

# 2021–22 Bulletin

Olin School of Business Graduate Programs



Washington University in St. Louis



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## About This Bulletin

The graduate and professional *Bulletins* are the catalogs of programs, degree requirements, courses that may be offered and course descriptions, pertinent university policies and faculty of the following schools of Washington University in St. Louis: Architecture & Urban Design; Art; Arts & Sciences; Business; Engineering; Law; Medicine; and Social Work & Public Health.

The *University College Bulletin* is the catalog of University College, the professional and continuing education division of Arts & Sciences at Washington University in St. Louis. The catalog includes programs, degree requirements, course descriptions and pertinent university policies for students earning a degree through University College.

The 2021-22 *Bulletin* is entirely online but may be downloaded in PDF format for printing. Individual pages as well as information from individual tabs may be downloaded in PDF format using the PDF icon in the top right corner of each page. To download the full PDF, please choose from the following:

- Architecture & Urban Design Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Grad\\_Arch.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Grad_Arch.pdf))
- Art Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Grad\\_Art.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Grad_Art.pdf))
- Arts & Sciences Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Grad\\_School.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Grad_School.pdf))
- Business Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Grad\\_Business.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Grad_Business.pdf))
- Engineering Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Grad\\_Engineering.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Grad_Engineering.pdf))
- Law Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Law.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Law.pdf))
- Medicine Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Medicine.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Medicine.pdf))
- Social Work & Public Health Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_Brown.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_Brown.pdf))
- University College Bulletin (undergraduate & graduate) (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2021-22\\_UCollege.pdf](http://bulletin.wustl.edu/grad/Bulletin_2021-22_UCollege.pdf))

The degree requirements and policies in the 2021-22 *Bulletin* apply to students entering Washington University during the 2021-22 academic year.

Courses at Washington University are coded by department and include a three- or four-digit number that generally means the following, although students should check with the school or department offering the courses to be certain:

- 100 to 199 are primarily for first-year students;
- 200 to 299 are primarily for sophomores;
- 300 to 399 are primarily for juniors;
- 400 to 499 are primarily for juniors and seniors, although certain courses may carry graduate credit; and
- 500 and above are offered to graduate students and to juniors and seniors who have met all stated requirements. (If there are no stated requirements, juniors and seniors should obtain permission of the instructor.)

*For example:* Course L07 105 is an introductory course offered by the Department of Chemistry (L07).

The presence of a course in this Bulletin signifies that it is part of the curriculum offered and may be scheduled for registration. Enrollment requirements are determined by term.

Every effort is made to ensure that the information, applicable policies and other materials presented in the *Bulletin* are accurate and correct as of the date of publication (October 14, 2021). To view changes that have taken place since the October 1, 2021, closing date of this edition, please visit the Program & Policy Updates page (<http://bulletin.wustl.edu/prior/2021-22/programupdates/>).

Washington University reserves the right to make changes at any time without prior notice. Therefore, the electronic version of the *Bulletin* may change from time to time without notice. The governing document at any given time is the then-current version of the *Bulletin*, as published online, and then-currently applicable policies and information are those contained in that *Bulletin*.

For the most current information about registration and available courses, visit WebSTAC (<https://acadinfo.wustl.edu>) and Course Listings (<https://courses.wustl.edu/Semester/Listing.aspx>), respectively. Please email the Bulletin editor, Jennifer Gann, ([jennifer.gann@wustl.edu](mailto:jennifer.gann@wustl.edu)) with any questions concerning the *Bulletin*.

# About Washington University in St. Louis

## Who We Are Today

Washington University in St. Louis — a medium-sized, independent university — is dedicated to challenging its faculty and students alike to seek new knowledge and greater understanding of an ever-changing, multicultural world. The university is counted among the world's leaders in teaching and research, and it draws students from all 50 states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. Students and faculty come from more than 100 countries around the world.

The university offers more than 250 programs and 5,500 courses leading to associate, bachelor's, master's, and doctoral degrees in a broad spectrum of traditional and interdisciplinary fields, with additional opportunities for minor concentrations and individualized programs. For more information about the university, please visit the University Facts (<http://wustl.edu/about/facts/>) page of our website.

## Enrollment by School

For enrollment information (<https://wustl.edu/about/university-facts/#students>), please visit the University Facts page of our website.

## Committed to Our Students: Mission Statement

Washington University's mission is to discover and disseminate knowledge and to protect the freedom of inquiry through research, teaching and learning.

Washington University creates an environment that encourages and supports an ethos of wide-ranging exploration. Washington University's faculty and staff strive to enhance the lives and livelihoods of students, of the people of the greater St. Louis community, of the country and of the world.

Our goals are as follows:

- to welcome students, faculty and staff from all backgrounds to create an inclusive community that is welcoming, nurturing and intellectually rigorous;
- to foster excellence in our teaching, research, scholarship and service;

- to prepare students with the attitudes, skills and habits of lifelong learning and leadership, thereby enabling them to be productive members of a global society; and
- to be an institution that excels by its accomplishments in our home community of St. Louis as well as in the nation and the world.

To this end, we intend to do the following:

- to judge ourselves by the most exacting standards;
- to attract people of great ability from diverse backgrounds;
- to encourage faculty and students to be bold, independent and creative thinkers;
- to provide an exemplary, respectful and responsive environment for living, teaching, learning and working for present and future generations; and
- to focus on meaningful, measurable results for all of our endeavors.

## Trustees & Administration

### Board of Trustees

Please visit the Board of Trustees website (<http://boardoftrustees.wustl.edu>) for more information.

### University Administration

In 1871, Washington University co-founder and then-Chancellor William Greenleaf Eliot sought a gift from Hudson E. Bridge, charter member of the university's Board of Directors, to endow the chancellorship. Soon it was renamed the "Hudson E. Bridge Chancellorship."

Led by the chancellor, the officers of the university administration (<http://wustl.edu/about/leadership/>) are detailed on the university website.

## Academic Calendar

The academic calendar of Washington University in St. Louis is designed to provide an optimal amount of classroom instruction and examination within a manageable time frame, facilitating our educational mission to promote learning among both students and faculty. Individual schools — particularly our graduate and professional schools — may have varying calendars due to the nature of particular fields of study. Please refer to each school's website for more information.

## Fall Semester 2021

College of Arts & Sciences, McKelvey School of Engineering, Olin Business School, Sam Fox School of Design & Visual Arts, and University College

Date	Day	Description
August 30	Monday	First day of classes
September 6	Monday	Labor Day - no classes
October 9-12	Saturday-Tuesday	Fall Break - no classes
November 24-28	Wednesday-Sunday	Thanksgiving break - no classes
December 10	Friday	Last day of classes
December 13-22	Monday-Wednesday	Reading and Finals

## Spring Semester 2022

College of Arts & Sciences, McKelvey School of Engineering, Olin Business School, Sam Fox School of Design & Visual Arts, and University College

Date	Day	Description
January 18	Tuesday	First day of classes
March 13-19	Sunday-Saturday	Spring Break - no classes
April 29	Friday	Last day of classes
May 2-11	Monday-Wednesday	Reading and Finals

### Commencement Ceremonies

Date	Day	Description
May 20	Friday	Class of 2022 Commencement

## Summer Semester 2022

Date	Day	Description
May 23	Monday	First Summer Session begins
May 30	Monday	Memorial Day holiday (no classes)
July 4	Monday	Independence Day holiday - no classes
August 18	Thursday	Last Summer Session ends

Washington University recognizes the individual student's choice in observing religious holidays that occur during periods when classes are scheduled. Students are encouraged to arrange with their instructors to make up work missed as a result of religious observance, and instructors are asked to make every reasonable effort to accommodate such requests.

## Campus Resources

### Student Support Services

**The Learning Center.** The Learning Center is located on the lower level of the Mallinckrodt Center, and it is the hub of academic support at Washington University in St. Louis. We provide undergraduate students with assistance in a variety of forms. Most services are free, and each year more than 2,000 students participate in one or more of our programs. For more information, visit the Learning Center website (<https://learningcenter.wustl.edu/>) or call 314-935-5970. There are three types of services housed within the Learning Center:

- **Academic Mentoring Programs** offer academic support in partnership with the academic departments in a variety of forms. Academic mentoring programs are designed to support students in their course work by helping them develop the lifelong skill of "learning how to learn" and by stimulating their independent thinking. Programs include course-specific weekly structured study groups facilitated by highly trained peer leaders as well as course-specific weekly walk-in sessions facilitated by academic mentors in locations, at times and in formats convenient for the students. The Learning Center also offers individual consulting/coaching for academic skills such as time management, study skills, note taking, accessing resources and so on. Other services include fee-based graduate and professional school entrance preparation courses.
- **Disability Resources** supports students with disabilities by fostering and facilitating an equal access environment for the Washington University community of learners. Disability Resources partners with faculty and staff to facilitate academic and housing accommodations for students with disabilities on the Danforth Campus. Students enrolled in the School of Medicine should contact their program's director. Please visit the Disability Resources website (<https://students.wustl.edu/disability-resources/>) or contact the Learning Center at 314-935-5970 for more information.
- **TRIO: Student Support Services** is a federally funded program that provides customized services for undergraduate students who are low income, who are the first in their family to go to college, and/or who have a documented disability. Services include academic coaching, academic peer mentoring, cultural and leadership programs, summer internship assistance and post-graduation advising. First-year and transfer students are considered for selection during the summer before they enter their first semester. Eligible students are encouraged to apply when they are notified, because space in this program is limited. For more information, visit the TRIO Program website (<https://students.wustl.edu/trio-program/>).

**Medical Student Support Services.** For information about Medical Student Support Services, please visit the School of Medicine website (<https://medicine.wustl.edu>).

**Office for International Students and Scholars.** If a student is joining the university from a country other than the United States, this office can assist that individual through their orientation programs, issue certificates of eligibility (visa documents), and provide visa and immigration information. In addition, the office provides personal and cross-cultural counseling and arranges social, cultural and recreational activities that foster international understanding on campus.

The Office for International Students and Scholars is located on the Danforth Campus in the Danforth University Center at 6475 Forsyth Boulevard, Room 330. The office can be found on the Medical Campus in the Mid Campus Center (MCC Building) at 4590 Children's Place, Room 2043. For more information, visit the Office for International Students and Scholars website (<http://oiss.wustl.edu>) or call 314-935-5910.

**Office of Military and Veteran Services.** This office serves as the university's focal point for military and veteran matters, including transitioning military-connected students into higher education, providing and connecting students with programs and services, and partnering across campus and in the community. Services include advising current and prospective students on how to navigate the university and maximize Department of Defense and Veterans Affairs (VA) educational benefits, transition support, Veteran Ally training for faculty and staff, veteran-unique programming, and connecting students to campus and community resources. Military-connected students include veterans, military service members, spouses, dependent children, caregivers, survivors and Reserve Officer Training Corp cadets. There are two university policies that apply to students who still serve in the Armed Forces and students who use VA educational benefits:

- The Policy on Military Absences, Refunds and Readmissions (<https://veterans.wustl.edu/policies/policy-for-military-students/>) applies to students serving in the U.S. Armed Forces and their family members when military service forces them to be absent or withdraw from a course of study.
- The Policy on Protections for VA Educational Benefit Users (<https://veterans.wustl.edu/policies/policy-for-va-students/>) applies to students using VA education benefits when payments to the institution and the individual are delayed through no fault of the student.

The Office of Military and Veteran Services is located in Umrath Hall on the Danforth Campus. Please visit the Military and Veteran Services website (<https://veterans.wustl.edu/>) or send an email to [veterans@wustl.edu](mailto:veterans@wustl.edu) for more information.

**Relationship and Sexual Violence Prevention (RSVP) Center.** The RSVP Center offers free and confidential services including 24/7 crisis intervention, counseling services, resources, support and prevention education for all students on the Danforth

Campus. The RSVP Center operates from a public health model and uses trauma-informed practices to address the prevalent issues of relationship and sexual violence. By providing support for affected students, it is our goal to foster post-traumatic growth and resilience and to help ensure academic retention and success. Our prevention efforts call for community engagement to engender an intolerance of violence and an active stance toward challenging cultural injustices that perpetuate such issues. Learn more at the RSVP Center website (<https://rsvpcenter.wustl.edu/>).

**WashU Cares.** WashU Cares assists the university with handling situations involving the safety and well-being of Danforth Campus students. WashU Cares is committed to fostering student success and campus safety through a proactive, collaborative and systematic approach to the identification of, intervention with and support of students of concern while empowering all university community members to create a culture of caring. If there is a concern about the physical or mental well-being of a student, please visit the WashU Cares website (<https://washucares.wustl.edu/>) to file a report.

**The Writing Center.** The Writing Center — a free service — offers writing advice to all Washington University undergraduate and graduate students. Tutors will read and discuss any kind of work in progress, including student papers, senior theses, application materials, dissertations and oral presentations. The Writing Center staff is trained to work with students at any stage of the writing process, including brainstorming, developing and clarifying an argument, organizing evidence, and improving style. Rather than editing or proofreading, tutors will emphasize the process of revision and teach students how to edit their own work.

The Writing Center is located in Mallinkrodt Center on the lower level. Appointments (<http://writingcenter.wustl.edu>) are preferred and can be made online.

## Student Health Services, Danforth Campus

The Habib Health and Wellness Center provides medical and mental health care and health promotion for undergraduate and graduate students on the Danforth Campus. Habib staff members include licensed professionals in Medical Services, Mental Health Services and Health Promotion Services. Please visit Habib in the lower level of Dardick House on the South 40 or the Habib Health and Wellness Center website (<http://shs.wustl.edu>) for more information about Habib's services and staff members.

### Hours:

Monday-Thursday: 8 a.m.-6 p.m.

Friday: 9 a.m.-5 p.m.

Saturday: 9 a.m.-1 p.m. (urgent medical care only)

A nurse answer line and an after-hours mental health support line are available to answer any medical or mental health questions a student may have when Habif is closed. For after-hours care, please call 314-935-6666 and follow the prompts.

**Medical Services** staff members provide care for the evaluation and treatment of an illness or injury, preventive health care and health education, immunizations, nutrition counseling, and travel medicine and sexual health services. Habif Health and Wellness Center providers are participating members of the Washington University in St. Louis Physician's Network. Any condition requiring specialized medical services will be referred to an appropriate specialist. Habif accepts most health insurance plans and will be able to bill the plan according to plan benefits. The student health insurance plan requires a referral for medical care any time care is not provided at Habif (except in an emergency). Call 314-935-6666 or visit the Habif website to schedule an appointment (<http://shs.wustl.edu>).

Appointments are also available for the assessment, treatment, and referral of students who are struggling with substance abuse.

Quadrangle Pharmacy, located in the Habif Health and Wellness Center, is available to all Washington University students and their dependents. The pharmacy accepts most prescription insurance plans; students should check with the pharmacist to see if their prescription plan is accepted at the pharmacy.

The Habif Health and Wellness Center lab provides full laboratory services. Approximately 20 tests can be performed in the lab. The remainder of all testing that is ordered by Habif is completed by LabCorp. LabCorp serves as Habif's reference lab, and it is a preferred provider on the student health insurance plan. This lab can perform any test ordered by Habif providers or outside providers.

All incoming students must provide proof of immunization for measles, mumps, and rubella (i.e., two vaccinations after the age of one year old; a titer may be provided in lieu of the immunizations). Proof of receiving a meningococcal vaccine is required for all incoming undergraduate students. A PPD skin test in the past six months is required for students entering the university from certain countries; this list of countries may be found on the Habif website. It is also recommended that, during the five years before beginning their studies at Washington University, all students will have received the tetanus diphtheria immunization, the hepatitis A vaccine series, the hepatitis B vaccine series, and the varicella vaccine. Medical history forms (<http://shs.wustl.edu>) are available online. Failure to complete the required forms will delay a student's registration and prevent their entrance into housing assignments. Please visit the Habif website for complete information about requirements and deadlines (<http://shs.wustl.edu>).

**Mental Health Services** staff members work with students to resolve personal and interpersonal difficulties, including conflicts with or worry about friends or family, concerns about eating or drinking patterns, and feelings of anxiety and depression. Staff members help each person figure out their own situation. Services include individual, group and couples counseling; crisis counseling; psychiatric consultation; and referral for off-campus counseling. Visit the Habif website to schedule an appointment (<http://shs.wustl.edu>), or call 314-935-6666 during business hours.

**Health Promotion Services** staff and Peer Health Educators provide free programs and risk reduction information related to stress, sleep, sexual health, alcohol/other drugs, and community care. For more information, visit the Zenker Wellness Suite in Summers Recreation Center to learn about the programs on campus led by student peer health educators. For information, visit the Health and Wellness Digital Library (<https://students.wustl.edu/health-wellness-digital-library/>), follow Habif on Instagram (<https://www.instagram.com/>) (@washu\_habif), or email [wellness@wustl.edu](mailto:wellness@wustl.edu).

In 2018, this department launched the **WashU Recovery Group** to provide an opportunity for students in recovery from substance use to connect with other students with similar experiences. The group provides local resources, support, meetings and activities. Members have 24/7 access to a private facility to study, meet and socialize (*in-person services will resume as COVID-19 pandemic restrictions allow*). The group is not a recovery program; it is a confidential resource that students can add to their support system. For more information, send an email to [recovery@wustl.edu](mailto:recovery@wustl.edu).

## Important Information About Health Insurance, Danforth Campus

Washington University has a student health fee that was designed to improve the health and wellness of the entire Washington University community. This fee supports health and wellness services and programs on campus. In addition, all full-time, degree-seeking Washington University students are automatically enrolled in the Student Health Insurance Plan upon completion of registration, with an additional health insurance fee applied to their student account. Students may opt out of this coverage and receive a refund of the health insurance fee if they provide proof of existing comprehensive insurance coverage that meets all university requirements. Information concerning opting out of the student health insurance plan (<http://shs.wustl.edu>) can be found online after June 1 of each year. All students must request to opt out by September 5 of every year in which they wish to be removed from the Student Health Insurance Plan. Habif provides billing services to many of the major insurance companies in the United States. Specific fees and copays apply

to students using Medical Services and Mental Health Services; these fees may be billable to the students' insurance plans. More information is available on the Habif Health and Wellness Center website (<http://shs.wustl.edu>).

## Student Health Services, Medical Campus

For information about student health services on the Medical Campus, please visit the Student & Occupational Health Services page (<https://wumhealth.wustl.edu/students/>) of the School of Medicine website.

## Campus Security

The Washington University campus is among the most attractive in the nation, and it enjoys a safe and relaxed atmosphere. Personal safety and the security of personal property while on campus is a shared responsibility. Washington University has made safety and security a priority through our commitment to a full-time professional police department, the use of closed-circuit television, card access, good lighting, shuttle services, emergency telephones, and ongoing educational safety awareness programs. The vast majority of crimes that occur on college campuses are crimes of opportunity, which can be prevented.

The best protection against crime is an informed and alert campus community. Washington University has developed several programs to help make everyone's experiences here safe and secure. An extensive network of emergency telephones — including more than 200 "blue light" telephones — is connected directly to the University Police Department and can alert the police to a person's exact location. In addition to the regular shuttle service, an evening walking escort service and a mobile Campus Circulator shuttle are available on the Danforth Campus.

The Campus2Home shuttle will provide a safe ride home for those living in four designated areas off campus — Skinker-DeBaliviere, Loop South, north of the Loop, and just south of the campus — from 6:00 p.m. to 4:00 a.m. seven days a week. The shuttle leaves from the Mallinckrodt Center every 15 minutes and takes passengers directly to the front doors of their buildings. Shuttle drivers will then wait and watch to make sure passengers get into their buildings safely. Community members can track the shuttle in real time using the WUSTL Mobile App. The app can be downloaded free of charge from the Apple iTunes Store or the Google Play Store.

The University Police Department is a full-service organization staffed by certified police officers who patrol the campus 24 hours a day throughout the entire year. The department offers a variety of crime prevention programs, including a high-security bicycle lock program, free personal-safety whistles, computer security tags, personal safety classes for women and men, and security surveys. Community members are encouraged

to download and install the WashU Safe personal safety app on their phones; this app allows users to call for help during emergencies, to use Friend Walk to track their walks on and off campus, and to access many additional safety features. For more information about these programs, visit the Washington University Police Department website (<https://police.wustl.edu/>).

In compliance with the Campus Crime Awareness and Security Act of 1990, Washington University publishes an annual report (<http://police.wustl.edu/clery-reports-logs/>) entitled *Safety & Security: Guide for Students, Faculty, and Staff — Annual Campus Security and Fire Safety Reports and Drug & Alcohol Abuse Prevention Program*. This report is available to all current and prospective students on the Danforth Campus and to university employees on the Danforth, North and West campuses. To request a hard copy, contact the Washington University Police Department, CB 1038, One Brookings Drive, St. Louis, MO 63130-4899, 314-935-9011.

For information regarding protective services at the School of Medicine, please visit the Security page (<https://facilities.med.wustl.edu/security/>) of the Washington University Operations & Facilities Management Department.

## University Policies

Washington University has various policies and procedures that govern our faculty, staff and students. Highlighted below are several key policies of the university. Web links to key policies and procedures are available on the Office of the University Registrar website (<http://registrar.wustl.edu>) and on the university's Compliance and Policies page (<http://wustl.edu/policies/>). Please note that the policies identified on these websites and in this *Bulletin* do not represent an entire repository of university policies, as schools, offices and departments may implement policies that are not listed. In addition, policies may be amended throughout the year.

## Nondiscrimination Statement

Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The university does not discriminate in access to, treatment during, or employment in its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

## Policy on Discrimination and Harassment

Washington University is committed to having a positive learning and working environment for its students, faculty and staff. University policy prohibits discrimination on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Harassment based on any of these classifications

is a form of discrimination; it violates university policy and will not be tolerated. In some circumstances, such discriminatory harassment may also violate federal, state or local law. A copy of the Policy on Discrimination and Harassment (<http://hr.wustl.edu/policies/Pages/DiscriminationAndHarassment.aspx>) is available on the Human Resources website.

## Sexual Harassment

Sexual harassment is a form of discrimination that violates university policy and will not be tolerated. It is also illegal under state and federal law. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex (including sexual harassment and sexual violence) in the university's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. The university has designated the Title IX Coordinator identified below to coordinate its compliance with and response to inquiries concerning Title IX.

For more information or to report a violation under the Policy on Discrimination and Harassment, please contact the following individuals:

### Discrimination and Harassment Response Coordinator

Apryle Cotton, Assistant Vice Chancellor for Human Resources  
Section 504 Coordinator  
Phone: 314-362-6774  
[apryle.cotton@wustl.edu](mailto:apryle.cotton@wustl.edu)

### Title IX Coordinator

Jessica Kennedy, Director of Title IX Office  
Title IX Coordinator  
Phone: 314-935-3118  
[jwkennedy@wustl.edu](mailto:jwkennedy@wustl.edu)

You may also submit inquiries or a complaint regarding civil rights to the United States Department of Education's Office of Civil Rights at 400 Maryland Avenue, SW, Washington, DC 20202-1100; by visiting the U.S. Department of Education website (<https://www.ed.gov/>); or by calling 800-421-3481.

## Student Health

### Drug and Alcohol Policy

Washington University is committed to maintaining a safe and healthy environment for members of the university community by promoting a drug-free environment as well as one free of the abuse of alcohol. Violations of the Washington University Drug and Alcohol Policy (<https://hr.wustl.edu/items/drug-and-alcohol-policy/>) or the Alcohol Policy for Graduate Student Organizations (<https://sites.wustl.edu/prograds/university-wide-graduate-student-group-handbook/alcohol-policy-for-graduate-student-organizations/>) will be handled according to existing

policies and procedures concerning the conduct of faculty, staff and students. This policy is adopted in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

### Tobacco-Free Policy

Washington University is committed to providing a healthy, comfortable and productive work and learning environment for all students, faculty and staff. Research shows that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. The university strictly prohibits all smoking and other uses of tobacco products within all university buildings and on university property, at all times. A copy of our complete Tobacco-Free Policy (<https://hr.wustl.edu/items/tobacco-free-policy/>) is available on the Human Resources website.

### Medical Examinations

Entering students must provide medical information to the Habif Health and Wellness Center. This will include the completion of a health history and a record of all current immunizations.

If students fail to comply with these requirements prior to registration, they will be required to obtain vaccinations for measles, mumps and rubella at the Habif Health and Wellness Center, if there is no evidence of immunity. In addition, undergraduate students will be required to obtain meningitis vaccinations. Students will be assessed the cost of the vaccinations. Students will be unable to complete registration for classes until all health requirements have been satisfied.

Noncompliant students may be barred from classes and from all university facilities, including housing units, if in the judgment of the university their continued presence would pose a health risk to themselves or to the university community.

Medical and immunization information is to be given via the Habif Health and Wellness Center (<https://students.wustl.edu/habif-health-wellness-center/>) website. All students who have completed the registration process should access the website and create a student profile by using their WUSTL Key. Creating a student profile enables a student to securely access the medical history form. Students should fill out the form and follow the instructions for transmitting it to the Habif Health and Wellness Center. Student information is treated securely and confidentially.

### Student Conduct

The Student Conduct Code sets forth community standards and expectations for Washington University students. These community standards and expectations are intended to foster an environment conducive to learning and inquiry. Freedom of thought and expression is essential to the university's academic mission.

Disciplinary proceedings are meant to be informal, fair and expeditious. Charges of non-serious misconduct are generally heard by the student conduct officer. With limited exceptions, serious or repeated allegations are heard by the campuswide Student Conduct Board or the University Sexual Assault Investigation Board where applicable.

Complaints against students that include allegations of sexual assault or certain complaints that include allegations of sexual harassment in violation of the Student Conduct Code are governed by the procedures found in the University Sexual Assault Investigation Board Policy (<https://wustl.edu/about/compliance-policies/governance/usaib-procedures-complaints-sexual-assault-filed-students/>), which is available online or in hard copy from the Title IX coordinator or the director of Student Conduct and Community Standards.

Students may be accountable to both governmental authorities and to the university for acts that constitute violations of law and the Student Conduct Code.

For a complete copy of the Student Conduct Code (<https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/>), visit the university website.

## Undergraduate Student Academic Integrity Policy

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged, and work that is presented as original must be, in fact, original. Faculty, students and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University.

### Scope and Purpose

This statement on academic integrity applies to all undergraduate students at Washington University. Graduate students are governed by policies in each graduate school or division. All students are expected to adhere to the highest standards of behavior. The purpose of the statement is twofold:

1. To clarify the university's expectations with regard to undergraduate students' academic behavior; and
2. To provide specific examples of dishonest conduct. The examples are only illustrative, *not* exhaustive.

## Violations of This Policy Include but Are Not Limited to the Following:

### 1. Plagiarism

Plagiarism consists of taking someone else's ideas, words or other types of work product and presenting them as one's own. To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgment. To avoid even the suspicion of plagiarism, a student must always do the following:

- Enclose every quotation in quotation marks and acknowledge its source.
- Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information and page reference.
- Acknowledge material obtained from lectures, interviews or other oral communication by citing the source (i.e., the name of the speaker, the occasion, the place and the date).
- Cite material from the internet as if it were from a traditionally published source. Follow the citation style or requirements of the instructor for whom the work is produced.

### 2. Cheating on an Examination

A student must not receive or provide any unauthorized assistance on an examination. During an examination, a student may use only materials authorized by the faculty.

### 3. Copying or Collaborating on Assignments Without Permission

When a student submits work with their name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports, or completing problem sets.

If the instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment and to ask for clarification, if necessary.

To avoid cheating or unauthorized collaboration, a student should never do any of the following:

- Use, copy or paraphrase the results of another person's work and represent that work as one's own, regardless of the circumstances.
- Refer to, study from or copy archival files (e.g., old tests, homework, solutions manuals, backfiles) that were not approved by the instructor.
- Copy another's work or permit another student to copy one's work.
- Submit work as a collaborative effort if they did not contribute a fair share of the effort.

#### 4. Fabrication or Falsification of Data or Records

It is dishonest to fabricate or falsify data in laboratory experiments, research papers or reports or in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a résumé or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present them as one's own. Examples of falsification include the following:

- Altering information on any exam, problem set or class assignment being submitted for a re-grade.
- Altering, omitting or inventing laboratory data to submit as one's own findings. This includes copying laboratory data from another student to present as one's own; modifying data in a write-up; and providing data to another student to submit as one's own.

#### 5. Other Forms of Deceit, Dishonesty or Inappropriate Conduct

Under no circumstances is it acceptable for a student to do any of the following:

- Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in their academic career.
- Request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade or a recommendation from an instructor.
- Make any changes (including adding material or erasing material) on any test paper, problem set or class assignment being submitted for a re-grade.
- Willfully damage the efforts or work of other students.
- Steal, deface or damage academic facilities or materials.
- Collaborate with other students planning or engaging in any form of academic misconduct.
- Submit any academic work under someone else's name other than one's own. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- Engage in any other form of academic misconduct not covered here.

This list is not intended to be exhaustive. To seek clarification, students should ask the professor or the assistant in instruction for guidance.

## Reporting Misconduct

### Faculty Responsibility

Faculty and instructors are strongly encouraged to report incidents of student academic misconduct to the academic integrity officer in their school or college in a timely manner so that the incident may be handled fairly and consistently across schools and departments. Assistants in instruction are expected to report instances of student misconduct to their supervising instructors. Faculty members are expected to respond to student concerns about academic dishonesty in their courses.

### Student Responsibility

If a student observes others violating this policy, the student is strongly encouraged to report the misconduct to the instructor, to seek advice from the academic integrity officer of the school or college that offers the course in question, or to address the student(s) directly.

### Exam Proctor Responsibility

Exam proctors are expected to report incidents of suspected student misconduct to the course instructor and/or the Disability Resource Center, if applicable.

## Procedure

### Jurisdiction

This policy covers all undergraduate students, regardless of their college of enrollment. Cases will be heard by school-specific committees according to the school in which the class is listed rather than the school in which the student is enrolled. All violations and sanctions will be reported to the student's college of enrollment.

### Administrative Procedures

Individual undergraduate colleges and schools may design specific procedures to resolve allegations of academic misconduct by students in courses offered by that school, so long as the procedures are consistent with this policy and with the Student Conduct Code.

### Student Rights and Responsibilities in a Hearing

A student accused of an academic integrity violation — whether by a professor, an assistant in instruction, an academic integrity officer or another student — is entitled to do the following:

- Review the written evidence in support of the charge
- Ask any questions
- Offer an explanation as to what occurred
- Present any material that would cast doubt on the correctness of the charge
- Receive a determination of the validity of the charge without reference to any past record of misconduct

When responding to a charge of academic misconduct, a student may do the following:

- Deny the charges and request a hearing in front of the appropriate academic integrity officer or committee
- Admit the charges and request a hearing to determine sanction(s)
- Admit the charges and accept the imposition of sanctions without a hearing
- Request a leave of absence from the university (however, the academic integrity matter must be resolved prior to re-enrollment)
- Request to withdraw permanently from the university with a transcript notation that there is an unresolved academic integrity matter pending

A student has the following responsibilities with regard to resolving the charge of academic misconduct:

- Admit or deny the charge. This will determine the course of action to be pursued.
- Provide truthful information regarding the charges. It is a Student Conduct Code violation to provide false information to the university or anyone acting on its behalf.

## Sanctions

### If Found *Not* in Violation of the Academic Integrity Policy

If the charges of academic misconduct are not proven, no record of the allegation will appear on the student's transcript.

### If Found in Violation of the Academic Integrity Policy

If, after a hearing, a student is found to have acted dishonestly or if a student has admitted to the charges prior to a hearing, the school's academic integrity officer or committee may impose sanctions, including but not limited to the following:

- Issue a formal written reprimand
- Impose educational sanctions, such as completing a workshop on plagiarism or academic ethics
- Recommend to the instructor that the student fail the assignment (a given grade is ultimately the prerogative of the instructor)
- Recommend to the instructor that the student fail the course

- Recommend to the instructor that the student receive a course grade penalty less severe than failure of the course
- Place the student on disciplinary probation for a specified period of time or until defined conditions are met. The probation will be noted on the student's transcript and internal record while it is in force.
- In cases serious enough to warrant suspension or expulsion from the university, refer the matter to the Student Conduct Board for consideration.

Additional educational sanctions may be imposed. This list is not intended to be exhaustive.

Withdrawing from the course will not prevent the academic integrity officer or hearing panel from adjudicating the case, imposing sanctions or recommending grade penalties, including a failing grade in the course.

A copy of the sanction letter will be placed in the student's academic file.

## Appeals

If a student believes the academic integrity officer or the committee did not conduct a fair hearing or if a student believes the sanction imposed for misconduct is excessive, they may appeal to the Student Conduct Board within 14 days of the original decision. Appeals are governed by Section VII C of the Student Conduct Code.

## Records

### Administrative Record-Keeping Responsibilities

It is the responsibility of the academic integrity officer in each school to keep accurate, confidential records concerning academic integrity violations. When a student has been found to have acted dishonestly, a letter summarizing the allegation, the outcome and the sanction shall be placed in the student's official file in the office of the school or college in which the student is enrolled.

In addition, each school's academic integrity officer shall make a report of the outcome of every formal accusation of student academic misconduct to the director of Student Conduct and Community Standards, who shall maintain a record of each incident.

### Multiple Offenses

When a student is formally accused of academic misconduct and a hearing is to be held by an academic integrity officer, a committee, or the Office of Student Conduct and Community Standards, the person in charge of administering the hearing shall query the Office of Student Conduct and Community Standards about the student(s) accused of misconduct. The director shall provide any information in the records concerning that student to the integrity officer. Such information will be

used in determining sanctions *only* if the student is found to have acted dishonestly in the present case. Evidence of past misconduct may not be used to resolve the issue of whether a student has acted dishonestly in a subsequent case.

## Reports to Faculty and Student Body

School and college academic integrity officers are encouraged to make periodic (at least annual) reports to the students and faculty of their school concerning accusations of academic misconduct and the outcomes, without disclosing specific information that would allow identification of the student(s) involved.

## Graduate Student Academic Integrity Policies

For graduate student academic integrity policies, please refer to each individual graduate school.

## Statement of Intent to Graduate

Students are required to file an Intent to Graduate at WebSTAC (<https://acadinfo.wustl.edu/>) prior to the semester in which they intend to graduate. Additional information is available from school dean's offices and the Office of the University Registrar (<http://registrar.wustl.edu>).

## Student Academic Records and Transcripts

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) — Title 20 of the United States Code, Section 1232g, as amended — current and former students of the university have certain rights with regard to their educational records. The university policy that enacts these rights is available via the Office of the University Registrar's website (<http://registrar.wustl.edu>).

All current and former students request transcripts via either WebSTAC (if they remember their WUSTL Key) or Parchment (if they do not have or cannot remember their WUSTL Key). Instructions and additional information are available on the Office of the University Registrar's website (<http://registrar.wustl.edu>).

## University Affiliations

Washington University is accredited by the Higher Learning Commission (<https://www.hlcommission.org/>) (800-621-7440). Washington University is a member of the American Academy of Arts & Sciences (AAAS (<https://www.amacad.org/>)), the American Association of University Women (AAUW (<https://www.aauw.org/>)), the American Council of Learned Societies (ACLS (<https://www.acls.org/>)), the American Council on Education (ACE (<https://www.acenet.edu/>)), the Association of American Colleges & Universities (AACU (<https://www.aacu.org/>)), the Association of American Universities (AAU (<https://www.aau.edu/>)), the College

Board (<https://www.collegeboard.org/>), the Hispanic Association of Colleges & Universities (HACU (<https://www.hacu.net/>)), the Independent Colleges and Universities of Missouri (ICUM (<https://www.independentcollegesanduniversitiesofmo.com/>)), the National Association of Independent Colleges and Universities (NAICU (<https://www.naicu.edu/>)), the National Council for State Authorization Reciprocity Agreements (NC-SARA (<https://nc-sara.org/>)), the Oak Ridge Associated Universities (ORAU (<https://www.orau.org/>)), and the University Research Association (URA (<https://www.ura-hq.org/>)).

The College of Arts & Sciences is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO (<https://www.aacrao.org/>)), the International Center for Academic Integrity (ICAI (<https://www.academicintegrity.org/>)), the National Association of Fellowships Advisors (NAFA (<https://nafadvisors.org/>)), the National Association of Advisors for Health Professions (NAAHP (<https://www.naahp.org/>)), the Midwest Association of Pre-Law Advisors (MAPLA (<https://mapla.org/>)), the North American Association of Summer Sessions (NAASS (<https://naass.org/>)), and the Association of University Summer Sessions (AUSS (<https://www.theauss.org/>)).

The College of Architecture was one of the eight founding members of the Association of Collegiate Schools of Architecture (ACSA (<https://www.acsa-arch.org/>)) in 1912.

The Graduate School is a founding member of both the Association of Graduate Schools (AGS (<https://www.aau.edu/taxonomy/term/446/>)) and the Council of Graduate Schools (CGS (<https://cgsnet.org/>)).

The Graduate School of Architecture & Urban Design's Master of Architecture degree is accredited by the National Architectural Accreditation Board (NAAB (<https://www.naab.org/>)), and its Master of Landscape Architecture degree is accredited by the Landscape Architectural Accreditation Board (LAAB (<https://www.asla.org/accreditationlaab.aspx>)).

The Sam Fox School of Design & Visual Arts is a founding member of and accredited by the National Association of Schools of Art and Design (NASAD (<https://nasad.arts-accredit.org/>)).

The Olin Business School is a charter member (1921) of and accredited by the Association to Advance Collegiate Schools of Business International (AACSB (<https://www.aacsb.edu/>)). Olin Business School is also accredited by the Association of MBAs (AMBA (<https://www.associationofmbas.com/>)).

In the McKelvey School of Engineering, many of the professional degrees are accredited by the Engineering Accreditation Commission of ABET (<http://abet.org>).

University College is a member of the University Professional and Continuing Education Association (UPCEA (<https://upcea.edu/>)), the International Center for Academic Integrity (ICAI (<https://www.academicintegrity.org/>)), the American Association of Collegiate Registrars and Admissions Officers

(AACRAO (<https://www.aacrao.org/>)), the National Academic Advising Association (NACADA (<https://nacada.ksu.edu/>)), the National Association of Advisors for Health Professions (NAAHP (<https://www.naahp.org/>)), and the National Association Student Personnel Administrators (NASPA (<https://www.naspa.org/>)). Business-related programs in University College are not accredited by the Association to Advance Collegiate Schools of Business International (AACSB (<https://www.aacsb.edu/>)).

The School of Law is accredited by the American Bar Association (ABA (<https://www.americanbar.org/>)). The School of Law is a member of the Association of American Law Schools (AALS (<https://www.aals.org/>)), the American Society of Comparative Law (ASCL (<https://ascl.org/>)), the Clinical Legal Education Association (CLEA (<https://www.cleaweb.org/>)), the Southeastern Association of Law Schools (SEALS (<https://sealslawschools.org/>)), the Central States Law Schools Association (CSLSA (<http://cslsa.us/>)), the Mid-America Law Library Consortium (MALLCO (<https://mallco.libguides.com/>)), the American Association of Law Libraries (AALL (<https://www.aallnet.org/>)), the American Society of International Law (ASIL (<https://www.asil.org/>)), the Mid-America Association of Law Libraries (MAALL (<https://maall.wildapricot.org/>)), the National Association for Law Placement (NALP (<https://www.nalp.org/>)), and Equal Justice Works (<https://www.equaljusticeworks.org/>)).

The School of Medicine is a member of the Liaison Committee on Medical Education (LCME (<https://www.aamc.org/services/first-for-financial-aid-officers/lcme-accreditation/>)).

The Brown School at Washington University is accredited by the Council on Social Work Education (CSWE (<https://www.cswe.org/>)) and the Council on Education for Public Health (CEPH (<https://ceph.org/>)).

The University Libraries are a member of the Association of Research Libraries (ARL (<https://www.arl.org/>)).

The Mildred Lane Kemper Art Museum is nationally accredited by the American Alliance of Museums (AAM (<https://www.aam-us.org/>)).

Additional information about professional and specialized accreditation can be found on the Office of the Provost website (<https://provost.wustl.edu/assessment/accreditors/>).

# Olin Business School

## About Olin Business School

At Washington University's Olin Business School, students learn to look beyond the bottom line and make thoughtful decisions that benefit business and society. Our global-mindedness — coupled with a values-based, data-driven approach to decision making — prepares students to tackle the greatest challenges of our day and to change the world, for good.

As a leading research-oriented business school, Olin has a network of partners on campus, in the St. Louis community, and around the world. Students are able to apply what they have learned in the classroom to real-world situations through experiential learning opportunities that include student consulting, internships, case competitions, and study abroad programs, among others. Students also develop an entrepreneurial mindset that allows them to act nimbly and quickly in the constantly changing business landscape.

Olin is a welcoming community that allows for a deeper level of interaction, participation and program customization. Students can rely on support from faculty, staff and their peers while feeling accomplished in the rigorous course work.

## Special Opportunities

### Center for Experiential Learning

The Center for Experiential Learning (CEL) is an educational center at Olin Business School. The CEL facilitates real-world experiential learning opportunities for students via live consulting engagements. Each year, the CEL oversees 120+ student-driven projects with more than 550 Washington University students under the auspices of dozens of expert advisers and faculty. The CEL's partners include startups, nonprofits, multinational enterprises, and NGOs in St. Louis, across the country, and around the globe. Visit the Center for Experiential Learning website (<http://www.olin.wustl.edu/cel/Pages/default.aspx>) for more information.

### Entrepreneurship

Olin Business School fosters an entrepreneurial spirit in students, encouraging them to pioneer innovation that opens the door to positive, sustainable progress. The Hatchery — a business consulting course — is an example of this, as are the consulting services for entrepreneurs through CEL programs including the Metrics Clinic, CElect entrepreneurial consulting, and Olin's International Impact Initiative, which works with NGOs in developing markets around the globe. In addition, there are many universitywide resources, including the Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship

(<https://skandalaris.wustl.edu/>). Please visit the Olin Business School website to learn more about our entrepreneurship opportunities (<https://olin.wustl.edu/EN-US/partners-resources/Entrepreneurship/Pages/default.aspx>).

### Weston Career Center

To provide students with personalized career planning and exploration as well as job search services, Olin Business School operates its own career center in Knight and Bauer Halls. The Weston Career Center (WCC) delivers a variety of career management programs and services to Olin undergraduate and graduate students and alumni. Each student works one-on-one with a dedicated career coach throughout their time at Olin. In addition, students have access to industry specialists who provide insight and direction on specific industries. Other WCC career support includes workshops and professional development seminars, company information sessions, mock interviews, self-assessments, written and spoken communication coaching, résumé and cover letter writing, and networking — in other words, all of the tools needed for an effective job search.

The WCC hosts many employer activities, including information sessions, interviews, and career fairs. Business students are encouraged to meet with the WCC's staff early in the school year to discuss their career and professional goals. For more information, visit the Weston Career Center website (<http://olincareers.wustl.edu/EN-US/Pages/default.aspx>), or contact the WCC by phone at 314-935-5950 or by email at [wcc@olin.wustl.edu](mailto:wcc@olin.wustl.edu).

Phone:	314-935-7301
Email:	<a href="mailto:OlinGradAdmissions@wustl.edu">OlinGradAdmissions@wustl.edu</a>
Website:	<a href="https://olin.wustl.edu">https://olin.wustl.edu</a>

## Faculty

### Dean

**Mark Taylor** (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=mark.p.taylor>)  
Donald Danforth Jr. Distinguished Professor of Finance  
PhD, Birbeck College, University of London

### Endowed Professors

**Nicholas S. Argyres** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=argyres>)  
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**William P. Bottom** (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=bottom>)  
Joyce and Howard Wood Distinguished Professor of  
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George and Carol Bauer Professor of Organizational Ethics and Governance  
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**Tat Y. Chan** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=chan>)

PhD, Yale University  
(Marketing)

**Siddhartha Chib** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=chib>)

Harry C. Hartkopf Professor of Econometrics and Statistics  
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Bank of America Professor of Managerial Leadership  
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PhD, Stanford University  
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**Philip H. Dybvig** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=dybvig>)

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**Hillary Anger Elfenbein** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=helfenbein>)

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PhD, Harvard University

**Richard M. Frankel** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=frankel>)

Beverly and James Hance Professor of Accounting  
PhD, Stanford University

**Mahendra Gupta** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=m.gupta>)

Geraldine J. and Robert L. Virgil Professor of Accounting and Management  
PhD, Stanford University

**Barton H. Hamilton** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=hamiltonb>)

Robert Brookings Smith Distinguished Professor of Entrepreneurship  
PhD, Stanford University

**Ohad Kadan** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=kadan>)

H. Frederick Hagemann, Jr. Professor of Finance  
PhD, Hebrew University

**Anne Marie Knott** (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=knott>)

Robert and Barbara Frick Professor of Business  
PhD, University of California, Los Angeles

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**Glenn M. MacDonald** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=macdonald>)

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**Robert A. Pollak** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=pollak>)

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Frederick Bierman and James E. Spears Professor of Finance  
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## Professors

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PhD, Stanford University  
(Economics)

**Markus Baer** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=baer>)

PhD, University of Illinois at Urbana-Champaign  
(Organizational Behavior)

**Erik Dane** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=erikdane>)

PhD, University of Illinois at Urbana-Champaign  
(Organizational Behavior)

**Adrienne Davis** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=adrienedavis>)

JD, Yale University  
(Leadership)

**Daniel Elfenbein** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=elfenbein>)

PhD, Harvard University  
(Organization and Strategy)

**Nicolae Garleanu** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=garleanu>)

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**Anthony Sardella** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=sardella>)

MBA, Northwestern University  
(Management)

**Mark Sophir** (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=m.sophir>)

JD, University of Texas School of Law  
(Management)

**Ted Stann** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=tedstann>)

(Finance)

**Michael Stohler** (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=michael.stohler>)

BS, Bellarmine College  
(Economics)

**Zsuzsanna Szemerédi** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=zsuzsanna.szemeredi>)

PhD, Universidad Complutense de Madrid  
(Management)

**Cynthia A. Wichelman** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=wichelmac>)

MD, Stanford University  
(Business and Medicine)

**Kristie Wickwire** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=kwickwire>)

BA, Washington University  
(Management)

**Robert Zafft** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=robertzafft>)

JD, Harvard University  
(Law)

## Professors Emeriti

**Nicholas Baloff**

(Business and Public Administration)

**Stuart I. Greenbaum** (<http://www.olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=greenbaum>)

Former Dean and Bank of America Professor Emeritus of Managerial Leadership  
PhD, Johns Hopkins University

**James T. Little** (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/FacultyDetail.aspx?username=littlej>)

Donald Danforth Jr. Distinguished Professor Emeritus of Business  
PhD, University of Minnesota

**Ambar Rao**

Fossett Distinguished Professor Emeritus of Marketing

**J. George Robinson**

Professor Emeritus of Marketing

**Robert L. Virgil Jr.**

Dean Emeritus of the John M. Olin Business School and Professor Emeritus of Accounting

**John E. Walsh Jr.**

(Management)

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### Specialized Master's Programs

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## Graduate Master's Degrees

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### Specialized Master's Programs

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## Master of Business Administration (MBA) (Full-Time)

Website:

<https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/>

## Degree Requirements

The Master of Business Administration (MBA) degree requires the completion of 67 credit units through a combination of required and elective courses. This allows students to shape their MBA curriculum to align with their personal and professional goals. Students can select courses that will hone their skills and start them on paths to becoming experts in their fields.

Students will begin their program in the summer semester with course work in operations, economics, accounting, marketing, finance and strategy, thus completing a portion of their core curriculum. Following this, students will complete a six-week global immersion in the fall semester in Washington, D.C., Barcelona and Lima. Upon returning from the global immersion in the fall, students will complete the remaining core courses before beginning to enroll in elective courses for the spring semester.

Students pursuing the full-time MBA program will have the option to accelerate their program to finish in one year. They will also have the option to complete a dual-degree program with an Olin Specialized Master's Program in a span of five semesters.

Please explore the curriculum (p. 26) for this program and download the MBA course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/full-time-mba/2512\\_MBA\\_Course\\_Description\\_v1\\_blue.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/full-time-mba/2512_MBA_Course_Description_v1_blue.pdf)) for more information.

## Pre-Program

In the months leading up to the start of the program, students have the opportunity to jump-start their learning by completing several optional online preparatory courses available through our partnership with LinkedIn Learning (<https://www.linkedin.com/learning/>).

## GO! Orientation Program

Through the GO! orientation program, students get to know all that is Olin and Washington University so that they can jump into the deep end of classes beginning on day one. It's about becoming one with our culture. This one-week program is designed to immerse students in career development and team building with their classmates.

## Curriculum

### Required Courses

Course(s)	Units
Values-Based, Data-Driven Decision Making	2.5
Global Institutions and Values	2.5
Business Models in a Global Context	2.5

Implementing Strategy Through Global Operations	2.5
General Management Practice for International Business	2.5
Effective Communication for Business Leaders	1.5
Foundations of Impactful Teamwork	3
Introduction to Management & Strategy	2
Managerial Economics	3
Financial Accounting	2
Marketing Management	3
Financial Management	3
Operations Management	3
Strategic Cost Analysis	2
Data Analytics for Business Leaders	3
Diversity, Equity, and Inclusion	3
Capstone	3

## Professional Master of Business Administration (MBA) (Part-Time)

The Professional MBA (PMBA) degree program is a 54-credit-unit program available for working professionals that is completed in the evenings or with special-format weekend classes. The expectation is that the student will complete 48 semester credits of course work in the PMBA curriculum with Olin graduate faculty. The additional credits (beyond the 48-credit minimum) may be taken with Olin faculty; alternatively, they may be transfer credits (a maximum of 9 credits from another ACCSB-accredited business program), or they may be approved graduate courses taken in other colleges of Washington University (a maximum of 6 credits). If the student is transferring the maximum of 9 credits, they will be expected to complete the remaining 45 semester credits of course work in the PMBA curriculum with Olin graduate faculty.

Candidates for the PMBA degree must complete the prescribed courses for the degree within a seven-year period. Exceptions to graduation requirements may be made in individual cases with approval of the Academic Review Committee. Every candidate for a degree must indicate their intent to graduate by filing an Intent to Graduate form via WebSTAC near the beginning of the semester in which the degree is to be conferred. All MBA graduates — whether full-time, part-time (PMBA) or executive (EMBA) — receive the same Washington University Olin MBA diploma upon completion of the program.

The PMBA consists of 27 core required credits and 27 elective credits. The first semester is reserved for required credits only; after the first semester, the student may add additional electives (assuming they have met the prerequisites) to accelerate their degree. To maintain part-time student status and the associated tuition rate, PMBA students may be enrolled in no more than 9 credit units per semester. Students may petition to take more than 9 credit units during a semester while still maintaining the per-credit-unit tuition rate twice during the duration of their program. Students may only submit this petition after they have completed a minimum of two semesters within the PMBA program, and their account/academic record must be clear of any administrative holds. In the petition, students will be asked to provide a rationale for increasing their credit load and to detail how they will maintain a healthy balance of external and academic responsibilities. The request to maintain the per-credit-unit tuition rate while enrolling in more than 9 credit units should only be used in cases of significant personal or professional extenuating circumstances. Each petition will be evaluated on an individual basis.

The first four semesters of the program for students in the fall intake and the first four and a half semesters for students in the spring intake are comprised of core courses taught in a lockstep fashion. After the first four/four and a half semesters, students may decide to speed up or slow down (while keeping in mind the seven-year time frame) to make maximum use of their company's reimbursement policy. Ours is a cohort approach that includes small groups within the cohort. Each entering cohort is given a number that will identify the group throughout the program. Within the cohort, students are assigned to four- or five-person teams. These teams will stay together throughout the first four/four and a half semesters of the core courses. Students will form their own teams for any electives that they take.

Explore the curriculum (<https://olin.wustl.edu/EN-US/academic-programs/professional-mba/academics/Pages/curriculum.aspx>) for this program and download the PMBA course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/professional-mba/pmba-course\\_descriptions.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/professional-mba/pmba-course_descriptions.pdf)) for more information.

## GO! Orientation Program

Students begin the PMBA with a three-day immersion program that starts with an introduction and reception on a Friday evening and that will include a discussion of the program requirements, team-building activities, and two regular classes throughout the rest of that Saturday and Sunday.

## Online MBA

WashU Olin's Online MBA (OMBA) program focuses on the analysis of business problems and the development of solutions to these problems through the lens of a world in which digital technologies are ingrained in every element of the organization and customers have come to expect microservice tailoring of

a company's offering. Although the curriculum would share the same conceptual and theoretical grounding as WashU Olin MBA, the examples used and the problems given emphasize companies that are trying to become more digitally engaged or digitally mature companies need to constantly upgrade their competencies, develop new products and service, and exploit the growing volume of data and computing power available to them.

The program will consist of 54 credit hours. The first year will be the core functional courses, while the second year will be electives.

## Pre-Program

In the months leading up to the start of the program, students have the opportunity to jump-start their learning by completing several optional online preparatory courses available through our partnership with LinkedIn Learning (<https://www.linkedin.com/learning/>).

## Orientation Program

Students will kick-off their enrollment with an immersion program that begins with a program introduction and virtual meet-and-greet. The immersion will include a discussion of program requirements, curriculum, Olin policies, overview of university resources, and team-building activities. The week prior to the immersion program, students will also have advance access to orientation information via the learn.WashU platform.

## Master of Accounting (MACC)

In the 18-month Master of Accounting (MACC) program at Olin, students develop the skills necessary to enter the growing and dynamic fields of public accounting, corporate accounting, consulting, and financial services.

The MACC degree requires the completion of 33 credits. This includes 16.5 credits of core required courses, 9 credits of accounting electives, and 7.5 credits of other electives. This flexibility provides students with the opportunity to learn about other areas of business while also honing in on their accounting skills. Areas of focus include auditing, taxes, ethical decision making in accounting, and business analysis using financial statements. Experiential courses are also built into the curriculum, so all MACC students have the opportunity to gain hands-on experience.

The MACC curriculum and course descriptions (PDF) (<http://bulletin.wustl.edu/grad/business/graduate-masters/accounting/MACC-curriculum-course-descriptions.pdf>) can be accessed for more information.

**Note:** Graduates of the MACC program who have completed a standard 120-credit bachelor's degree in accounting may earn the 150 cumulative credits needed to sit for the CPA exam.

## Orientation Programs

All Specialized Master's Programs students kick off their degrees with a multipronged orientation program designed to prepare them for academic, personal and professional success.

Students will participate in Passport, Career Stamp, and SMP Start, and they will complete foundational courses during the summer prior to beginning their fall semester at Olin.

Students new to the United States and non-native English speakers begin with **Passport**, during which they will acclimate to the Olin Business School culture and strengthen their English and business communication skills. The entire cohort of students will participate in **Career Stamp**, which serves as a catalyst for students to help them get started in their career search and preparation processes, and **SMP Start**, which orients everyone to the ins and outs of Washington University. Finally, students complete **SMP Graduate Orientation (GO) Week**, which includes workshops and events to help students with their final preparations before the start of their first semester. These programs are packed with opportunities for students to bond with their program cohort and to connect with their peers in all of the Specialized Master's Programs.

Simultaneously, students will complete online, asynchronous foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

## Master of Accounting (Online)

With this focused, rigorous degree, students will take a deep dive into accounting theory and principles while they gain a solid understanding of the business landscape. The online Master of Accounting program is distinguished by dedicated, expert instructors and a best-in-class digital learning experience (<https://olin.wustl.edu/EN-US/partners-resources/Pages/center-digital-education.aspx>).

WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

- **Graduate Certificate:** The online Master of Accounting Graduate Certificate requires completion of 10.5 credits over eight months.
- **Advanced Graduate Certificate:** The online Master of Accounting Advanced Graduate Certificate requires completion of 12 credits over eight months.
- **Online Master of Accounting degree:** The online Master of Accounting degree requires completion of 10.5 credits over eight months.

The online Master of Accounting degree requires 33 credit units for completion, and students will take courses in auditing, taxes, ethical decision making in accounting, and business analysis using financial statements. Students hone the skills necessary to advance their career goals in the fields of public accounting, corporate accounting, consulting, and financial services.

The online Master of Accounting curriculum (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/accounting-online/online-master\\_accounting-curriculum-WashUOlin\\_1\\_.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/accounting-online/online-master_accounting-curriculum-WashUOlin_1_.pdf)) can be accessed for more information.

## Orientation Program

Students will kick off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion program, students will have advance access to orientation information via the learn.WashU platform. Students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

Students who are pursuing individual certificates or who have taken a pause in enrollment between the Graduate Certificate and the Advanced Graduate Certificate will participate in a short re-orientation session. This session will re-orient students to campus resources and program requirements and reintroduce them to support staff from the Graduate Programs Office.

## Master of Science in Supply Chain Management (MSSCM)

In the 18-month Master of Science in Supply Chain Management (MSSCM) program at Olin, students develop the skills and judgment required to manage the production and delivery of a firm's products and services, which is a critical aspect of business in today's challenging economic environment.

The MSSCM degree requires the completion of 36 credits, and it is STEM-designated for its focus on science, technology, engineering, and mathematics. The curriculum provides students with a current and innovative approach to data. Students typically complete the program in three semesters. An accelerated, two-semester format is also available.

Students apply the skills they learn in the classroom to real-world projects for corporate partners of Olin's Boeing Center for Supply Chain Innovation. These partners represent a wide range of organizations and industries, and projects tackle technology, information, and operations challenges.

The MSSCM curriculum and course descriptions (PDF) can be accessed for more information.

## Orientation Programs

All Specialized Master's Programs students kick off their degrees with a multipronged orientation program designed to prepare them for academic, personal and professional success.

Students will participate in Passport, Career Stamp, and SMP Start, and they will complete foundational courses during the summer prior to beginning their fall semester at Olin.

Students new to the United States and non-native English speakers begin with **Passport**, during which they will acclimate to the Olin Business School culture and strengthen their English and business communication skills. The entire cohort of students will participate in **Career Stamp**, which serves as a catalyst for students to help them get started in their career search and preparation processes, and **SMP Start**, which orients everyone to the ins and outs of Washington University. Finally, students complete **SMP Graduate Orientation (GO) Week**, which includes workshops and events to help students with their final preparations before the start of their first semester. These programs are packed with opportunities for students to bond with their program cohort and to connect with their peers in all of the Specialized Master's Programs.

Simultaneously, students will complete online, asynchronous foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

## Master of Science in Business Analytics (MSA)

In the 18-month Master of Science in Business Analytics (MSA) program at Olin, we prepare students for today's world of big data. By combining technical programming skills with a rigorous approach to business problem-solving, MSA students gain the tools and the confidence needed to extract strategic insights from vast storehouses of data. Across every industry, businesses are collecting data — from retail inventory records to hospital patient data to credit card transactions and more — and relying on skilled analysts to stay ahead of business trends, build forecasts, and drive creative solutions to business problems.

## Areas of Focus

Students can choose one of six STEM-designated tracks, focusing on a specific business area of data analytics:

- Customer Analytics (MSCA)
- Financial Technology ("FinTech") Analytics (MSFTA)
- Supply Chain Analytics (MSSCA)
- Healthcare Analytics (MSHA)
- Accounting Analytics (MSAA)
- Talent Analytics (MSTA)

The MSA degree requires the completion of 39 credits, including 18 units of common core credits that build students' analytics knowledge. The core courses focus on skills and tools such as SQL, Python, Tableau, R programming, text mining, big data and cloud computing.

## Master of Science in Customer Analytics (MSCA)

The MSCA program requires 39 total credits, including 18 common core credits, 16.5 customer analytics required credits, and 4.5 elective credits. Areas of focus include marketing research, marketing management, digital marketing, and data analysis for brand management. Please review the MSCA curriculum and course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSCA\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSCA_Curriculum_PPT_Format.pdf)) for more details.

## Master of Science in Financial Technology Analytics (MSFTA)

The MSFTA program requires 39 total credits, including 18 common core credits, 18 fintech required credits, and 3 elective credits. Areas of focus include financial management, advanced corporate finance, investment theory, methods and practice of financial technology, and a seminar in financial technology. Please review the MSFTA curriculum and course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSFTA\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSFTA_Curriculum_PPT_Format.pdf)) for more details.

## Master of Science in Supply Chain Analytics (MSSCA)

The MSSCA program requires 39 total credits, including 18 common core credits, 18 supply chain required credits, and 3 elective credits. Areas of focus include operations management, stochastic models, revenue management, and supply chain finance. Please review the MSSCA curriculum and course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSSCA\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSSCA_Curriculum_PPT_Format.pdf)) for more details.

## Master of Science in Healthcare Analytics (MSHA)

The MSHA program requires 39 total credits, including 18 common core credits, 15 healthcare required credits, and 6 elective credits. Areas of focus include research in healthcare management, health economics and policy, healthcare management, and the business and practice of medicine. Please review the MSHA curriculum and course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSHA\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSHA_Curriculum_PPT_Format.pdf)) for more details.

## Master of Science in Accounting Analytics (MSAA)

The MSAA program requires 39 total credits, including 18 common core credits, 13.5 accounting analytics required credits, and 7.5 elective credits. Areas of focus include strategic cost analysis, financial reporting and assurance in a blockchain world, accounting policy and research, and ethical decision making in accounting. Please review the MSAA curriculum and course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSAA\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSAA_Curriculum_PPT_Format.pdf)) for more details.

## Master of Science in Talent Analytics (MSTA)

The MSTA program requires 39 total credits, including 18 common core credits, 13.5 talent analytics required credits, and 7.5 elective credits. Areas of focus include people metrics, human resource strategies, the wholomics approach to integrated value creation, and compensation, incentives, talent, and organization analytics. Please review the MSTA curriculum and course descriptions (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSTA\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/business-analytics/MSTA_Curriculum_PPT_Format.pdf)) for more details.

## Orientation Programs

All Specialized Master's Programs students kick off their degrees with a multipronged orientation program designed to prepare them for academic, personal and professional success.

Students will participate in Passport, Career Stamp, and SMP Start, and they will complete foundational courses during the summer prior to beginning their fall semester at Olin.

Students new to the United States and non-native English speakers begin with **Passport**, during which they will acclimate to the Olin Business School culture and strengthen their English and business communication skills. The entire cohort of students will participate in **Career Stamp**, which serves as a catalyst for students to help them get started in their career search and preparation processes, and **SMP Start**, which orients everyone to the ins and outs of Washington University. Finally, students complete **SMP Graduate Orientation (GO) Week**, which includes workshops and events to help students with their final preparations before the start of their first semester. These programs are packed with opportunities for students to bond with their program cohort and to connect with their peers in all of the Specialized Master's Programs.

Simultaneously, students will complete online, asynchronous foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

## Online Master of Science in Business Analytics

Our Online Master of Science in Business Analytics (OMSA) program allows working professionals to amplify their data analysis abilities in the fast-growing field of analytics.

The program is divided into three sections, with each one earning a credential. After the first eight months, students will earn a Graduate Certificate. An Advanced Graduate Certificate follows this during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

- **OMSA Graduate Certificate:** Requires the completion of 10.5 credits over eight months
- **OMSA Advanced Graduate Certificate:** Requires the completion of 12 credits over eight months
- **Online MS in Business Analytics degree:** Requires the completion of 10.5 credits over eight months

The OMSA degree requires the completion of 33 credit units of courses, including common core credits that build students' analytics knowledge. The core courses focus on skills and tools such as SQL, Python, Tableau, R programming text mining, big data and cloud computing.

The online Master of Science in Business Analytics curriculum (<https://olin.wustl.edu/EN-US/academic-programs/online-masters-programs/online-MS-analytics/Pages/default.aspx>) can be accessed on Olin's website for more information.

## Orientation Program

Students will kick off their OMSA enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend includes a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion experience, students are granted advance access to orientation information via the *learn.WashU.online* platform. Students also complete foundation courses to bolster their quantitative background and maximize their academic preparation before the start of the program.

Students pursuing individual certificates or who have taken a pause in enrollment between the Graduate Certificate and the Advanced Graduate Certificate will participate in a short reorientation session. This session reorients students to campus resources and program requirements and reintroduces them to Graduate Programs Office support staff.

## Master of Science in Finance - Quantitative (MSFQ)

In the 18-month Master of Science in Quantitative Finance (MSFQ) track, students gain skills in mathematical and strategic decision making. Designed for students with a strong mathematical background, this technical curriculum is ideal if the student's career goals include working in financial services or related industries. There are experiential courses built into the curriculum, so all MSFQ students have the opportunity to gain hands-on experience.

Our quantitative finance track requires the completion of 39 credits, and it is STEM-designated for its focus on science, technology, engineering, and mathematics. The curriculum includes 30 required credits and 9 electives that focus on advanced quantitative skills, which provide students with a current and innovative approach to finance.

The MSFQ curriculum (PDF) (<http://bulletin.wustl.edu/grad/business/graduate-masters/finance-quantitative/MSFQ-curriculum-course-descriptions.pdf>) can be accessed for more information.

### Orientation Programs

All Specialized Master's Programs students kick off their degrees with a multipronged orientation program designed to prepare them for academic, personal and professional success.

Students will participate in Passport, Career Stamp, and SMP Start, and they will complete foundational courses during the summer prior to beginning their fall semester at Olin.

Students new to the United States and non-native English speakers begin with **Passport**, during which they will acclimate to the Olin Business School culture and strengthen their English and business communication skills. The entire cohort of students will participate in **Career Stamp**, which serves as a catalyst for students to help them get started in their career search and preparation processes, and **SMP Start**, which orients everyone to the ins and outs of Washington University. Finally, students complete **SMP Graduate Orientation (GO) Week**, which includes workshops and events to help students with their final preparations before the start of their first semester. These programs are packed with opportunities for students to bond with their program cohort and to connect with their peers in all of the Specialized Master's Programs.

Simultaneously, students will complete online, asynchronous foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

## Master of Science in Finance - Corporate Finance (MSFC)

In the 10-month Master of Science in Corporate Finance (MSFC) track, students gain a rigorous and comprehensive education in securities research, capital raising, derivative pricing and fixed income. Practicum projects in partnership with financial and non-financial firms are built into the curriculum, so all MSFC students have the opportunity to gain hands-on experience with real-world clients.

The MSFC degree requires the completion 30.5 credits, including 20 required credits and 10.5 elective credits.

The MSFC curriculum (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/finance-corporate/MSFC\\_Curriculum\\_PPT\\_Format.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/finance-corporate/MSFC_Curriculum_PPT_Format.pdf)) can be accessed for more information.

### Orientation Programs

All Specialized Master's Programs students kick off their degrees with a multipronged orientation program designed to prepare them for academic, personal and professional success.

Students will participate in Passport, Career Stamp, and SMP Start, and they will complete foundational courses during the summer prior to beginning their fall semester at Olin.

Students new to the United States and non-native English speakers begin with **Passport**, during which they will acclimate to the Olin Business School culture and strengthen their English and business communication skills. The entire cohort of students will participate in **Career Stamp**, which serves as a catalyst for students to help them get started in their career search and preparation processes, and **SMP Start**, which orients everyone to the ins and outs of Washington University. Finally, students complete **SMP Graduate Orientation (GO) Week**, which includes workshops and events to help students with their final preparations before the start of their first semester. These programs are packed with opportunities for students to bond with their program cohort and to connect with their peers in all of the Specialized Master's Programs.

Simultaneously, students will complete online, asynchronous foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

## Master of Science in Finance - Wealth and Asset Management (MSFWAM)

In the 18-month Wealth & Asset Management track (MSFWAM), students gain the skills necessary to advise individuals, institutions, and firms in the growing wealth management industry. Consulting practica are built into the curriculum, so all MSFWAM students have the opportunity to work with financial firms related to wealth and asset management.

Our WAM track requires the completion of 39 credits and is STEM designated for its focus on science, technology, engineering, and mathematics. The curriculum includes 28.5 required credits and 10.5 electives focusing on advanced quantitative skills, providing students with a current and innovative approach to finance.

The MSFWAM curriculum (PDF) can be accessed for more information.

## Orientation Programs

All Specialized Master's Programs students kick off their degrees with a multipronged orientation program designed to prepare them for academic, personal and professional success.

Students will participate in Passport, Career Stamp, and SMP Start, and they will complete foundational courses during the summer prior to beginning their fall semester at Olin.

Students new to the United States and non-native English speakers begin with **Passport**, during which they will acclimate to the Olin Business School culture and strengthen their English and business communication skills. The entire cohort of students will participate in **Career Stamp**, which serves as a catalyst for students to help them get started in their career search and preparation processes, and **SMP Start**, which orients everyone to the ins and outs of Washington University. Finally, students complete **SMP Graduate Orientation (GO) Week**, which includes workshops and events to help students with their final preparations before the start of their first semester. These programs are packed with opportunities for students to bond with their program cohort and to connect with their peers in all of the Specialized Master's Programs.

Simultaneously, students will complete online, asynchronous foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

## Global Master of Finance (GMF)

The Global Master of Finance (GMF) program at Olin was created for high-reaching students. Olin Business School has partnered with six leading universities around the world to create a singular educational paradigm that meets the demand for next-generation financial expertise.

All graduates receive a Master of Science in Finance (MSF) degree from Olin Business School, and they complete a second program with one of the GMF partner schools. Complementary curricula and certifications vary by partner institution. Highlights of the program include weeklong immersion courses in Washington, D.C., and New York City.

Learn more about our partners below:

- Singapore Management University partnership curriculum
- Yonsei University (South Korea) partnership curriculum
- Interdisciplinary Center Herzliya (Israel) partnership curriculum
- Universitat Pompeu Fabra (Spain) partnership curriculum
- WHU Otto Beisheim School of Management (Germany) partnership curriculum (<https://olin.wustl.edu/EN-US/academic-programs/specialized-masters-programs/MSFDD/partners/WHU/Pages/curriculum.aspx>)
- University of Macau (China) partnership curriculum (<https://olin.wustl.edu/EN-US/academic-programs/specialized-masters-programs/MSFDD/partners/Macau/Pages/Curriculum.aspx>)

## Master of Science in Finance (Online)

This rigorous and comprehensive graduate program offers in-depth training in the constantly evolving field of corporate finance and investments. The curriculum goes beyond a solid foundation of financial principles and theory, focusing on new concepts and trends like cryptocurrencies and blockchain. The certificates and degree in our online Master of Science in Finance program have a concentration in corporate finance and investments and are distinguished by renowned financial faculty members and a best-in-class digital learning experience (<https://olin.wustl.edu/EN-US/partners-resources/Pages/center-digital-education.aspx>).

WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

- **Graduate Certificate:** The online Master of Science in Finance Graduate Certificate requires completion of 9 credits over eight months.
- **Advanced Graduate Certificate:** The online Master of Science in Finance Advanced Graduate Certificate requires completion of 10.5 credits over eight months.
- **Online Master of Science in Finance degree:** The online Master of Science in Finance degree requires completion of 10.5 credits over eight months.

The online Master of Science in Finance degree requires 30 credit units for completion, and students gain a rigorous and comprehensive education in securities research, capital raising, derivative pricing and fixed income.

The online Master of Science in Finance curriculum (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/finance-online/online-ms\\_finance-curriculum-WashUOlin\\_1\\_.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/finance-online/online-ms_finance-curriculum-WashUOlin_1_.pdf)) can be accessed for more information.

## Orientation Program

Students will kick off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion program, students will have advance access to orientation information via the learn.WashU platform. Students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

Students who are pursuing individual certificates or who have taken a pause in enrollment between the Graduate Certificate and the Advanced Graduate Certificate will participate in a short re-orientation session. This session will re-orient students to campus resources and program requirements and reintroduce them to support staff from the Graduate Programs Office.

## Accounting Graduate Certificate (Online)

With this focused, rigorous degree, you'll take a deep dive into accounting theory and principles while you gain a solid understanding of the business landscape. The online Master of Accounting program is distinguished by dedicated, expert instructors and a best-in-class digital learning experience (<https://olin.wustl.edu/EN-US/partners-resources/Pages/center-digital-education.aspx>).

WashU Olin's online degree programs are divided into three sections, each one earning a credential. After your first eight months, you'll earn a Graduate Certificate, followed by an Advanced Graduate Certificate during your second eight months and finishing with your degree when you complete the program. That means you are able to add impressive credentials to your resume before you complete the degree.

- **Graduate Certificate:** The online Master of Accounting Graduate Certificate requires completion of 10.5 credits over 8 months.
- **Advanced Graduate Certificate:** The online Master of Accounting Advanced Graduate Certificate requires completion of 12 credits over 8 months.
- **Online Master of Accounting degree:** The online Master of Accounting degree requires completion of 10.5 credits over 8 months.

The online Master of Accounting degree requires 33 credit units for completion, and students will take courses in auditing, taxes, ethical decision making in accounting, and business analysis using financial statements. Students hone the skills necessary to advance their career goals in the fields of public accounting, corporate accounting, consulting, or financial services.

The online Master of Accounting curriculum ([https://olin.wustl.edu/docs/SMP/online-master\\_accounting-curriculum-WashUOlin.pdf](https://olin.wustl.edu/docs/SMP/online-master_accounting-curriculum-WashUOlin.pdf)) can be accessed on Olin's website for more information.

*\*Students are required to complete the Master of Accounting Graduate Certificate prior to enrolling in the Advanced Graduate Certificate.*

## Orientation Program

Students will kick-off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, Olin policies, overview of university resources, and team-building activities. The week prior to the immersion program, students will also have advance access to orientation information via the learn.WashU platform. Prior to program start, students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

Students pursuing individual certificates, or those who have taken a pause in enrollment between the Graduate Certificate and the Advanced Graduate Certificate will participate in a short re-orientation session. This session will re-orient students to campus resources and program requirements, and reintroduce them to support staff from the Graduate Programs Office.

## Accounting Advanced Graduate Certificate (Online)

With this focused, rigorous degree, students will take a deep dive into accounting theory and principles while they gain a solid understanding of the business landscape. The online Master of Accounting program is distinguished by dedicated, expert instructors and a best-in-class digital learning experience (<https://olin.wustl.edu/EN-US/partners-resources/Pages/center-digital-education.aspx>).

WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

- **Graduate Certificate:** The online Master of Accounting Graduate Certificate requires completion of 10.5 credits over eight months.
- **Advanced Graduate Certificate:** The online Master of Accounting Advanced Graduate Certificate requires completion of 12 credits over eight months.
- **Online Master of Accounting degree:** The online Master of Accounting degree requires completion of 10.5 credits over eight months.

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**Note:** Students are required to complete the Master of Accounting Graduate Certificate prior to enrolling in the Advanced Graduate Certificate program.

## Orientation Program

Students will kick off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion program, students will have advance access to orientation information via the learn.WashU platform. Students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

Students who are pursuing individual certificates or who have taken a pause in enrollment between the Graduate Certificate and the Advanced Graduate Certificate will participate in a short re-orientation session. This session will re-orient students to campus resources and program requirements and reintroduce them to support staff from the Graduate Programs Office.

## Business Analytics Graduate Certificate (Online)

We offer three different concentrations — customer, fintech, and accounting — so that students can focus their knowledge in the area that most interests them. Whichever area they choose, students will learn to harness the power of analytics while also considering principles to navigate the areas of grey that arise in businesses of all sizes.

Students can choose one of three tracks, focusing on a specific business area of data analytics:

- Customer Analytics (MSCA)
- Financial Technology ("FinTech") Analytics (MSFTA)
- Accounting Analytics (MSAA)

WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students will earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

- **Graduate Certificate:** The online Master of Science in Business Analytics Graduate Certificate requires completion of 10.5 credits over eight months.
- **Advanced Graduate Certificate:** The online Master of Science in Business Analytics Advanced Graduate Certificate requires completion of 12 credits over eight months.
- **Online Master of Science in Business Analytics degree:** The online Master of Science in Business Analytics degree requires completion of 10.5 credits over eight months.

The online Master of Science in Business Analytics degree requires the completion of 33 credit units of courses, with common core credits that build students' analytics knowledge. The core courses focus on skills and tools such as SQL, Python, Tableau, R programming text mining, big data and cloud computing.

The online Master of Science in Business Analytics curriculum (<https://olin.wustl.edu/EN-US/academic-programs/online-masters-programs/online-MS-analytics/Pages/default.aspx>) can be accessed on Olin's website for more information.

**Note:** Students are required to complete the Master of Science in Business Analytics Graduate Certificate prior to enrolling in the Advanced Graduate Certificate program.

## Orientation Program

Students will kick off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion program, students will have advance access to orientation information via the learn.WashU platform. Students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

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WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students will earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

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- **Advanced Graduate Certificate:** The online Master of Science in Business Analytics Advanced Graduate Certificate requires completion of 12 credits over eight months.

- **Online Master of Science in Business Analytics**

**degree:** The online Master of Science in Business Analytics degree requires completion of 10.5 credits over eight months.

The online Master of Science in Business Analytics degree requires the completion of 33 credit units of courses, with common core credits that build students' analytics knowledge. The core courses focus on skills and tools such as SQL, Python, Tableau, R programming text mining, big data and cloud computing.

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**Note:** Students are required to complete the Master of Science in Business Analytics Graduate Certificate prior to enrolling in the Advanced Graduate Certificate program.

## Orientation Program

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This rigorous and comprehensive graduate program offers in-depth training in the constantly evolving field of finance. The curriculum goes beyond a solid foundation of financial principles and theory, focusing on new concepts and trends like cryptocurrencies and blockchain. The certificates and degree in our online Master of Science in Finance program have a concentration in corporate finance and investments and are distinguished by renowned financial faculty members and a best-in-class digital learning experience (<https://olin.wustl.edu/EN-US/partners-resources/Pages/center-digital-education.aspx>).

WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

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- **Online Master of Science in Finance degree:** The online Master of Science in Finance degree requires completion of 10.5 credits over eight months.

The online Master of Science in Finance degree requires 30 credit units for completion, and students gain a rigorous and comprehensive education in securities research, capital raising, derivative pricing and fixed income.

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**Note:** Students are required to complete the Master of Science in Finance Graduate Certificate prior to enrolling in the Advanced Graduate Certificate program.

## Orientation Program

Students will kick off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion program, students will have advance access to orientation information via the learn.WashU platform. Students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

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WashU Olin's online degree programs are divided into three sections, with each one earning a credential. After the first eight months, students earn a Graduate Certificate. This is followed by an Advanced Graduate Certificate during the second eight months, and a degree is earned when students complete the program. This allows students to add impressive credentials to their resumes even before they complete their degrees.

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**Note:** Students are required to complete the Master of Science in Finance Graduate Certificate prior to enrolling in the Advanced Graduate Certificate program.

## Orientation Program

Students will kick off their enrollment with a weekend immersion program that begins with a program introduction and virtual meet-and-greet. The weekend will include a discussion of program requirements, curriculum, and Olin policies; an overview of university resources; and team-building activities. The week prior to the immersion program, students will have advance

access to orientation information via the learn.WashU platform. Students will also complete foundation courses to bolster their background and maximize their academic preparation before the start of their degree program.

Students who are pursuing individual certificates or who have taken a pause in enrollment between the Graduate Certificate and the Advanced Graduate Certificate will participate in a short re-orientation session. This session will re-orient students to campus resources and program requirements and reintroduce them to support staff from the Graduate Programs Office.

## Admissions

### Eligibility

Washington University encourages and gives full consideration to all applicants for admission and financial aid without regard to ethnicity, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

The Olin Business School is invested in recruiting, enrolling, retaining and graduating students from diverse backgrounds. Applications for admission by students from diverse backgrounds to any of our degree programs are encouraged and welcomed. To the greatest extent possible, students with disabilities are integrated into the student population as equal members.

To be considered for admission into a graduate degree program, applicants must hold a bachelor's degree from an accredited institution prior to starting the graduate program.

### Application Process

Our application process requires the submission of a complete online application. A complete application may include but is not limited to the following:

- A one-page resume
- Essays
- A career plan statement
- Standardized test scores
- Academic transcripts
- One professional recommendation

## 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 units.

### 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 their academic adviser.

### 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 student's academic adviser.

### Satisfactory Academic Progress

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The full-time MBA program requires, at a minimum, no more than three LP grades, no more than two NP grades, and/or less than 6 credits of NP and LP grades.

## 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. Please review the Olin Business School's Code of Conduct (PDF) ([http://bulletin.wustl.edu/grad/business/graduate-masters/policies/Integrity\\_Matters\\_2018.pdf](http://bulletin.wustl.edu/grad/business/graduate-masters/policies/Integrity_Matters_2018.pdf)) for more information.

## 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 21<sup>st</sup> 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 5603 Diversity, Equity and Inclusion

## 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 their academic adviser.

## Curricular Practical Training (CPT)

Full-time MBA students will be required to complete a 0.5-credit course, MGT 513 Special Topics in Management, in alignment with their internship experience. The 0.5 credit earned from the completion of this course will not apply toward the 67 credits required for degree completion.

Graduate Programs Office staff will administratively enroll students in this course for the summer semester and will complete the required paperwork needed by international students for CPT applications. Weston Career Center staff will act as the course instructors; they will delineate course deliverables and expectations and determine students' final grades for the course.

Students are eligible to waive this course or petition to substitute an alternative graduate experience for this requirement if they are pursuing the Accelerated Degree Option or if they are completing a dual degree (i.e., MArch/MBA, MUD/MBA, MS-BME/MBA, MA-East Asian Studies/MBA, JD/MBA, MD/MBA, MSW/MBA, MPH/MBA, or MEng-EECE/MBA). Potential substitutions might include a practicum requirement, a clerkship, or a research assistantship.

Students who would like to waive this course should fill out the Course Waiver form. They can obtain this form from their academic adviser. Once the form is completed, it should be returned to the academic adviser.

Students who would like to petition for a course substitution should fill out the Graduate Programs Office petition. They can obtain this form from their academic adviser. Once the form is completed, it should be returned to the academic adviser.

## 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 their academic adviser for evaluation and approval by the Academic Review Committee. 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:

### Mini-Term Courses

Withdrawal Date	Refund
Within the first week of classes	100%
Within the second week of classes	75%
Within the third week of classes	50%
Within the fourth week of classes	25%
After the fourth week of classes	No refund or withdrawal

### Semester Courses

Withdrawal Date	Refund
Within the first week of classes	100%
After the first week and before the end of the third week	75%
After the third week and before the end of the seventh week	50%
After the seventh week and before the end of the eighth week	25%
After the eighth week of classes	No refund or withdrawal

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.

Prior to taking a leave of absence, a student will be required to work in conjunction with the Graduate Programs Office and the enrollment management team to complete a leave of absence form, which will identify the student's remaining courses and provide information about any scholarships available and the tuition required to complete the program.

### Withdrawal and Federal Loans

Regulations governing the return of Title IV funds (unsub and Graduate PLUS loans) require the school to determine the earned and unearned portions of disbursed loans as of the date the student ceased attendance. Students who are considering a

withdrawal from any or all course work should contact the Olin Financial Services team in order to understand the implications for their current student loan amount and the impacts on their grace 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 from a course 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 units 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 units 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

A partial list of considerations that fall under the purview of the graduate programs petition process are as follows: exceptions to existing policies or procedures; changing from one degree-seeking program to another; accelerating or decelerating their degree timeline; entering into a dual/joint degree program; or exceeding the semester credit cap that requires adjustments to tuition being made.

Graduate programs petitions 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 by contacting the academic adviser.

### 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.

### Leave of Absence (LOA)

Students interested in taking a leave of absence should contact the Graduate Programs Office as soon as possible.

Prior to taking a leave of absence, a student will be required to work in conjunction with the Graduate Programs Office and the enrollment management team to complete a leave of absence form, which will identify the student's remaining courses and provide information about any scholarships available and the tuition required to complete the program.

### 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.

When students are forced to withdraw from the university due to an illness, which makes attendance for the remainder of the semester medically inadvisable, 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 units.

**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 scheduled for the course [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.

A faculty member may change a grade from NCR providing 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 faculty member and/or the academic adviser.

## Satisfactory Academic Progress

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The PMBA program requires, at a minimum, no more than three LP grades, no more than two NP grades, and/or less than 6 credits of NP and LP grades.

## 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."

## Withdrawal and Federal Loans

Regulations governing the return of Title IV funds (unsub and Graduate PLUS loans) require the school to determine the earned and unearned portions of disbursed loans as of the date the student ceased attendance. Students who are considering a

withdrawal from any or all course work should contact the Olin Financial Services team in order to understand the implications for their current student loan amount and the impacts on their grace period.

## Course Waivers

Course waivers are intended to allow students to avoid the redundant study of subjects already mastered. However, they do not reduce the number of credits required to earn the degree. In the PMBA program, no more than two required core courses can be waived. In addition, waivers are not granted for the following required courses:

- MGT 5316 Leadership Communication
- OB 5601 Organizational Behavior
- MGT 5311 Introduction to Management and Strategy
- MGT 5321 Business, Government, and Society

## 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 units of independent study credit toward the 54-unit 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 interested in enrolling as SNCD should contact the Graduate Programs Office.

## 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

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

These numerical grade ranges are only a general example for how letter grades may be assigned. Individual faculty members may not use these exact numerical ranges to assign letter grades. Please refer to the instructor or syllabus for each course to determine how letter grades will be assigned.

### 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.

### Satisfactory Academic Progress

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires

a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The Specialized Masters Programs require, at a minimum, a cumulative GPA of 3.00.

## 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 Associate Dean and the Director of Graduate 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 submit a graduate programs petition to their academic adviser.

## Course Waivers

Waivers are intended to allow students to avoid the redundant study of subjects already mastered. However, they do not reduce the number of credits required to earn the degree. The waiver request form is available in the Graduate Programs Office and can also be distributed by the academic adviser.

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

## Transfer Credit

As many as 6 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 their academic adviser.

## 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 do so prior to the start of registration.

- 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."
  - 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.

## 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.
  - 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.

- 2021-22 semester dates:
  - Summer 2021: May 14 through August 29
  - Fall 2021: August 30 through December 22
  - Spring 2022: December 23 through May 11

3. Complete the CPT application form, which can be accessed in the Graduate Programs Office or by contacting the academic adviser. (Students should *not* sign and date this form; the student's signature will be added when they pick up their I-20 from the 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 units = 0.5; grading method = pass/fail
- **Note:** Students will *not* be charged tuition by the credit unit 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 units 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 for the student 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.

## 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)

Graduation Date	Intent to Graduate Filing Deadline
08/12/2021	08/02/2021
01/09/2022	10/29/2021
05/20/2022	12/17/2021

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 (<https://acadinfo.wustl.edu/>) 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 course after the drop deadline by contacting their academic adviser.

If the withdrawal is approved, the course will remain in the student's transcript with a grade of "W."

**Note:** Consult the tuition refund schedule (p. 50) for a detailed description of refunds.

## Withdrawal and Federal Loans

Regulations governing the return of Title IV funds (unsub and Graduate PLUS loans) require the school to determine the earned and unearned portions of disbursed federal loans as of the date the student ceased attendance. Students who are considering a withdrawal from any or all course work should contact the Olin Financial Services team in order to understand the implications for their current student loan amount and the impacts on their grace period.

## 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 units 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.

## Leave of Absence (LOA)

Students interested in taking a leave of absence should contact the Graduate Programs Office as soon as possible.

Prior to taking a leave of absence, a student will be required to work in conjunction with the Graduate Programs Office and the enrollment management team to complete a leave of absence form, which will identify the student's remaining courses and provide information about any scholarships available and the tuition required to complete the program.

## 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 may not be reserved. 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](mailto:services@olin.wustl.edu)) immediately.
- Should audiovisual assistance be required, students should email General Services ([services@olin.wustl.edu](mailto: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 Graduate Programs Office.
- 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 contact their academic adviser.

Links to all recorded classes 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 accessed by contacting the Graduate Programs Office.
- 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, their locker reservation will be canceled and the spot will open back up.
- Lockers are reserved on a semester basis only.
- 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. 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.

## Online Programs Policies

### Academic Performance

The following standards apply to students who start an online degree or certificate program in September 2021 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

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

These numerical grade ranges are only a general example for how letter grades may be assigned. Individual faculty members may not use these exact numerical ranges to assign letter grades. Please refer to the instructor or syllabus for each course to determine how letter grades will be assigned.

## 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 "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 their academic adviser.

## Satisfactory Academic Progress

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The Online SMPs require a minimum GPA of 3.0.

## 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 Associate Dean and the Director of Graduate 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 submit a graduate programs petition to their academic adviser.

## Course Waivers

Waivers are intended to allow students to avoid the redundant study of subjects already mastered. However, they do not reduce the number of credits required to earn the degree. In the online programs at Olin, no more than 3 credits can be waived across the Graduate Certificate, Advanced Graduate Certificate, and degree.

Each waiver request must be approved by the program's academic director. Upon course waiver approval, the academic adviser will work with the academic director to identify a suitable replacement from Olin's online curriculum.

This policy applies to courses that will be taken to fulfill requirements to complete the Graduate Certificate, Advanced Graduate Certificate, and degree. This policy does not apply to foundations courses, which have their own waiver policies. Students should review those policies in the student handbook and contact their academic adviser with further questions.

## 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.

## 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.

## Olin Code of Conduct

All EMBA students are required to abide by the Olin Business School Code of Conduct, which pertains to topics such as academic integrity, professionalism and respect for others. The code also contains guidelines and procedures for academic discipline. Failure to comply with the code may result in penalties up to and including expulsion.

## Standard Classroom Schedule/Out-of-Class Requirements

Classes in the online programs meet two nights a week from 7:00-8:30 p.m. Central Time. In addition, students will have significant out-of-class requirements (e.g., readings, team meetings, asynchronous course lectures, assignments, projects, exams).

Courses in the online programs will have a 75% attendance policy. For example, for a course that has four sessions, students must attend a minimum of three sessions in order to receive a passing grade in the course. Faculty members can make stricter attendance policies by class.

### Time Limit

There is a four-year time limit for students to complete the online degree programs.

### Degree Progression

WashU Olin's online degree programs are divided into three sections, with each one earning a credential. Students must complete a Graduate Certificate before enrolling in an Advanced Graduate Certificate program. Similarly, students must complete the Advanced Graduate Certificate before they are able to complete the full degree program.

### Leave of Absence (LOA)

Students interested in taking a leave of absence should contact the Graduate Programs Office as soon as possible.

Prior to taking a leave of absence, a student will be required to work in conjunction with the Graduate Programs Office and the enrollment management team to complete a leave of absence form, which will identify the student's remaining courses and provide information about any scholarships available and the tuition required to complete the program.

## Financial Information

### Financial Services – Graduate Programs

#### Tuition and Fees

Current tuition rates for all Olin graduate programs can be found on the Tuition Rates and Billing Procedures (<https://sites.wustl.edu/olinfinancialservices/tuition-rates-and-billing-procedures/>) page of the Olin Financial Services website.

#### Health Insurance

Students at Washington University are required to carry health insurance. Full-time graduate students on the Danforth Campus are automatically enrolled in (and billed for) the basic health insurance policy. If proof of comparable coverage is provided, then a student may be able to waive the policy. (International graduate students are not eligible to waive out of the insurance plan.) There are also options for spouse or family coverage, at an additional cost. To review the plans and details concerning the waiver process, please visit the Student Health Insurance Plan Information (<https://students.wustl.edu/student-health-insurance-plan-information/>) page of the Washington University Student Affairs website.

### Tuition Refunds

Students who are considering a withdrawal from their program should consult with their academic adviser. To officially withdraw, written notification must be provided. Students who withdraw after a term is underway ordinarily receive a tuition refund as follows, based on the last day of class attendance:

#### Flat-Rate Tuition Programs

Withdrawal Date	Refund
Within the first week of classes	100%
After the first week and before the end of the third week	75%
After the third week and before the end of the seventh week	50%
After the seventh week and before the end of the eighth week	25%
After the eighth week of classes	No refund or withdrawal

#### Per-Credit-Hour Tuition Programs

##### Semester Courses

Withdrawal Date	Refund
Within the first week of classes	100%
After the first week and before the end of the third week	75%
After the third week and before the end of the seventh week	50%
After the seventh week and before the end of the eighth week	25%
After the eighth week of classes	No refund or withdrawal

##### Mini-Term Courses

Withdrawal Date	Refund
Within the first week of classes	100%
Within the second week of classes	75%
Within the third week of classes	50%
Within the fourth week of classes	25%
After the fourth week of classes	No refund or withdrawal

### Scholarships

Thanks to the generosity of our alumni and friends of the university, Olin is able to offer a variety of admissions-based scholarships. All applicants are automatically considered for merit-based scholarships during the admissions process.

## Employer Tuition Reimbursement & Sponsorship

Many employers provide full or partial tuition assistance to employees who are pursuing graduate studies. Some employers will allow Washington University to bill them directly, while others expect the student to front the costs and receive reimbursement after the successful completion of course work. Students should contact their organization's human resources department for specifics regarding the amount of support offered as well as the process for securing those benefits. Olin Graduate Financial Services — along with their colleagues in Student Accounts — can assist students with understanding the university's process and how it aligns with the requirements of different companies.

## Financial Aid

The Olin Graduate Financial Services team can help students understand their eligibility for federal and/or private loan options and explain the loan application process. Current federal loan terms and a private loan research tool can be found on the Student Loan Options (<https://sites.wustl.edu/olinfinancialservices/student-loan-options/>) page of the Olin Financial Services website.

Contact: Olin Graduate Financial Services  
Phone: 314-935-7301  
Email: [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu)

## Exchange Programs

The Olin full-time MBA program provides students with the learning experience to understand business from a global perspective through international study by partnering with eight world-class institutions abroad. By allowing students to learn and live in another culture, this cross-cultural experience allows students to transform their thinking to involve a global view.

Students have the option to study abroad for a semester, a mini-term or a summer term.

## Partner Schools

- Chinese University of Hong Kong — Hong Kong
- Hong Kong University of Science and Technology — Hong Kong
- Indian Institute of Management Ahmedabad — Ahmedabad
- Indian Institute of Management Calcutta — Calcutta
- Otto Beisheim Graduate School of Management — Vallendar or Düsseldorf, Germany
- S.P. Jain Institute of Management & Research — Mumbai, India
- Université Paris-Dauphine — Paris, France
- Yonsei University School of Business — Seoul, South Korea

## Executive Degrees

### Eligibility

Washington University encourages and gives full consideration to all applicants for admission and financial aid, without regard to ethnicity, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

The Olin Business School is invested in recruiting, enrolling, retaining and graduating students from diverse backgrounds. Applications for admission by students from diverse backgrounds to any of our degree programs are encouraged and welcomed. To the greatest extent possible, students with disabilities are integrated into the student population as equal members.

To be considered for admission into a graduate degree program, applicants must hold a bachelor's degree from an accredited institution prior to starting the graduate program.

## Executive MBA Programs

To learn about the curriculum, application processes and financial aid opportunities for each of our Executive MBA programs, visit the corresponding site below. Each site will introduce you to the program's curriculum, faculty, format, admission and tuition information.

- Executive MBA U.S. – St. Louis (p. 51)
- Executive MBA Shanghai (p. 53)
- Executive MBA Mumbai (p. 55)

## Executive Master of Business Administration (MBA)

Washington University's Executive MBA (EMBA) program provides a holistic approach to managing people, projects and budgets.

During the 20-month program, classes meet monthly for three-day sessions (with the exception of three residencies (<https://olin.wustl.edu/EN-US/executive-programs/executive-mba/academics/residencies/Pages/residencies.aspx>)). Washington University's Executive MBA team takes care of securing a student's textbooks, course materials, meals and on-campus parking passes.

The Executive MBA program requires 60 credit units for graduation. Course work and residencies focus on leadership development. Our values-based, data-driven approach to leadership is woven through the EMBA program curriculum, from GO! Week through the final capstone project. Students meet with certified executive leadership coaches throughout the program — and even afterward — to develop a personalized, actionable leadership plan built around their own higher-purpose statement.

The EMBA program also includes a data-driven decision-making course to help leaders understand the ways technology affects business and how to build teams that harness the power of technology and data.

Website: <https://olin.wustl.edu/EN-US/executive-programs/executive-mba/Pages/default.aspx>

## Degree Requirements

### Executive MBA

#### Credit Units

The Executive MBA (EMBA) program requires each student to complete 60 credit units.

#### Olin Code of Conduct

All EMBA students are required to abide by the Olin Business School Code of Conduct, which pertains to topics such as academic integrity, professionalism and respect for others. The code also contains guidelines and procedures for academic discipline. Failure to comply with the code may result in penalties up to and including expulsion.

#### Residencies

The EMBA program includes three mandatory residencies: GO! Week, D.C. Immersion, and the International Management Residency. Due to the experiential nature of these residencies, they are impossible to duplicate through other course work and therefore are mandatory for graduation.

#### Standard Classroom Schedule/Out-of-Class Requirements

EMBA classes meet from 8:00 a.m. until 6:00 p.m., with lunch from 12:30 p.m. to 1:30 p.m. The program will also periodically require students to be present for sessions during the lunch hour and in the evening.

In addition, EMBA students will have significant out-of-class requirements (e.g., readings, team meetings, assignments, projects, exams). These typically begin about four weeks prior to the first session of a course and end between two and six weeks after the final session of a course.

#### Time Limit

Although most EMBA students complete their MBA degree with their cohort in 20 months, there is a seven-year time limit for completion of the MBA degree.

## Executive MBA Admissions

### Eligibility

Washington University encourages and gives full consideration to all applicants for admission and financial aid without regard to ethnicity, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

The Olin Business School is invested in recruiting, enrolling, retaining and graduating students from diverse backgrounds. Applications for admission by students from diverse backgrounds to any of our degree programs are encouraged and welcomed. To the greatest extent possible, students with disabilities are integrated into the student population as equal members.

To be considered for admission into a graduate degree program, applicants must hold a bachelor's degree from an accredited institution prior to starting the graduate program. Individuals who do not hold a bachelor's degree and who are interested in pursuing the Executive MBA should reach out to the graduate admissions office for further information.

### Application Process

Our application process requires the submission of a complete online application. A complete application may include but is not limited to the following:

- One-page resume
- Essays
- Commitment letter
- Academic transcripts
- Two professional recommendations

## Executive MBA Policies

### Grading System

- HP (High Pass): Up to top 20% of any course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): Performance is below passing quality

### Academic Performance Standards

**Academic Probation:** Any student with an NP grade or more than three LP grades will be placed on academic probation. The student's case will be considered by the Academic Review Committee, and the student may face immediate academic dismissal. Grades earned in electives do not count toward the limits noted for NP and LP grades.

**Graduation Eligibility:** Any student with an NP grade or with more than 12 credits of LP grades is ineligible to graduate.

**Study Team Performance:** Effective performance in study teams is vital to success in the EMBA program. Therefore, demonstrating the capacity to work effectively in teams is mandatory for a student to remain enrolled. Failure to demonstrate effective team performance carries the same consequence as any other academic performance problem, up to and including immediate dismissal from the program.

**NP Grades:** In the case of an NP grade, the student will be required to retake the course or to take a preapproved equivalent course in the MBA or Professional MBA program. Graduation will be delayed until completion of the makeup course.

**LP Grades:** Any student earning more than one LP grade is encouraged to meet with the faculty director to determine the underlying cause of the low grades and to develop a plan for improving performance.

**Progress Toward Degree:** Any student who has not received passing grades for 80% or more of the credit hours associated with their EMBA cohort at the end of each semester may be required to transfer to a future EMBA cohort or be dismissed from the program.

**Satisfactory Academic Progress:** The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a) (4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The EMBA program requires, at a minimum, no more than three LP grades and no NP grades.

## Additional Grades

- W (Withdrawal): Used for instances when illness or extenuating circumstances require withdrawal from a course prior to completion.
- I (Incomplete): Course work is not complete on the date that grades are recorded. After 90 days, an incomplete grade is automatically changed to an NP grade unless prior arrangements have been made with the EMBA associate dean, the faculty director, and the faculty member teaching the course.

## Executive MBA Financial Information

### Tuition and Fees

Tuition for the program is billed in five installments over the course of the 20-month program. Program cost includes all tuition and fees, textbooks, course materials, on-campus parking, and hotel accommodations for residencies. Meals and snacks are furnished during class weekends. Career coaching is available for all of our Executive MBA (EMBA) students,

both during the program and throughout their career trajectory after graduation. Airfare to the locations of the domestic and international residencies as well as optional lodging packages for class weekends are not included in the program costs.

## EMBA Scholarships

Olin offers a limited number of admissions-based scholarships to EMBA students in the following areas: Women in Business Leadership; Non-Profit; Military; Entrepreneurship; Diversity, Equity & Inclusion; and Travel. Details can be found on the EMBA Financial Aid (<https://olin.wustl.edu/EN-US/executive-programs/executive-mba/admissions/financial-aid/Pages/default.aspx>) page of the Olin website.

## Employer Tuition Reimbursement & Sponsorship

Many employers provide full or partial tuition assistance to employees who are pursuing graduate studies. Some employers will allow Washington University to bill them directly, while others expect the student to front the costs and receive reimbursement after the successful completion of course work. Students should contact their organization's human resources department for specifics regarding the amount of support offered as well as the process for securing those benefits. Olin Graduate Financial Services — along with their colleagues in Student Accounts — can assist students with understanding the university's process and how it aligns with the requirements of different companies.

## Financial Aid

To finance their graduate studies, EMBA students may need to pursue federal and/or private loan options. These resources may be available to students, regardless of their income level and assets. The Olin Financial Services team can discuss potential eligibility and explain the loan application process. Current federal loan terms and a private loan research tool are available on the Student Loan Options (<https://sites.wustl.edu/olinfinancialservices/student-loan-options/>) page of the Olin Financial Services website.

Contact: Olin Graduate Financial Services  
Phone: 314-935-7301  
Email: [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu)

## Executive Master of Business Administration (MBA) Shanghai

The Anheuser-Busch Foundation and Emerson are the founding sponsors of the Washington University–Fudan University Executive MBA program. Established in 2002, the program prepares senior-level professionals in China and other parts of Asia for global leadership.

Taught mainly in English, the program closely matches the content and structure of Olin Business School's Executive MBA program. Courses are taught jointly by Olin and Fudan faculty.

The partnership between the two prestigious research and academic institutions is China's first joint venture in management education, and the degree is recognized by China's Ministry of Education.

Website: <https://olin.wustl.edu/EN-US/executive-programs/executive-mba-shanghai/Pages/default.aspx>

## Degree Requirements

### Executive MBA Shanghai

#### Credit Units

The Executive MBA (EMBA) program requires each student to complete 60 credit units.

#### Olin Code of Conduct

All EMBA students are required to abide by the Olin Business School Code of Conduct, which pertains to topics such as academic integrity, professionalism and respect for others. It also contains guidelines and procedures for academic discipline. Failure to comply with the Code of Conduct may result in penalties up to and including expulsion.

#### Standard Classroom Schedule/Out-of-Class Requirements

EMBA classes meet from 8:30 a.m. until 6:00 p.m., with lunch from 12:30 p.m. to 1:30 p.m. The program will also periodically require students to be present for sessions during the lunch hour and in the evening.

In addition, EMBA students have significant out-of-class requirements (e.g., readings, team meetings, assignments, projects, exams). These typically begin about four weeks prior to the first session of a course and end between two and six weeks after the final session of a course.

#### Time Limit

Although most EMBA students complete the MBA degree with their cohort in 20 months, there is a seven-year time limit for the completion of the MBA degree.

## Executive MBA Shanghai Admissions

### Eligibility

Washington University encourages and gives full consideration to all applicants for admission and financial aid without regard to race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

The Olin Business School is invested in recruiting, enrolling, retaining and graduating students from diverse backgrounds. Applications for admission by students from diverse backgrounds to any of our degree programs are encouraged and welcomed. To the greatest extent possible, students with disabilities are integrated into the student population as equal members.

To be considered for admission into a graduate degree program, applicants must hold a bachelor's degree from an accredited institution prior to starting the graduate program. A student who does not hold a bachelor's degree but who is interested in pursuing the Executive MBA should reach out to the graduate admissions office for further information.

### Application Process

Our application process requires the submission of a complete online application. A complete application includes the following:

- One-page resume
- Essays
- Commitment letter
- Academic transcripts
- Two professional recommendations

## Executive MBA Shanghai Policies

### Grading System

- HP (High Pass): Up to top 20% of any course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): Performance is below passing quality

## Academic Performance Standards

**Academic Probation:** Any student with an NP grade or more than three LP grades will be placed on academic probation. The student's case will be considered by the Academic Review Committee, and the student may face immediate academic dismissal. Grades earned in electives do not count toward the limits noted for NP and LP grades.

**Graduation Eligibility:** Any student with an NP grade or with more than 12 credits of LP grades is ineligible to graduate.

**Study Team Performance:** Effective performance in study teams is vital to success in the EMBA program. Therefore, demonstrating the capacity to work effectively in teams is mandatory for a student to remain enrolled. Failure to demonstrate effective team performance carries the same consequence as any other academic performance problem, up to and including immediate dismissal from the program.

**NP Grades:** In the case of an NP grade, the student will be required to retake the course or to take a preapproved equivalent course in the MBA or Professional MBA program. Graduation will be delayed until completion of the makeup course.

**LP Grades:** Any student earning more than one LP grade is encouraged to meet with the faculty director to determine the underlying cause of the low grades and to develop a plan for improving performance.

**Progress Toward Degree:** Any student who has not received passing grades for 80% or more of the credit hours associated with their EMBA cohort at the end of each semester may be required to transfer to a future EMBA cohort or be dismissed from the program.

**Satisfactory Academic Progress:** The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a) (4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The EMBA program requires, at a minimum, no more than three LP grades and no NP grades.

## Additional Grades

- **W (Withdrawal):** Used for instances when illness or extenuating circumstances require withdrawal from a course prior to completion.
- **I (Incomplete):** Course work is not complete on the date that grades are recorded. After 90 days, an incomplete grade is automatically changed to an NP grade unless prior arrangements have been made with the EMBA associate dean, the faculty director, and the faculty member teaching the course.

## Executive MBA Shanghai Financial Information

### Tuition and Fees

The cost for Shanghai Class 19, which begins in May 2020, is CNY 708,000.

The cost for Shanghai Class 20, which begins in May 2021, is CNY 708,000.

Tuition for the program is billed in four installments. The costs include all tuition and fees for the 18-month program, including textbooks, course materials and hotel accommodations for all three residencies. Meals and snacks are furnished during class weekends. Career coaching and lifelong learning are two cornerstones available for all of our Executive MBA program students. The airfare for the two international residencies for class weekends is not included in these costs.

## Employer Tuition Reimbursement or Sponsorship

Many employers provide full or partial tuition assistance to employees who are pursuing degrees part-time. Students should contact their organization's human resources department for specifics about what benefits are offered. Fudan University Financial Services is happy to provide customized invoices to assist in the processing of employer tuition benefits.

## Executive Master of Business Administration (MBA) Mumbai

The Executive MBA is a postgraduate joint-degree program offered by the Shailesh J. Mehta School of Management, IIT Bombay, India, and Olin Business School, Washington University in St. Louis, USA. It is a self-financed program for professionals with significant managerial experience in industry, banking, consulting, information technology and any other sector.

This program is an outcome of IIT Bombay's continued relationship with Washington University in the field of research collaboration and an extension of that relationship to the field of executive management education. This program has a wide scope and the ability to impart a quality education to students who will go on to contribute to society and the economy.

Website: <https://olin.wustl.edu/EN-US/executive-programs/executive-mba-mumbai/Pages/default.aspx>

## Degree Requirements Executive MBA Mumbai

### Credit Structure

1. **Type of Program:** Part-time and residential
2. **Duration:** 18 months
3. **Schedule:** To complete this program, students must attend a total of 20 learning sessions, which are held each month during a residency of four days (Thursday to Sunday). Each session will involve 36 contact hours, which is equivalent to 5 credits from IIT Bombay.

## Attendance

1. **Minimum Attendance:** For each course, 100% attendance is desired. The attendance requirement is 75% to earn course credit.
2. **Rules and Process of Attendance Record:** All instructors are required to declare one of the following two options (A or B) that they will adopt for the purpose of accounting the attendance of the students and for evaluating students' performance. The option chosen should be indicated in the course data as registered with the Application Software Cell. If an instructor fails to exercise the choice explicitly, Option A below is the default choice.
  - 2.1. **Option A. Drop Due to Inadequate Attendance:** If the attendance of the student, as counted with effect from the first contact hour, falls below 75% in exceptional cases of the total attendance expected, the instructor would award the student a "Drop Due to Inadequate Attendance" grade in that course. This "Drop Due to Inadequate Attendance" grade would, for the purpose of CPI calculation, be treated as equivalent to the student dropping the course. When calculating attendance, no specific concession may be given for a lack of attendance on medical grounds. Further, if a student has an attendance rate of 75% or more, they cannot be awarded a "Drop Due to Inadequate Attendance" or treated as a withdrawal.
  - 2.2. **Option B. The Percentage Weight for Class Participation:** The instructor decides and announces in the beginning a system of percentage weight of student performance evaluation in the course that is reserved specifically for attendance and/or class participation. Penalties in the areas of attendance and/or class participation should be reflected only in this component of student performance evaluation. The percentage weight for this class participation component should range from 0% to 20%. Assigning a 0% weight for class participation automatically implies equivalence with Option A as described previously. Option B should be actively administered by the instructor.
3. **Program Orientation:** In addition to regular classes and residencies, students are required to attend a one-day orientation program that occurs prior to the first class. This day is on the class calendar.
4. **Automatic Deregistration:** Students are automatically deregistered from any courses in which they fail to meet the 75% attendance requirement without prior approval.
5. **Exemption from Deregistration:** Because the students in this program are expected to be senior people with responsible positions in their organizations, they may be permitted to sometimes miss part of a class day. To avoid automatic deregistration, they must have the prior approval of the course instructor, who will give an equivalent assignment for compensation.

6. **Retake Classes:** Students can attend a course the next time it is offered. In some cases, instructors may make themselves available for informal consultation or advice without any additional fee.
7. **Asked to Leave the Program on Attendance Grounds:** Any student who misses more than two courses may be asked to leave the program.
8. **Delay in Graduation:** Graduation from the program will be delayed until the student has completed all required courses.

## Medium of Instruction/Examination

1. The medium of instruction will be English.
2. Online assignments will be given to the students prior to and after the course given by the instructor and evaluated by the faculty concerned.
3. Faculty will have the option to choose the examination pattern (e.g., open book or closed book, project, quizzes, class assignments, qualitative assessment). The pattern of examination and the mode of evaluation will be announced in advance to the students.
4. Faculty should also provide a copy of the pattern of examination and the mode of evaluation to the Executive MBA office.
5. Within 30 days after the final exam or assignment, faculty will provide a summary evaluation sheet to each student that describes that student's performance.
6. Students will have 15 days from the date they receive their grades to make an appeal to the faculty if they feel that the evaluation has been unfair.
7. If the issue is not resolved within a period of another 15 days after making the appeal, students can make an appeal to the PGAPEC. The decision of the PGAPEC will be final.

A change from the Executive MBA program to another program is not permitted.

## Pattern of Courses and Credits

The courses offered for this program will involve lectures, seminars, projects, presentations, case discussions, simulations, role-playing and E-learning components.

There will also be practical training through industry and field visits. Industry visits are an integral part of students' learning, and they will be evaluated with the application of preannounced criteria.

## Credits

Based on the contact hours for each course and the credit equivalence of 5 credits per course, students will earn 100 credits for all 20 courses. In addition to the contact hours, the course structures involve considerable engagement of the faculty, which cannot be quantified and may vary from course to course.

## Grade Improvement

To improve their grades, students have to re-register for the desired courses when those courses are available. The grade obtained in the subsequent course will supersede the earlier grade, and the replacement grade will be reflected in the semester grade card and the final transcript. However, due to the format of the program, awarding of the degree will be delayed.

## Transfer of Course Credits Completed in Other Programs

As of now, there is no provision for such a transfer of credit.

## Executive MBA Mumbai Admissions

### Eligibility

Washington University encourages and gives full consideration to all applicants for admission and financial aid without regard to race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information.

The Olin Business School is invested in recruiting, enrolling, retaining and graduating students from diverse backgrounds. Applications for admission by students from diverse backgrounds to any of our degree programs are encouraged and welcomed. To the greatest extent possible, students with disabilities are integrated into the student population as equal members.

To be considered for admission into a graduate degree program, applicants must hold a bachelor's degree from an accredited institution prior to starting the graduate program. A student who does not hold a bachelor's degree but who is interested in pursuing the Executive MBA should reach out to the graduate admissions office for further information.

### Eligibility Criteria

For the Executive MBA Mumbai program, applicants must have a minimum of seven years (84 months) of work experience, five years (60 months) of which must be managerial work experience.

### Application Process

Our application process requires the submission of a complete online application. A complete application includes the following:

- One-page resume
- Statement of purpose
- Essays
- Commitment letter
- Academic transcripts
- Two professional recommendations

## Executive MBA Mumbai Policies

### Grading System

- HP (High Pass): Up to top 20% of any course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): Performance is below passing quality

### Academic Performance Standards

**Academic Probation:** Any student with an NP grade or more than three LP grades will be placed on academic probation. The student's case will be considered by the Academic Review Committee, and the student may face immediate academic dismissal. Grades earned in electives do not count toward the limits noted for NP and LP grades.

**Graduation Eligibility:** Any student with an NP grade or with more than 12 credits of LP grades is ineligible to graduate.

**Study Team Performance:** Effective performance in study teams is vital to success in the EMBA program. Therefore, demonstrating the capacity to work effectively in teams is mandatory for a student to remain enrolled. Failure to demonstrate effective team performance carries the same consequence as any other academic performance problem, up to and including immediate dismissal from the program.

**NP Grades:** In the case of an NP grade, the student will be required to retake the course or to take a preapproved equivalent course in the MBA or Professional MBA program. Graduation will be delayed until completion of the makeup course.

**LP Grades:** Any student earning more than one LP grade is encouraged to meet with the faculty director to determine the underlying cause of the low grades and to develop a plan for improving performance.

**Progress Toward Degree:** Any student who has not received passing grades for 80% or more of the credit hours associated with their EMBA cohort at the end of each semester may be required to transfer to a future EMBA cohort or be dismissed from the program.

**Satisfactory Academic Progress:** The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a) (4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The EMBA program requires, at a minimum, no more than three LP grades and no NP grades.

## Additional Grades

- W (Withdrawal): Used for instances when illness or extenuating circumstances require withdrawal from a course prior to completion.
- I (Incomplete): Course work is not complete on the date that grades are recorded. After 90 days, an incomplete grade is automatically changed to an NP grade unless prior arrangements have been made with the EMBA associate dean, the faculty director, and the faculty member teaching the course.

## Executive MBA Mumbai Financial Information

### Tuition and Fees

The cost for the Executive MBA Mumbai program is INR 3,900,000.

Tuition for the program is billed in three installments. The costs include all tuition and fees for the 18-month program, including textbooks, course materials and hotel accommodations for all three residencies. Meals and snacks are furnished during class weekends. Career coaching and lifelong learning are two cornerstones available for all of our Executive MBA program students. The airfare for the two international residencies for class weekends is not included in these costs.

### Tuition Refund

Tuition refunds are determined by the program director.

## Employer Tuition Reimbursement or Sponsorship

Many employers provide full or partial tuition assistance to employees who are pursuing degrees part-time. Students should contact their organization's human resources department for specifics about what benefits are offered. Shailesh J. Mehta School of Management Financial Services is happy to provide customized invoices to assist in the processing of employer tuition benefits.

## Dual Degrees

Olin Business School offers a number of dual- and joint-degree programs in conjunction with other schools at Washington University:

### Arts & Sciences

- MBA/MA (<https://ealc.wustl.edu/joint-mbama/>) in East Asian Studies

### Brown School

- MPH/MBA (<https://brownschool.wustl.edu/academics/joint-and-dual-degrees/pages/MPH-master-of-business-administration.aspx>)
- MSW/MBA (<https://brownschool.wustl.edu/academics/Joint-and-Dual-Degrees/Pages/MSW-Master-of-Business-Administration.aspx>)

### McKelvey School of Engineering

- MBA/MS-BME (<https://bme.wustl.edu/academics/graduate-programs/master.html>)
- MEng-EECE/MBA (<https://eece.wustl.edu/academics/graduate-programs/MEng-MBA-Program.html>)

### Sam Fox School of Design & Visual Arts

- MArch/MBA (<https://samfoxschool.wustl.edu/academics/college-of-architecture/dual-and-joint-degrees/march-mba/>)

### School of Law

- JD/MBA (<https://law.wustl.edu/academics/jd-degree-program-overview/joint-jd-mba-degree/>)

### School of Medicine

- MD/MBA (<http://bulletin.wustl.edu/medicine/degrees-offerings/md-mba/>)

## Pre-Doctoral Research Fellowship

The WashU Olin Pre-Doctoral Research Fellows program is a non-degree program intended to prepare select students to apply to PhD programs in business.

Opportunities for Pre-Doctoral Research Fellows include the following:

- Taking doctoral-level courses in business, economics, statistics, math, or related fields
- Working closely with faculty on mentored research experiences
- Attending research seminars

The program seeks to promote a diverse, scholarly environment. It is designed for individuals wanting to gain necessary training and experience toward a career in academic research before applying to a PhD program in business or a related field. Fellows receive exposure to the various fields of study at WashU Olin, including accounting, business economics, finance, marketing, operations & manufacturing management, organizational behavior, and strategy.

The program will be quantitatively focused but individually designed to fit each fellow's background. Over the course of the program, each fellow should gain a thorough grounding in calculus, matrix algebra, basic and intermediate statistics, and

basic and intermediate economics. Fellows will also have the opportunity to assist faculty with research to become familiar with what research involves. Pre-Doctoral Fellows will enroll in up to 9 credits of course work per semester.

## Pre-Doctoral Program Summary

The WashU Olin Pre-Doctoral Research Fellows Program is a one-year, full-time program. Fellows will begin their program in July. The fellowship offers tuition and a living stipend (\$26,000 in 2021-2022). As non-matriculated, non-degree students at Washington University in St. Louis, Fellows have access to the rich resources that the university offers. Fellows will be provided with a workspace that is co-located with WashU Olin PhD students.

Fellows are expected to fully participate in the intellectual life at WashU Olin and the university.

## Research Assistantship

Olin faculty conduct research on a wide variety of topics. Fellows participate in research projects and assist with research papers initiated by Olin faculty members. Projects are assigned based on interest and faculty/project availability. Fellows can expect to work closely with Olin faculty members and receive individual instruction on the techniques required.

## Courses

Fellows may take up to 9 credits of doctoral-level courses in business, economics, statistics, math, or another related field each semester. Course selection is made in consultation with faculty.

## Seminars

Fellows are expected to attend department seminars. Faculty members, doctoral students, and visiting speakers may present at these sessions, which consist of an interchange of research ideas.

## Eligibility

This is a full-time, in-residence, non-degree program. Applicants must have a bachelor's degree (or complete one by the time the program starts) and be U.S. citizens or permanent residents to apply.

Washington University encourages and gives full consideration to all applicants for admission, financial aid, and employment. The university does not discriminate regarding access to or treatment or employment in its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability, or genetic information.

**High GMAT/GRE Test Score:** Although there is no minimum score requirement, a good performance is weighted by the Admissions Committee. Successful applicants tend to have overall scores in the 90th percentile or higher. The GMAT institution code for the Olin PhD in Business is R4T-WG-45. The GRE institution code is 6929.

**Letters of Recommendation:** We require two letters of recommendation. Recommenders may be either academic or professional; however, considerable weight is given to letters of recommendation from faculty members that highlight a candidate's research potential, past academic achievements, and commitment to scholarly endeavor. Letters of recommendation are submitted online; we do not accept paper letters of recommendation. If this presents a problem, please contact us.

**Statement of Purpose:** The applicant's statement of purpose should include details regarding why they want to pursue an academic career, any experience they have conducting or assisting with any research or teaching activities, and their own evaluations of their strengths and weaknesses as related to their pursuit of the Pre-Doctoral Research Fellows program.

**Curriculum Vitae:** All applicants are required to upload a copy of their CV or résumé as part of the application process.

**Transcripts:** Applicants will need to upload unofficial transcripts from each college-level institution attended. Scanned copies of transcripts may be too dark and difficult to read, so scanner settings should be adjusted accordingly. Photographs of transcripts are not acceptable. If the transcript is in a language other than English, applicants must provide an official translation issued by the university or by a certified member of the American Translators Association. Applicants who have already graduated must show a transcript with the degree and the date it was conferred, unless a copy of their diploma/degree certificate is required. Official transcripts of all college-level work must be submitted to the program office upon admission to Olin Business School. Updates to transcripts after applications are submitted are not necessary and will not be uploaded by Olin.

## To Apply

Please review the Olin Business School website (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/predoc-research-fellows.aspx>) for application information.

## Doctoral Degrees

Olin Business School offers three doctoral programs: the Doctor of Business Administration (DBA) program, the PhD program, and the Pre-Doctoral Research Fellowship (non-degree). Detailed information can be found by visiting the appropriate pages of this Bulletin as well as the Olin website:

- DBA Program (p. 60) / DBA Program on the Olin website (<https://olin.wustl.edu/EN-US/academic-programs/dba-in-finance/Pages/default.aspx>)
- PhD Program (p. 60) / PhD Program on the Olin website (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/default.aspx>)
- Pre-Doctoral Research Fellowship (p. 58) / Pre-Doctoral Research Fellowship on the Olin website (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/predoc-research-fellows.aspx>)

## Doctor of Business Administration (DBA)

The Olin Business School Doctor of Business Administration (DBA) degree program offers a collaborative atmosphere centered on industry-relevant applied research in finance (<https://olin.wustl.edu/EN-US/academic-programs/dba/Pages/Curriculum.aspx>), marketing (<https://olin.wustl.edu/EN-US/academic-programs/dba/Pages/marketing.aspx>) or operations and manufacturing management (<https://olin.wustl.edu/EN-US/academic-programs/dba/Pages/operations-manufacturing-management.aspx>). This advanced graduate program crosses traditional boundaries and provides students with the opportunity — under the guidance of Washington University faculty — for structured course work along with focused independent scholarly reading and research on important issues relating to business.

The Olin DBA program is a 72-credit-unit doctoral degree designed for individuals with a serious interest in finance, marketing or operations research who wish to pursue graduate study on either a part-time or full-time basis. A DBA is an advanced graduate degree that differs from a traditional PhD and extends beyond the fundamental foundation of a master's degree to develop the necessary skills to conduct applied research. The DBA differs from a master's degree and a PhD in a number of ways, including the scope of study, the approach to research, and essentially the definitive outcome.

The Olin DBA is a practitioner's doctoral degree designed to meet the needs of the researching professional rather than the professional researcher. While a PhD is intended for those who wish to pursue research careers in academia, the DBA involves extended graduate study beyond a master's degree for those who wish to pursue careers in corporations, consulting firms or government agencies that can benefit from advanced research skills for the analysis of business problems. The research capabilities developed in the DBA programs for finance and marketing are of a more applied nature, with more immediate real-world applicability than the typical research pursued in the PhD program. Unlike the PhD program, the DBA program is aimed at those who are working in industry and who may continue to work during their enrollment in the program.

Contact: Jessica Hatch  
Phone: 314-935-6340  
Email: [jessica.hatch@wustl.edu](mailto:jessica.hatch@wustl.edu)  
Website: <https://olin.wustl.edu/EN-US/academic-programs/dba-in-finance/Pages/default.aspx>

## Degree Requirements

The completion of the DBA program requires 72 credit units of graduate course work. In addition, DBA students must maintain satisfactory academic progress; pass examinations and paper requirements; and write, submit and defend a doctoral thesis. All students are expected to finish the program within four years on a full-time basis or within five to six years on a part-time basis.

Required studies include course work and a written doctoral thesis as follows:

- 48 credit units for course work
- 24 credit units for a doctoral thesis

## Qualifying Exams

Comprehensive field examinations should be completed within six months of the conclusion of required course work (normally within two to three years). The examination committee will be composed of the faculty adviser and two other faculty members.

## Doctoral Thesis

After completing 48 units of DBA course work and passing the qualifying exams, the student will begin research for their doctoral thesis. A DBA student will prepare their thesis proposal in consultation with their faculty adviser and with the approval of the research advisory committee and the program director. The completed doctoral thesis will be defended in an oral presentation to the advisory committee. The committee will assign either a passing grade or a failing grade, or they may ask for revisions to be made so that the student may receive a passing grade.

## Doctor of Philosophy (PhD) in Business

Washington University's Olin Business School is one of the nation's leading research institutions, with a faculty whose research productivity consistently ranks among the highest in the business school community. Olin faculty members are recognized the world over for their important contributions to the creation of new knowledge, and they take great pride in their commitment to excellence in teaching.

Olin PhD students are guided by highly productive researchers who are among the nation's top scholars. Faculty work closely with students to help them hone their research skills, often building one-on-one mentoring relationships that include the co-authoring of research papers.

The development of strong problem-solving skills equips students to strategically address complex, unstructured business issues that result in innovative thinking and new ideas for research that have value to the academic community and application in the business world.

Olin's PhD program in business provides the following:

- A challenging core curriculum and a strong background in basic disciplines
- An emphasis on collaborative relationships between faculty and students, which enhances the educational process and the search for the student's first faculty appointment
- Personalized advising for the successful completion of PhD program requirements and for a customized course of study that fits the student's particular area of interest
- A collegial network built on mutual respect and a shared school of thought
- A competitive edge in the business education market

Contact: Jessica Hatch  
Phone: 314-935-6340  
Email: [jessica.hatch@wustl.edu](mailto:jessica.hatch@wustl.edu)  
Website: <http://olin.wustl.edu/EN-US/academic-programs/PhD>

## Degree Requirements

### PhD in Business Administration

PhD students must complete 36 credit units; maintain satisfactory academic progress; pass certain examinations; fulfill residence and teaching requirements; and write, defend and submit a dissertation.

Upon the successful completion of business PhD study, the student is awarded a PhD from the Graduate School at Washington University.

### Core Foundation

- A strong foundation in microeconomics or psychology, probability & statistics, and quantitative methods
- Exposure to the student's area of specialization and the required research tools
- Successful completion of the core exam

### Specialization

- Courses in one or more areas of study
- In-depth knowledge in the chosen field
- Active association with the research process through faculty mentoring
- Completion of the field exam

### Research

- Participation with faculty in research activities
- Research paper presentation
- Individual research pursuing a specialized topic of interest
- Preparation and defense of the dissertation

## Doctoral Program Admissions

Olin Business School offers three doctoral programs. Each has different admissions guidelines and deadlines. Please visit the admissions criteria pages of the Olin Business School website for more detailed information:

- DBA Program Admissions Information (<https://olin.wustl.edu/EN-US/academic-programs/dba/Pages/Admissions.aspx>)
- PhD Program Admissions Information (<https://olin.wustl.edu/EN-US/academic-programs/PhD/admissions/Pages/default.aspx>)
- Pre-Doctoral Research Fellowship Admissions Information (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/predoc-research-fellows.aspx>)

## Doctoral Program Policies

The DBA program and the PhD program are separate programs, and they have different policies and guidelines. Please visit the program pages for more information. Links to each program's *Bulletin* can be found below. Each program's *Bulletin* is updated prior to the beginning of the academic year.

- DBA Program Bulletin (PDF) ([http://bulletin.wustl.edu/grad/business/doctoral/policies/2021-2022\\_Olin\\_DBA\\_Program\\_Bulletin.pdf](http://bulletin.wustl.edu/grad/business/doctoral/policies/2021-2022_Olin_DBA_Program_Bulletin.pdf))
- PhD Program Bulletin (PDF) ([http://bulletin.wustl.edu/grad/business/doctoral/policies/2021-2022\\_Olin\\_PhD\\_Program\\_Bulletin.pdf](http://bulletin.wustl.edu/grad/business/doctoral/policies/2021-2022_Olin_PhD_Program_Bulletin.pdf))

## Doctoral Program Financial Information

### Tuition and Fees

#### Doctor of Business Administration in Finance

Students enrolled in the DBA program are assessed tuition on a per-credit-hour basis. Any tuition increase approved by the Washington University Board of Trustees takes effect during the summer semester. The current per-credit-hour rate can be found on the DBA Students page (<https://sites.wustl.edu/olinfancialeservices/tuition-rates-and-billing-procedures/dba-students/>) of the Olin Financial Services website.

Olin's DBA program does not offer scholarship funding. However, financing in the form of federal or private student loans may be available. Federal loan options and terms as well as a private loan research tool can be found on the Student Loan Options page (<https://sites.wustl.edu/olinfancialeservices/student-loan-options/>) of the Olin Financial Services website.

#### Health Insurance Fee

Washington University has a health insurance requirement for all full-time, degree-seeking students. Students must either purchase the Student Health Insurance Plan or demonstrate comparable coverage via another plan. Students will automatically be enrolled in the health insurance plan and billed accordingly. Spousal and/or dependent coverage is available at an additional charge. For details about policy options or the waiver process, please visit the Student Health Insurance Plan Information page (<https://students.wustl.edu/student-health-insurance-plan-information/>) of the Washington University Student Affairs website.

### Financial Aid

The Olin Financial Services team can help students understand the billing process at Washington University and provide information about loan options and eligibility requirements. Please reach out to the Olin Financial Services (<https://sites.wustl.edu/olinfancialeservices/>) team for assistance.

#### Doctor of Philosophy Fellowships

Enrolled PhD students who are making satisfactory progress in the program are guaranteed financial support for five years. This includes full tuition remission plus a stipend for living expenses that is distributed over 12 months. The annual stipend for students entering the PhD program in the fall of 2021 is \$37,000. All applicants are automatically considered for Olin Business School fellowships; no separate application is required. New applicants are encouraged to apply for other fellowships with generous stipends that are available to outstanding new

students at Washington University, including the Mr. & Mrs. Spencer T. Olin Fellowship for Women in Graduate Study and the Chancellor's Graduate Fellowship Program for students who bring diversity to the graduate program.

### Fees

Washington University has a health insurance requirement for all full-time, degree-seeking students. Under this requirement, students must either purchase the Washington University Student Health Insurance Plan or prove that they have adequate coverage through another plan. If a student does not demonstrate that they have adequate coverage from another plan, that student will be automatically enrolled in the Washington University student plan and billed accordingly.

### Tuition Refund

Tuition refunds are determined by the program director.

Contact: Olin Graduate Financial Services  
Phone: 314-935-7301  
Email: [olinfancialeservices@wustl.edu](mailto:olinfancialeservices@wustl.edu)

## Administration

### Olin Leadership

#### Mark P. Taylor

Dean, John M. Olin School of Business  
Professor of Finance

#### Ohad Kadan

Vice Dean, Globalization and Education  
H. Frederick Hagemann, Jr. Professor of Finance

#### Todd Milbourn

Vice Dean, John M. Olin School of Business  
Hubert C. & Dorothy R. Moog Professor of Finance

### Area Chairs

#### Mariagiovanna Baccara

Associate Professor of Economics

#### Tat Chan

Professor of Marketing

#### Ling Dong

Professor of Operations & Manufacturing Management

#### Daniel Effenbein

Professor of Strategy

#### Hillary Effenbein

John K. Wallace, Jr. and Ellen A. Wallace Distinguished  
Professor and Professor of Organizational Behavior

#### Xiumin Martin

Associate Professor of Accounting

**Fuqiang Zhang**  
Professor of Operations & Manufacturing Management

# Interdisciplinary Opportunities

Washington University offers courses through interdisciplinary programs that include studies in a variety of disciplines that cross traditional academic boundaries and support academic areas outside of the schools.

- A limited opportunity for some Washington University students to enroll in courses at Saint Louis University and the University of Missouri-St. Louis is available through the Inter-University Exchange Program (p. 64).
- The Skandalaris Center (p. 65) offers cocurricular programming and practical, hands-on training and funding opportunities to students and faculty in all disciplines and schools.

## Inter-University Exchange Program

The Inter-University Exchange (IE) program between Washington University, Saint Louis University (SLU), and the University of Missouri–St. Louis (UMSL) began in 1976 as an exchange agreement encouraging greater inter-institutional cooperation at the graduate level. Over time, this program has evolved to include undergraduate education. The basic provisions of the original agreement are still in place today, and participation continues to be at the discretion of each academic department or unit.

At Washington University, there are several schools that **do not participate** in this program (i.e., degree-seeking students in these schools are not eligible to participate in the IE program, and courses offered in these schools are not open to SLU and UMSL students attending Washington University through the IE program). They are the School of Law, the School of Medicine, the McKelvey School of Engineering, and University College. The Washington University schools that are open to participation in the IE program may have specific limitations or requirements for participation; details are available in those offices.

**The following provisions apply to all course work taken by Washington University students attending SLU or UMSL through the IE program:**

- Such courses can be used for the fulfillment of degree or major requirements. (Students should consult with their dean's office for information about how IE course work will count toward their grade-point average, units and major requirements.)
- Such courses are not regularly offered at Washington University.

- Registration for such courses requires preliminary approval of the student's major/department adviser, the student's division office or dean, and the academic department of the host university.
- Students at the host institution have first claim on course enrollment (i.e., a desired course at SLU or UMSL may be fully subscribed and unable to accept Washington University students).
- Academic credit earned in such courses will be considered as resident credit, not transfer credit.
- Tuition for such courses will be paid to Washington University at the prevailing Washington University rates; there is no additional tuition cost to the student who enrolls in IE course work on another campus. However, students are responsible for any and all fees charged by the host school.
- Library privileges attendant on enrolling in a course on a host campus will be made available in the manner prescribed by the host campus.

## Instructions

Washington University students must be enrolled full-time to participate in the IE program and have no holds, financial or otherwise, on their academic record at Washington University or at the host institution.

1. The student must complete the IE program application form. Forms are available from the Office of the University Registrar website (<https://registrar.wustl.edu/student-records/registration/the-inter-university-exchange-program/>).
2. The student must provide all information requested in the top portion of the form and indicate the course in which they wish to enroll.
3. The student must obtain the approval signature of the professor teaching the class or the department chair at SLU or UMSL, preferably in person.
4. The student also must obtain the approval signatures of their major adviser at Washington University and the appropriate individual in their dean's office.
5. Completed forms must be submitted to the Office of the University Registrar in the Women's Building a minimum of one week before the start of the term.

Course enrollment is handled administratively by the registrars of the home and host institutions. Washington University students registered for IE course work will see these courses on their class schedule and academic record at WebSTAC under departments I97 (SLU) and I98 (UMSL). Final grades are recorded when received from the host institution. The student does not need to obtain an official transcript from SLU or UMSL to receive academic credit for IE course work at Washington University.

Contact: Office of the University Registrar  
Phone: 314-935-5959  
Email: registrar@wustl.edu  
Website: <http://registrar.wustl.edu/student-records/registration/the-inter-university-exchange-program>

## Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship

The Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship (<https://skandalaris.wustl.edu>) is the home of WashU entrepreneurship.

### Mission

The Skandalaris Center aims to inspire and develop **creativity, innovation, and entrepreneurship** at Washington University in St. Louis.

### Who We Serve

We work with the best and brightest at WashU — the change makers, thought leaders, and visionaries — to solve the world's problems and meet local needs through innovation and entrepreneurship. As an interdisciplinary center, our initiatives serve students, faculty, staff, and alumni from all levels and disciplines.

### Our Initiatives

We develop programs for WashU entrepreneurs, creatives, innovators, and scholars. Our commitment to interdisciplinary innovation and entrepreneurship is motivated by the following beliefs:

- Everyone can be creative. We provide hands-on experiences and the creative means to solve problems.
- Innovation is the backbone of entrepreneurship. Our opportunities are designed to develop and share new ideas while connecting with other WashU entrepreneurs and innovators.
- Good ideas are one opportunity away from success. Our programs are created to help WashU entrepreneurs and innovators access the resources they need to take their ideas to the next level.
- Knowledge and skills are key to innovation and entrepreneurship. Our Center offers events and opportunities to help our community of WashU entrepreneurs, creatives, and innovators learn the ins and outs of innovation and entrepreneurship.

## Programs

- **Global Impact Award (GIA) (<https://skandalaris.wustl.edu/sc-programs/global-impact-award/>)**  
The GIA awards WashU-affiliated ventures with inventions, products, ideas, and business models that will have a broad and lasting impact on society.
  - **Who Can Apply:** WashU students, postdocs, residents, and alumni who have graduated within the last 10 years
  - **Award:** Up to \$50,000
- **The Hatchery (<https://skandalaris.wustl.edu/sc-programs/hatchery/>)**  
The Hatchery is a course offered by Olin Business School that allows student teams to pursue their own business ideas or to support community entrepreneurs. Students form teams around a commercial or social venture idea proposed by a student or community entrepreneur. The deliverables for the course include two presentations to a panel of judges and a complete business plan; these are similar to the deliverables in the Skandalaris Center's business plan competitions and can be a valuable first step toward competitions and funding for a new venture.
- **Honors in Innovation & Entrepreneurship (<https://skandalaris.wustl.edu/sc-programs/honors-in-innovation-and-entrepreneurship/>)**  
Students who have shown exemplary involvement in innovation and entrepreneurship during their time at Washington University are recognized through this program. Honors are earned by accumulating points through a combination of curricular and cocurricular activities.
- **IdeaBounce (<https://skandalaris.wustl.edu/sc-programs/ideabounce/>)<sup>®</sup>**  
IdeaBounce<sup>®</sup> is both an online platform and an event for sharing venture ideas and making connections. This is an opportunity for participants to pitch their ideas (no matter how "fresh"), get feedback on them, and make connections. In-person events happen around twice per semester.
- **Innovation Conversations (<https://skandalaris.wustl.edu/sc-programs/innovation-conversations/>)**  
These interactive discussions showcase different topics and industries with a variety of creators, innovators, and entrepreneurs.
- **LEAP (Leadership and Entrepreneurial Acceleration Program) (<https://skandalaris.wustl.edu/sc-programs/leap/>)**  
LEAP is a hybrid virtual incubator and gap funding program designed to tackle opportunities in university technology commercialization, illuminate investment risk, and rapidly accelerate the development of validated projects.
  - **Who Can Apply:** Any person or team with WashU intellectual property
  - **Award:** Up to \$50,000

- **NSF Skandalaris I-Corps (<https://skandalaris.wustl.edu/sc-programs/nsf-i-corps/>)**

This is an experiential entrepreneurship program that supports scientists seeking to commercialize technology and engages experienced entrepreneurs as mentors to help teams transform an idea into a viable technology company.

- **PhD Citation in Entrepreneurship (<https://skandalaris.wustl.edu/sc-programs/entrepreneurship-citation/>)**

This program provides opportunities for PhD students who are interested in developing skills and experiences in the areas of entrepreneurship and innovation.

- **Resources (<https://skandalaris.wustl.edu/resources/>)**

The Skandalaris Center, Washington University, and external services and resources are available to support innovators and entrepreneurs.

- **Simon Initiative (<https://skandalaris.wustl.edu/sc-programs/the-simon-initiative/>)**

The Simon Initiative is a multistage collaborative initiative to expand diversity and interdisciplinary approaches to entrepreneurship.

- **Skandalaris Startup Webinars (<https://skandalaris.wustl.edu/sc-programs/skandalaris-startup-webinars/>)**

These webinars provide an exciting way for alumni to reconnect and share their experiences with entrepreneurship.

- **Skandalaris Venture Competition (SVC) (<https://skandalaris.wustl.edu/sc-programs/svc/>)**

The SVC provides expert mentorship to new ventures and startups to ready them for commercializing their ideas, launching, and pitching to investors. Teams will develop materials focused on explaining the ideas that they are working on to a broad audience.

- **Who Can Apply:** Current Washington University students with an early-stage venture or idea
- **Award:** Up to \$22,500

- **Student Groups (<https://skandalaris.wustl.edu/sc-programs/student-groups/>)**

There are many organizations that allow students to gain experience and make valuable interdisciplinary connections in the areas of creativity, innovation, and entrepreneurship.

- **Washington University in St. Louis Entrepreneurship Courses (<https://skandalaris.wustl.edu/sc-programs/entrepreneurship-courses/>)**

Courses in entrepreneurship offered across the university are available to students at all levels and in all disciplines.

- **Workshops (<https://sc.wustl.edu/events/>)**

The Skandalaris Center offers free, noncredit workshops designed to encourage creativity, innovation, and entrepreneurship.

## Learn More

Please contact the Skandalaris Center (<https://skandalaris.wustl.edu/get-connected/>) to sign up for our newsletter and for additional information about all programs.

Phone: 314-935-9134  
Email: [sc@wustl.edu](mailto:sc@wustl.edu)  
Website: <http://skandalaris.wustl.edu>

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