the student making approved schedule changes after the deadline. No course may be dropped after half the class sessions for a course have been held. If extenuating circumstances arise after half the class sessions for a course have been held, students can petition to drop the course. The circumstances and petition are reviewed by the Registrar's Office and Academic Affairs and Student Life. If approved, the late fee increases to \$50 per transaction.

Students may not be enrolled in courses that overlap in time with one another. At the end of the Add/Drop period, all students with course conflicts will be removed from one of the overlapping courses by the SOM registrar.

Students who obtain late enrollment in a course (either via the course auction or through Add/Drop) must attend all course sessions at the start of the term before their enrollment is finalized. Failure to do so may disqualify them from enrolling.

If a student is enrolled in a course at the end of the Add/Drop period, but does not complete the work of the course and does not receive the appropriate permission either to drop the course or to receive an Incomplete (see Incomplete Course Work, above), a grade of Fail will be recorded. No student may receive credit for a course that the student has previously audited.

Students wishing to enroll in more than 24 units of courses per term must obtain approval from the dean of students.

INDEPENDENT READING AND RESEARCH

This course provides an opportunity for students and faculty to work together on projects of mutual interest outside the structure of normal courses. Each independent project must have a sponsor who is a member of the Yale full-time faculty. Students must submit a Petition for Independent Study that includes the project proposal and the faculty sponsor's signature. The proposal must indicate the means by which the student's performance is to be evaluated (e.g., weekly assignments, final paper, etc.), as well as the scope of the project. A project will be assigned a course number of MGT 690 and can be worth up to 4 units. No more than 4 units of Independent Reading and Research may be undertaken in a term without the permission of the dean of students.

The dean of students must also approve the project before the course is entered on the student's record. Forms are due within the first two weeks of the term in which the project will take place. Late add or drop fees will apply for changes made after this date. Petition forms are available on the SOM internal website and from the registrar.

NON-SOM COURSES

Yale SOM students who take courses offered by another school at Yale University must comply with any enrollment procedures, restrictions, deadlines, and/or fees imposed by the school offering the course. In addition, the student must file the appropriate forms in the School of Management, as described below.

Students wishing to enroll in a course in Yale College, the Graduate School of Arts and Sciences, or one of the other professional schools at Yale must receive permission from the course instructor. Enrollment in a Law School course also requires authorization from the registrar of the Law School. Once the appropriate permissions have been obtained, the student should add the course online using the SOM Late Add/Drop Form.

Students may receive credit toward Yale SOM degrees for Yale College courses only if such credit has been authorized in advance by the dean of students. Petition forms for requesting credit for undergraduate courses are available on the SOM internal website or from Academic Affairs and Student Life. The course will not be posted on the student's record until credit has been authorized.

In some schools, students may be offered the individual option of taking a course on a Pass/Fail or Credit/D/Fail basis. SOM students are not permitted to elect such an option.

Students are not permitted to enroll in courses outside Yale University. Furthermore, with the exception of approved courses taken as part of the International Exchange, no credit will be given by the school for any course taken outside Yale University.

The credit to be awarded for courses offered by Yale College, the Graduate School of Arts and Sciences, or one of the other professional schools at Yale will be determined by the registrar, in consultation with the dean of students. Courses offered by Yale College and the graduate school typically carry 4 units of credit at SOM. Enrollment in an undergraduate course for SOM degree credit typically requires additional work for the course.

AUDITING

Students may, with the permission of the instructor, audit Yale SOM elective courses or courses in another school in Yale University. The normal expectation for auditors is attending all class meetings; instructors may set additional conditions. Audited classes will appear on the transcript only if the instructor certifies that the conditions for auditing have been met. Auditing of SOM core courses is not permitted. No student may take for credit a course that the student has previously audited.

Any person who is not a degree candidate at Yale University and who wishes to audit a Yale SOM course must obtain written permission from the SOM faculty member teaching the course and the dean of students. SOM does not issue transcripts for

courses audited under this arrangement. The charge for non-Yale students to audit a course is one-ninth of the SOM tuition for the year.

COURSE EVALUATIONS

At the end of each course, students are asked to evaluate the course and instructor. The course evaluation results are given to the instructor, relevant department chairs, dean of students, deputy dean, and dean of the school, and the aggregate results are available for review on the SOM internal website after the grades have been submitted.