Policies

MBA Policies

Academic Probation/Suspension

The following standards apply to students who start the MBA program in August 2016 or later: The cumulative academic performance of a student is evaluated at the end of each semester to determine continuation eligibility. All attempted and completed course work will be reviewed. When a student’s cumulative performance meets one of the following conditions, their record will be brought to the Academic Review Committee for review. If the student remains enrolled, their record will continue to be reviewed at the end of each term.

1. Two or more No Pass (NP) grades are earned or
2. Three or more Low Pass (LP) grades are earned or
3. The combination of No Pass (NP) and Low Pass (LP) grades meets or exceeds three grades or 6 credit hours.

Grades

• HP (High Pass): Up to top 20% of any section/course
• P (Pass): Satisfactory performance
• LP (Low Pass): Minimum level of acceptable performance
• NP (No Pass): If a required course, course must be repeated

Additional Grades

An “I” (for incomplete work) may be given to a student when extenuating circumstances preclude the satisfactory completion of course work during the semester in which a particular course is taken. With permission of the instructor, students have 60 days after the final exam in which to make up incomplete work. After 60 days, the grade is automatically changed to “NP.” A grade of “L” indicates a successful audit. A grade of “Z” indicates an unsuccessful audit. A grade of “N” indicates that the professor has not yet turned in a grade. If the student feels that this is an error, they should first contact the professor for the course. If the professor is unable to provide an explanation for the unreported grade, the student should contact the MBA Registrar.

Grade Changes

A nondisciplinary grade may be changed only by the professor in whose course the grade was initially given. A faculty member may change a grade from an "N" or "I" to a pass/fail grade, provided that the work is made up within 60 days of the completion of the course. Exceptions to the 60-day limit must be discussed with the Director of MBA Student Affairs.

Professional/Academic Integrity

Olin Business School is a community of individuals with diverse backgrounds and interests who share certain fundamental goals. Primary among these goals is the creation and maintenance of an atmosphere conducive to the learning and personal growth of everyone in the community.

Becoming a member of the Olin community is a privilege that brings certain responsibilities and expectations. The success of Olin in attaining its goals and maintaining its reputation of academic excellence depends on the willingness of its members, both collectively and individually, to meet their responsibilities. It is imperative that all individuals associated with Olin conduct themselves with the utmost integrity in all aspects of their life, both on and off campus.

Plagiarism and other forms of cheating will not be tolerated. Where a student has violated the integrity of the academic community, an instructor may recommend that the student be brought before the Academic Review Committee. Olin Business School’s Code of Conduct (PDF) is available on the Olin website.

Course Waivers

Waivers are intended to allow students to avoid redundant study of subjects already mastered. They do not reduce the number of credits required to earn the degree.

No more than two required MBA core courses can be waived. The following courses may not be waived:

• MGT 5311 Intro to Management and Strategy
• MGT 5305 The Global Business Environment in the 21st Century
• MGT 560P Business Models in a Global Context
• MGT 560Q Implementing Strategy through Global Operations
• MGT 560R General Management Practice for International Business
• MGT 560T Effective Communication for Business Leaders
• MGT 560U Global Institutions and Values
• MGT 560V Values-Based/Data Driven Decision Making
• OB 500F Foundations for Impactful Teamwork
• OB 5621 Leadership Development

Transfer Credit

As many as 9 units of transfer credit may be accepted toward Olin MBA degree requirements, provided that the following have occurred:


• The credits were taken at the graduate level at another business school program accredited by the Association to Advance Collegiate Schools of Business (AACSB).
• It can be demonstrated (e.g., by course syllabi) that the course work taken is comparable in content (for required courses) or acceptable in quality (for elective courses) to Washington University courses.
• A grade of B or better was achieved in the course work for which transfer credit is requested.

Students seeking the acceptance of transfer credit should submit a transcript, applicable syllabi, and a statement requesting a review of the proposed course work to the MBA Registrar.

Curricular Practical Training (CPT)
CPT is work that is a part of a structured program offered in the curriculum. Examples of CPT at Olin include summer internships and internships during the final semesters of the program. Students must complete one academic year (both fall and spring semesters) before becoming eligible for CPT.

Credits earned for CPT courses will not be counted toward the total necessary for the completion of the MBA degree. Students interested in registering for CPT should contact the Office for International Students and Scholars (OISS) and the Sam Fox Registrar’s Office.

Independent Study
Graduate students who wish to enroll in independent study must submit a petition and written proposal to their sponsoring faculty member and to the Graduate Programs Registrar for evaluation and approval by the Academic Review Committee. Approved proposals are due to the Olin registrar by the course add deadline for the semester. Proposals submitted to the registrar past the deadline will not be considered. Students must be in good academic standing to be approved for independent study.

Leave of Absence (LOA)
Students are generally granted an LOA for up to one calendar year. Leave requests for longer than one year may be granted in unusual circumstances.

Students permitted to take an LOA should contact the Graduate Programs Office as early as possible prior to the return semester. If returning during a fall semester, contact should be made by early April if possible (for online registration) but no later than early July. If returning during a spring semester, contact should be made no later than early November.

Students considering an LOA will ordinarily receive a tuition refund based on the last date of class attendance as follows:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Within the second week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>Within the third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Within the fourth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the fourth week of classes</td>
<td>No refund or withdrawal</td>
</tr>
</tbody>
</table>

Mini-Term Courses

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>After the first week and before the end of the third week</td>
<td>75%</td>
</tr>
<tr>
<td>After the third week and before the end of the seventh week</td>
<td>50%</td>
</tr>
<tr>
<td>After the seventh week and before the end of the eighth week</td>
<td>25%</td>
</tr>
<tr>
<td>After the eighth week of classes</td>
<td>No refund or withdrawal</td>
</tr>
</tbody>
</table>

There is no refund after the eighth week of the semester except for health reasons. Such reasons must be verified by a physician, in which case the business school will make a prorated refund of tuition if notice of withdrawal is received before the end of the twelfth week of the semester.

The Assistant Dean for Graduate Programs will determine whether a student’s scholarship will be renewed after an LOA. When the student returns, the current tuition rate will apply. If a student returning from an LOA has already paid one full semester of tuition and pays tuition for an additional three semesters but does not have the required credits to graduate, a petition may be made to the Assistant Dean for Graduate Programs for the student to take the number of hours required to graduate at a reduced tuition rate. The Dean will determine whether to waive any portion of tuition for hardship situations.

Student Loans
The regulations for the return of Title IV funds (i.e., Perkins, Stafford and Grad PLUS loans) require the school to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance. Up through the 60% point in each period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV funds that they were scheduled to receive during the period.
Add/Drop and Audit Policy

Students may drop or add a course to their registration during specified periods at the beginning of each term; please refer to the Academic Calendar. A faculty member’s signature is not required to add or drop a class.

Dropping or Withdrawing From a Course

Before the first day of a short (three-day or week-long) course, within the first two weeks of a mini-semester course, or within the first three weeks of a semester-long course, students may drop a course. Dropped courses will not appear on the transcript.

Students may withdraw from a mini-semester course within two to three weeks and from a full-semester course within three to eight weeks. Withdrawn courses remain on the transcript with an indication of "W."

After three weeks of a mini-course or eight weeks of a full-semester course, students may petition to withdraw for extenuating circumstances.

Auditing a Course

Students wishing to audit a course (grade option "A") must first speak with the professor of the course to determine if auditing is an option and, if so, to learn the specific requirements for a successful audit. If approval is granted, the student should then request that the course instructor email Olin’s Registrar. The Registrar will then change the grade option for the course from "P" to "A."

Audited courses do not apply to the credits required to graduate, but they do apply to the maximum credits allowed each semester without additional tuition being required. Audited courses are listed on student transcripts. A grade of "L" is given for a successful audit, and a grade of "Z" is given for an unsuccessful audit.

Audited courses do not meet prerequisite requirements. For example, if Course A is listed as a prerequisite for Course B and the student has audited Course A, then that student has not met the prerequisite requirement for Course B. In this case, instructor permission would be required in order for the student to take Course B.

Intent to Graduate

All Washington University students are required to file an Intent to Graduate form on WebSTAC in order to graduate or to participate in Commencement exercises. If the student is completing more than one degree program at the University, they must file for each degree program and provide all of the requested information. If the student filed their intent previously and did not graduate at the intended time, they must complete a new Intent to Graduate form.

PMBA Policies

Attendance Policy

All methods of instruction within Olin are based on the assumption that a student will be in class at each meeting and prepared for active participation in the class. It is recognized that emergencies, illness, business commitments or other engagements may result in the student’s absence; however, the student is expected to hold such absences to an absolute minimum. Performance and grading may be affected by a lack of attendance, depending on the individual faculty member’s policy. If for any reason a student will miss a series of classes, they must be sure to notify their academic adviser so that their instructors may be notified.

Regardless of the reasons for their absences, students are responsible for all work assigned for the class meetings missed. Written work assigned should be submitted in advance, if possible.

Course Work in Other Divisions

The business school recognizes that students may wish to take course work outside of Olin in order to achieve an individual education. Students may elect to take course work in other divisions of Washington University, providing the course work is acceptable for graduate credit, has a managerial orientation, and there is prior approval of the course work by the Academic Review Committee. Students should check in the Graduate Programs Office for the list of approved outside courses.

Transfer Credit

As many as 9 units of transfer credit may be accepted toward Olin PMBA degree requirements, provided that the following have occurred:

• The credits were taken at the graduate level at another business school program accredited by the Association to Advance Collegiate Schools of Business (AACSB).

• It can be demonstrated (e.g., by course syllabi) that the course work taken is comparable in content (for required courses) or acceptable in quality (for elective courses) to Washington University courses.

• A grade of B or better was achieved in the course work for which transfer credit is requested.

Students seeking the acceptance of transfer credit should submit a transcript and a statement requesting a review of the proposed course work to their academic adviser.

A student who must leave the St. Louis area when within 9 credit hours of completing the PMBA degree requirements may be considered for the acceptance of transfer credit. In this case, the student — with prior approval — may receive up to 9 hours of transfer credit from another institution. Approval of this
transfer credit requires the filing of a petition with descriptions of proposed courses with the academic adviser for processing by the Academic Review Committee. The "seven-year clock" will be taken into account when transferring credit.

**Petition Procedures**

The Academic Review Committee is a faculty committee appointed by the Dean to review the academic performance of the school’s student body and to hear petitions from students requesting that an exception be made to general school policy. Exceptions may be made to existing policies and practices of the school if the committee feels there is a compelling rationale. The Academic Review Committee is viewed as an extension of the faculty as a whole and represents both the Dean and the faculty in its consideration of individual petitions.

A partial list of considerations that fall under the purview of the petition process are as follows: (1) course work to be taken at another institution; (2) independent study requests; (3) appeals of academic probation or academic suspension (disciplinary suspensions are handled by the Disciplinary Committee on an appeal basis); and (4) requests for an exception to normal school policy.

A petition for the Academic Review Committee should be submitted to the academic adviser. Petitions should include a clear and concise statement of what the student is attempting to do and the rationale that the student feels justifies the petition. Petition forms are available in the Graduate Programs Office (Knight Hall, room 310) or online on the PMBA CampusGroups page.

**Transfers Between Full- and Part-Time MBA Programs**

Students interested in transferring between the full- and part-time MBA programs should contact their academic adviser. Students should be in good academic standing before making such a transfer. These transfers are not encouraged, but they may occasionally be feasible after the completion of the first four semesters of required course work.

**Withdrawal From the University**

Should it become necessary for a student to totally withdraw from the University, an appointment should be made with the academic adviser to discuss specific circumstances. The date on which a student’s written request is received or the date that a student meets with the academic adviser will be used when determining tuition adjustments.

A refund schedule for PMBA students (https://olinwustl.campusgroups.com/pmba/policies-and-forms) is available online via CampusGroups. When students are forced to withdraw from the university due to an that makes attendance for the balance of the semester medically advisable, the university will make a prorated refund of tuition as of the actual date of withdrawal, provided that such withdrawal occurs prior to the twelfth week of the semester and that medical certification is made or verified by Student Health Services.

**Grades**

- HP (High Pass): Up to top 20% of any section/course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): If a required course, course must be repeated; there is no credit for NP

The cumulative academic performance of a student is evaluated at the end of each semester to determine continuation eligibility. All attempted and completed course work will be reviewed. When a student's cumulative performance meets one of the following conditions, their record will be brought to the Academic Review Committee for review. If the student remains enrolled, their record will continue to be reviewed at the end of each term.

- Two or more No Pass (NP) grades are earned or
- Three or more Low Pass (LP) grades are earned or
- The combination of No Pass (NP) and Low Pass (LP) grades meets or exceeds three grades or 6 credit hours.

**Note:** Grade-point averages and semester class rankings cannot be calculated.

**No Credit**

A grade of no credit (NCR) indicates one of the following:

- Withdrawal from a course later than halfway through the period scheduled for the course without the approval of the Academic Review Committee (The midpoint of a course is determined by taking the total number of class sessions [exclusive of the final exam] and dividing by 2.)
- A disciplinary proceeding penalty

**Incomplete Grade**

An “I” (for incomplete work) may be given to a student when extenuating circumstances preclude the satisfactory completion of course work during the semester in which a particular course is taken. With permission of the instructor, students have 60 days after the final exam in which to make up incomplete work. After 60 days, the grade automatically is changed to "NP." The instructor has discretion regarding the 60-day limit.

**Grade of "N"**

A notation of “N” in the grade column means that the professor has not yet submitted the grade.

**Grade Changes**

A nondisciplinary grade may be changed only by the professor in whose course the grade was initially given.
Dropping or Adding a Course

The dropping or adding of courses should be completed in a timely manner consistent with the printed deadlines maintained by Olin’s Registrar. Signature of a faculty member is not necessary to add a class.

Course Withdrawals

Within the first two weeks of a mini-course, it is possible to withdraw by completing the online drop/add procedure. When a student drops a course by the deadline, it is automatically deleted from the student’s record. Students who maintain enrollment beyond the deadline have accepted responsibility for completion of the course.

Dropping a course is a very costly decision and should be avoided except as a last resort. Not only does dropping a course have potential tuition implications, but it may also disrupt the integrated flow of the required curriculum by creating difficulties in elective study. Prior to dropping a course, the student should talk with the professor involved.

If extenuating health or other circumstances indicate a need to drop a course after the midpoint, a petition detailing the particular circumstances may be filed with the Academic Review Committee of the school (see Petition Policies and Procedures). If a student’s petition to drop a course past the deadline is approved by the Academic Review Committee, the student’s grade in the course will be "W."

Course Waivers

Olin PMBA students may obtain a waiver for any required course, with the exception of the strategic management courses. In order to receive a waiver, the student must submit a petition to the instructor of the required course and obtain approval. This signed approval form must be submitted to the PMBA academic adviser. Please note that a waiver will not reduce the number of hours required to earn the PMBA degree. Moreover, it will generally be presumed that instructor approval will be granted only when the student has previously completed substantially equivalent course work during their prior education and/or demonstrated competency via work experience. Examples of student backgrounds for successfully waived courses include CPA designation (for waiving the financial accounting core course) and/or an undergraduate business major in a particular field (for waiving the core course in the same field.)

The course instructor may require the student to enroll in a specific substitution course. If no specific substitution course is required, students are free to substitute other MBA elective course work for which the stated prerequisites are met. The Director of PMBA Student Affairs is available to assist students with finding appropriate substitute courses and to answer questions about the waiver and substitution procedures.

Special Curriculum Opportunities

Independent Study: Special Topics in Management

Independent study under the direction of a faculty member is available on a selective basis. The purpose of independent study is to provide an opportunity for students to pursue subject matter beyond the specific course offerings found in the business school. Independent study is not viewed as a vehicle for getting credit for something in which the student may already be involved (e.g., a job, a project in another course). Rather, it is an opportunity for a student to get more in-depth exposure to an area of interest under the supervision and direction of a faculty member.

Typically, a student will discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Because faculty members have a variety of commitments, the student should have an independent study project fairly well thought out prior to seeking a faculty sponsor. Projects may receive from 1.5 to 6 academic credits, but normally no more than 3 credits are granted for any one semester. Students may apply a maximum of 6 hours of independent study credit toward the 54-hour degree requirement.

Once a project is agreed upon between the student and the professor, the student must submit a petition to the academic adviser for evaluation and approval by the Academic Review Committee. The petition should outline the topics to be covered, the texts or other research material to be used, and the research methodology to be employed. Students must be in good academic standing to be approved for independent study.

Student Non-Candidate for Degree (SNCD)

Students may be allowed to enroll in the Business School as with SNCD status for a maximum of 9 hours of course work under the following conditions:

• SNCD status is designed primarily for those who hold the MBA degree or a master’s degree in a related field. Those holding an MBA degree from an AACSB-accredited master’s degree program may apply by submitting an official transcript indicating the date of the MBA degree, an SNCD application, and a nonrefundable application fee. Applications will be reviewed by the Admissions Committee.
• Enrollments as SNCD will be allowed only if there is space available in the course. SNCD students will be required to meet the normal requirements of the course in which they are enrolled.

• A maximum of 9 hours may be taken under SNCD status. The waiving of a prerequisite for an SNCD student does not constitute fulfillment of that requirement if the individual should be admitted to the MBA program at a later date.

• All courses must be taken for credit; no audits are allowed.

SNCD status does not guarantee later admission to the MBA program. Written permission must be requested for each course a student wishes to take under SNCD status. SNCD status must be approved for each semester of enrollment.

**SMP Policies**

**Academic Performance Standards**

The following standards apply to students who start the SMP program in June 2019 or later. Students must maintain a cumulative grade-point average of 3.0 or higher. The academic performance of every student is evaluated at the end of each semester to determine continuation eligibility. All attempted and completed course work will be reviewed. When a student’s cumulative performance falls below a 3.0 GPA, they will be placed on academic probation. Continued performance below a 3.0 cumulative GPA will result in consideration for further academic action from the Academic Review Committee.

**Grading Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>GPA Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/A+</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Additional Grades**

An "I" (for incomplete work) may be given to a student when extenuating circumstances preclude the satisfactory completion of course work during the semester in which a particular course is taken. With permission from the instructor, students will have 60 days after the final exam in which to make up incomplete work. After 60 days, the grade is automatically changed to an "F." A grade of "L" indicates a successful audit. A grade of "Z" indicates an unsuccessful audit. A grade of "N" indicates that the professor has not yet turned in a grade. If the student feels that there is an error, they should first contact the professor of the course. If the professor is unable to provide an explanation for the unreported grade, the student should contact the SMP Registrar.

**Grade Changes and Retaking a Course**

A nondisciplinary grade may be changed only by the professor in whose course the grade was initially given. A faculty member may change a grade from an "N" or "I" to a letter grade provided that the work is made up within 60 days of the completion of the course. Exceptions to the 60-day limit must be discussed with the Assistant Dean of Academic Advising and Student Affairs.

Students who fail a required course must retake the course. Students may choose to retake failed elective courses but are not required to do so. Students will not earn course credit required for program completion for failed courses.

Upon passing completion of a retaken course as a result of failure due to a lack of academic proficiency, a student’s transcript will show an “R” next to the grade earned for the initial course, indicating that it has been retaken, and a letter grade for the second attempt of the course. Only the grade earned during the retaken attempt of the course, better or worse, will affect the student’s cumulative GPA.

Upon passing completion of a retaken course as a result of failure due to an academic integrity violation, a student’s transcript will show the grade for each taking of the course. The grades earned during both the initial and the retaken attempts of the course will affect the student’s cumulative GPA.

Students may not retake courses that they do not fail. A student with a personal or medical emergency may petition for exception to the Academic Review Committee.

**Course Waivers**

Waivers are intended to allow students to avoid redundant study of subjects already mastered. They do not reduce the number of credits required to earn the degree. The waiver request form (PDF) (https://olinwustl.campusgroups.com/get_file?eid=694f4bad4f562a6f0a0d596e02891be6) is available on the CampusGroups page and in the Graduate Programs Office.

SMP program policies state that no more than two required SMP core courses can be waived.

**Transfer Credit**

As many as 9 units of transfer credit may be accepted toward Olin SMP degree requirements, provided that the following have occurred:
• The credits were taken at the graduate level at another business school program accredited by the Association to Advance Collegiate Schools of Business (AACSB).
• It can be demonstrated (e.g., by course syllabi) that the course work taken is comparable in content (for required courses) or acceptable in quality (for elective courses) to Washington University courses.
• A grade of B or better was achieved in the course work for which transfer credit is requested.

Students seeking the acceptance of transfer credit should submit a transcript, applicable syllabi, and a statement requesting a review of the proposed course work to the Graduate Programs Registrar.

Course Registration

Prior to Registration

• Students should review the degree requirements (https://olin.wustl.edu/EN-US/academic-programs/specialized-masters-programs/Pages/default.aspx) for their program.
• Students should review the lists of courses offered during the upcoming semester.
  • Courses offered to SMP students are found on the “SMP Required Courses” and “SMP Elective Courses” lists of the corresponding semester.
  • SMP students may enroll in certain “PMBA Elective Courses” on a space-available basis, so that listing should be reviewed as well.
  • Students should carefully review the “Notes” section of each course listing.
  • SMP students may not register for courses/sections found only on the listings for Executive MBA (EMBA) programs.
  • Unless special permission is granted, SMP students do not take Olin undergraduate (BSBA program) courses (course levels 100-400) or courses with department code B5X. SMP-level courses are all 500-level courses under department code B6X.
• Students should review course descriptions for details about course content and any prerequisite requirements.
  • Students are subject to removal from courses in which they do not meet prerequisite requirements.
  • Students may use WebSTAC’s “Registration Worksheet” tool for planning purposes. However, course registration must be completed separately in the “Registration” section once the registration period begins. Schedules planned in the “Registration Worksheet” do not automatically transfer to the “Registration” section.
  • Students must schedule an appointment with an academic adviser at least once per semester.
• Appointments can be made using the adviser’s ScheduleOnce link, via email, or by stopping at the front desk of the Graduate Programs Office.
• Students should register as early as possible for both Mini A and Mini B courses to minimize the likelihood of being placed on waitlists. This also helps to ensure timely book and packet orders.
• Students need to be sure to include any required courses in their planning:
  • Required courses often have multiple sections offered simultaneously. Students must enroll in an open section of the course. If they try to enroll in a section that is full, they will be removed from the waitlist and asked to enroll in a section with open seats.
  • Students may not enroll in one section of a class and remain on the waitlist for another section of the class.
• Note: Some students prefer certain sections to others. If a student desires a specific section of a course, they should be sure to register for classes as soon as they are able to do so.

Registration Instructions

WebSTAC (https://acadinfo.wustl.edu) is Washington University’s system for course registration. It also allows students to check their enrollment status, view their grades, view their billing and account information, and update their contact information. Logging in to WebSTAC requires a WUSTL Key and a password. WebSTAC has a feature that allows passwords to be reset after a passphrase and hint are established. Students who have not yet set up a passphrase and hint should be sure to change the grade option for the course from “C” to “A.” email the Olin Academic Affairs Office; a registrar will respond. If auditing is an option and, if so, to learn the specific requirements for a successful audit. If approval is granted, the student should then request that the course instructor email the Olin Academic Affairs Office; a registrar will change the grade option for the course from “C” to “A.”

• Once logged on to WebSTAC, students should select the “Registration” item from the menu to register for courses. Students may also go to a completed “Registration Worksheet” and select from there the courses in which they would like to enroll.
• Students must pay close attention to the specific class section for which they are registering (i.e., 01, 02 or 03).
• Students should select the “C” (letter grade) grading option. This grading option corresponds with the SMP grading system. SMP students may not select the “P” (pass) option, and courses taken on a pass/fail basis may not count toward the SMP credits required for graduation.
• Students wishing to audit a course (grade option “A”) must first speak with the professor of the course to determine if auditing is an option and, if so, to learn the specific requirements for a successful audit. If approval is granted, the student should then request that the course instructor email the Olin Academic Affairs Office; a registrar will change the grade option for the course from “C” to “A.”
Curricular Practical Training (CPT)

CPT is work that is a part of a structured program offered in the curriculum. Examples of CPT at Olin include summer internships and internships during the final semesters of the program.

- Students must get approval from Olin, enroll in the CPT-approved course, and then obtain approval from the Office for International Students and Scholars (OISS).
- Students must complete one academic year (both fall and spring semesters) before becoming eligible for CPT.

Enrolling in CPT

After a student has accepted an offer of paid or unpaid employment, they must follow these instructions:

1. Report the offer to the Weston Career Center.
2. Request that the company mail or email an offer letter on company letterhead to the student or directly to the staff adviser.

3. Complete the CPT application form, which can be found on the CampusGroups page or in the Graduate Program’s Office. Do not sign and date. The student's signature will be added when they pick up their I-20 from OISS at the end of this process.

4. Submit the completed form and a copy of the offer letter to their adviser in the Graduate Programs Office for their signature. The adviser will return this form to the student within 24 hours. When this occurs, the student will be enrolled in B63 MGT 513 Special Topics in Management for the current term.

- Credit hours = 0.50; grading method = pass/fail
- Note: Students will not be charged tuition for this 0.50 credit course during the summer term.
- If students choose to continue CPT after the summer term, the 0.50 credit will count toward their semester total.
- These credit hours do not count toward the student’s degree total credit requirements.
- This course is tied to semester dates. Therefore, if employment extends beyond one semester, this entire process must be repeated before the new semester begins.
- A summary paper or final project must be submitted at the end of the semester to successfully complete the course.

5. Submit the signed CPT application form to the OISS. The OISS will issue the student a new I-20 based on the offer letter’s dates of employment. These must fall within the semester dates listed above.

6. Pick up the new I-20 from the OISS before starting the internship. The new I-20s will be ready two to five business days after the CPT application form has been received by the OISS. The entire process, after the submission of the offer letter, will take three to seven business days. Students will need to present the I-20 to their employer on their first day of work.

7. Read the important information about CPT Employment & Training (https://oiss.wustl.edu/students/employment-training) on the OISS website.

- Status: Part-time work is considered up to 20 hours/week. Full-time work is considered 21 to 40 hours/week. Students are permitted to work part-time during the academic year (fall and spring semesters), but they can work part-time or full-time during the summer semester.
- Length of internship: Four weeks is the minimum for part-time internships; eight weeks is the minimum for full-time internships.
- 2019-20 semester dates:
  - Summer 2018: May 9 through August 25
  - Fall 2019: August 26 through December 31
  - Spring 2019: January 1 through May 6

- Audited courses do not apply to the credits required to graduate, but they do apply to the maximum credits allowed each semester without paying additional tuition.
- Audited courses are listed on student transcripts. A grade of "L" is given for a successful audit, and a grade of "Z" is given for an unsuccessful audit.
- Audited courses do not meet prerequisite requirements. For example, if Course A is listed as a prerequisite for Course B and the student has audited Course A, then that student has not met the prerequisite requirement for Course B. In this case, instructor permission would be required in order for the student to take Course B.
- WebSTAC is designed to prevent students from being simultaneously enrolled for two conflicting classes. However, it treats all courses as “semester” courses, so it may return a “time conflict error” when a student attempts to enroll in Term A and Term B courses that meet on the same day of the week at the same time. If this error message appears, verify that the classes actually do not conflict and then override the message to enroll in both courses.
- If a course has reached capacity, students are asked if they wish to be placed on the waitlist. Students on waitlists are automatically enrolled in the class as seats open up. It is the student’s responsibility to monitor their waitlist status and to make any necessary adds or drops.
- During the first two weeks of registration, students enrolling in short (weekend and weeklong) courses and selecting other courses will automatically be directed to the waitlist. Students should review the “Notes” section of the elective course listings for complete details.
- If a student has not met the prerequisite requirement for Course B and the student has audited Course A, then the student’s signature will be added when they pick up their I-20 from OISS at the end of this process.
Intent to Graduate

All Washington University in St. Louis students are required to file an Intent to Graduate (ITG) form on WebSTAC in order to graduate or to participate in Commencement exercises.

If the student is completing more than one degree program at Washington University, they must file for each degree program and provide all of the requested information.

Filing Deadlines (dates subject to change)

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Intent to Graduate Filing Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/19/2019</td>
<td>10/01/2019</td>
</tr>
<tr>
<td>05/17/2020</td>
<td>12/19/2019</td>
</tr>
<tr>
<td>08/14/2020</td>
<td>08/01/2020</td>
</tr>
</tbody>
</table>

If the student filed previously an ITG form and did not graduate at the intended time, they must complete a new ITG form.

Note: There is no early graduation. Regardless of when a student completes all of their course work, they must choose one of the three offered graduation dates.

After Filing the ITG Form

After the student files the ITG form, Olin is notified to consider them as a candidate for degree. The student's academic adviser will evaluate their record to determine whether they have met degree requirements and then submit the names of all final degree recipients to the university registrar. The Office of the University Registrar will post the student's degree and conferral dates to the student's record. If the student fails to complete the degree requirements, they must refile the ITG form for a subsequent degree period.

Add/Drop and Audit Policy

Students may drop or add a course to their registration during specified periods at the beginning of each term; please refer to the Academic Calendar. A faculty member's signature is not required to add or drop a class.

Adding a Course

Sign on to WebSTAC (https://acadinfo.wustl.edu) and select "Add a Course" from the registration main menu.

Dropping or Withdrawing From a Course

Sign on to WebSTAC and select "Drop a Course" from the registration main menu.

Before the first day of a short (three-day or week-long) course, within the first two weeks of a mini-semester course, or within the first three weeks of a semester-long course, students may drop a course. Dropped courses will not appear on the transcript. Students may withdraw from a mini-semester course within two to three weeks and from a full-semester course within three to eight weeks. Withdrawn courses remain on the transcript with an indication of "W."

After three weeks of a mini-course or eight weeks of a full-semester course, students may petition to withdraw from a course for extenuating circumstances by doing the following:

1. Filling out the Petition Form (PDF) (https://olinwustl.campusgroups.com/get_file?eid=590fbe37da923f805a26519e3c6ea0ad) (this can be found on the CampusGroups page or obtained through the academic adviser)
2. Submitting the petition to the Graduate Programs Registrar in Knight Hall 310

If the withdrawal is approved by the Academic Review Committee, the student's grade in the course will be "W."

Note: Consult the tuition refund schedule (http://bulletin.wustl.edu/grad/business/graduate-masters/financial) for a detailed description of refunds.

Auditing a Course

Students wishing to audit a course (grade option "A") must first speak with the professor of the course to determine if auditing is an option and, if so, to learn the specific requirements for a successful audit. If approval is granted, the student should then request that the course instructor email the Olin Academic Affairs Office; a registrar will change the grade option for the course from "P" to "A."

- Audited courses do not apply to the credits required to graduate, but they do apply to the maximum credits allowed each semester without paying additional tuition.
- Audited courses are listed on student transcripts. A grade of "L" is given for a successful audit, and a grade of "Z" is given for an unsuccessful audit.
- Audited courses do not meet prerequisite requirements. For example, if Course A is listed as a prerequisite for Course B and the student has audited Course A, then that student has not met the prerequisite requirement for Course B. In this case, instructor permission would be required in order for the student to take Course B.

Independent Study

Independent study under the direction of a faculty member is available on a selective basis. The purpose of independent study is to provide an opportunity for students to pursue subject matter beyond the specific course offerings found in the business school. Independent study is not viewed as a vehicle for getting credit for something in which the student may already be
involved (e.g., a job, a project in another course). Rather, it is an opportunity for the student to get more in-depth exposure to an area of interest under the supervision and direction of a faculty member.

Typically, a student will discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Because faculty members have a variety of commitments, a student should have an independent study project fairly well thought out prior to seeking a faculty sponsor. Projects may receive from 0.5 to 6 academic credits, but normally no more than 3 credits are granted for any one semester. Students may apply a maximum of 6 hours of independent study credit toward their minimum degree requirements, with prior approval. This does not apply to independent study courses taken as part of CPT.

Once a project is agreed upon between the student and the professor, the student must submit a petition to the Graduate Programs Registrar for evaluation and approval by the Academic Review Committee. The petition should outline the topics to be covered, the texts or other research material to be used, and the research methodology to be employed. Students must be in good academic standing to be approved for independent study.

Group Study Room Policies and Reservations

The primary purpose of the Olin Business School group study rooms is to provide a place for Olin students and clients to engage in collaborative and cooperative study in small groups. The following policies exist to ensure that Olin students and clients have priority use of the rooms, that the rooms are appropriately maintained, and that clear rules are in place.

Group Study Room Reservation Policies

- Group study rooms in Bauer Hall and Knight Hall may be reserved only by Olin Business School degree candidates and only via the online reservation system. Students not enrolled in Olin Business School degree programs may not reserve these rooms.
- Group study rooms in Simon Hall and first floor of the Knight Center may be reserved by any Washington University student. Students not enrolled in Olin Business School degree programs may not reserve these rooms. They are subject to the policies below, as applicable.
- Groups study rooms in the Kopolow Library located in Simon Hall may be reserved by any Washington University student. Students should visit the library's front desk for information.
- Charles F. Knight Executive Education & Conference Center group study rooms (located on the second floor of the Knight Center) are strictly for the use of Olin Executive Education students and clients. Olin undergraduate and non-Executive SMP program graduate students may not use Knight Executive Education & Conference Center group study rooms under any circumstances. Knight Center group study rooms located on the first floor are available as noted below.
- Rooms are primarily intended for group use. A group is defined as two or more users engaged in collaborative study. Individuals engaged in simultaneous individual study are not considered a group.
- Bauer Hall/Knight Hall:
  - Group rooms may not be reserved for individual student use.
  - An individual may use an unoccupied or unreserved room. However, should a group need the room, the individual must vacate it. One group member must reserve the room using the online system at that time and prior to informing the individual that they must vacate it.
  - If no more than one individual representing a group reservation is present 15 minutes or more after the reservation start time, the reservation is considered forfeited, and the room may be used by another group during the time that the forfeited group had reserved it.
- Simon Hall and first floor of the Knight Center:
  - An online reservation system is not currently in place for the group study rooms in Simon Hall and on the first floor of Knight Center. An individual may use an unoccupied room. However, should a group wish to use the room, the individual must vacate it.

Room Usage Policies

- Room users are responsible for their personal property and should not leave items unattended. Olin Business School is not liable for loss or damage to personal property. Rooms cannot be reserved or held by placing personal belongings in them. Unattended items (e.g., purses, coats, laptops, binders) may be removed and taken to lost and found for safekeeping. Lost and found is located in the Undergraduate Office (Simon Hall) or in the Graduate Programs Office (Knight Hall and Bauer Hall).
- Rooms must be left clean and in good condition for the next users. Whiteboards must be erased and trash thrown away. “Do not erase” requests on the whiteboards will not be honored.
- Do not remove items from the group study rooms (e.g., chairs, markers, erasers, remotes).
- Should a room need to be cleaned or should an accident occur (e.g., a spilled beverage), students should email General Services (services@olin.wustl.edu) immediately.
- Should audiovisual assistance be required, students should email General Services (services@olin.wustl.edu).
- Violation of these policies may result in suspension from room reservation and usage. Students should report all violation issues to their program office.
Reservation Instructions

- Rooms in Bauer Hall, Knight Hall, and Knight Center (first floor only) are reserved through the Aramark reservations system. Complete instructions are found in the “Reserving Rooms” section of the General Services CampusGroups site.
- Reservations for the current day are displayed on the monitor outside each Knight Hall/Bauer Hall group study room. Reservations will also display on the GO WUSTL calendar of the student who has made the reservation on behalf of the group. First floor Knight Center study rooms are not equipped with a monitor outside of the room, but reservations will appear on the GO WUSTL calendar of the student who made the reservation.
- Reservations may be made up to two weeks in advance. Any reservations made in advance of two weeks will be charged a fee.
- Reservations are limited to a period of two hours in length.
- Maximum occupancy should be noted prior to making a reservation. Group size should not exceed the maximum.

Class Recording Policy

Any request for video recording must be approved by the professor first. It is the student's responsibility to alert the professors about any absence from class. In addition to having the class recorded, it is also strongly recommended that the student meet with the faculty member about additional assignments that can be completed to supplement the classroom engagement that will be missed.

Advance notice is appreciated if and when it is possible. It is sometimes impossible to make arrangements with the audiovisual team for last-minute requests, but we will all do our best to assist. If a student is making a last-minute request, they should email Kristy Collins (kristycollins@wustl.edu) after they submit the appropriate form.

Links to the recorded class will be emailed to Graduate Programs, who will then forward the link to the student.

For the SMP program, classes are video recorded under these specific circumstances:

1. An unexpected and serious personal situation arises (e.g., accident, illness, family crisis) that precludes the student from attending class for a relatively short period of time.
2. The student will be traveling for or with the sponsorship of the school, such as representing Olin in a national case competition, attending a prospective student recruiting event at the school's request, or attending a conference.
3. The request is made due to religious observances. The student must communicate with their professors in advance of the holiday.

Locker Policy

The Olin Business School has 144 lockers available for the sole use of students enrolled in Olin graduate business programs (i.e., SMP, MBA, and PMBA). They are located on the ground level of the Knight Center off of the hallway that links Knight Hall with the Knight Center.

- Lockers must be reserved on a first-come, first-served basis by filling out an online form, which can be found on the CampusGroups website.
- Signing up online only reserves the student's spot for a locker. In order to get their locker assignment, students must go to the Graduate Programs Office, located in Knight Hall 310, to sign the locker policy and receive their locker assignment. If the student does not sign the locker policy by Friday, September 7, at 5:00 p.m., their locker reservation will be canceled and the spot will open back up.
- Lockers are reserved for the entire academic year.
- Students must supply their own locks.
- Lockers will be monitored on a regular basis. A lock found on a locker that has not been assigned by the Graduate Programs Office will be cut off by General Services, and any contents will be removed. If, after completing the checkout process, a student finds that their assigned locker is in use (i.e., a lock is on it and/or contents are found inside), they should report this to the Graduate Programs Office immediately.

- Contents and locks must be removed by the first Monday after the end-of-semester final exam period. After that time, locks will be cut off and contents held at the Graduate Programs Office for approximately three weeks. After that time, contents will be surrendered to Campus Police. Students who have reserved a locker will be reminded of this via email and posted signs in the locker area several weeks before the end of the year.
- Olin Business School is not responsible for the loss, theft, or damage of items left in lockers.
- For the safety of materials and personal possessions, reserved lockers must be locked at all times.
- Items that emit noises or smells may not be placed in lockers.
- Lockers are also located on the mezzanine level of Simon Hall. These lockers are available on a first-come, first-served basis and do not require a reservation process.
Awards and Honors

Beta Gamma Sigma
Graduating SMP students will be considered for nomination to Beta Gamma Sigma, the national business honorary, if they rank in the top 20% of their graduating class. The rankings are based upon their GPA at the end of their second-to-last mini-term in the SMP program. August, December and May graduates are considered to be one graduating class for purposes of election to Beta Gamma Sigma. Nomination occurs in March.

Charles F. Knight Scholar Awards
The Charles F. Knight Scholar Awards are presented to the top 7.5% of SMP graduates. This distinction is based on the student's cumulative GPA, and it is awarded distinctively for each program.