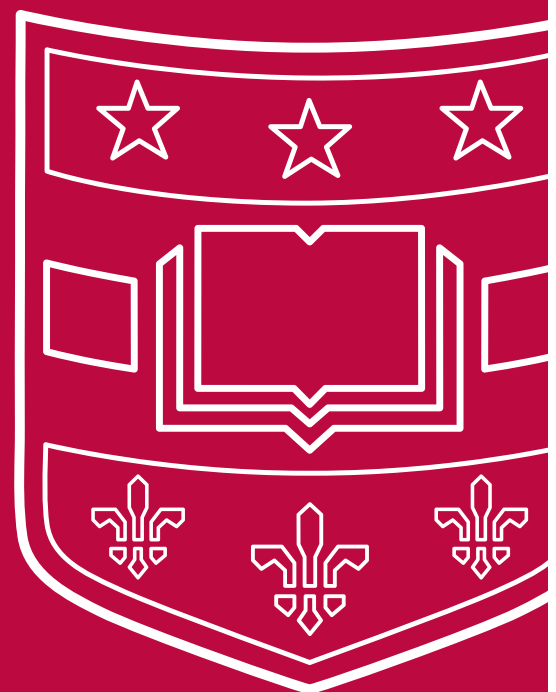


# 2022–23 Bulletin

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 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 2022-23 *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\\_2022-23\\_Grad\\_Arch.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Grad_Arch.pdf))
- Art Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Grad\\_Art.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Grad_Art.pdf))
- Arts & Sciences Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Grad\\_Arts\\_Sciences.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Grad_Arts_Sciences.pdf))
- Business Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Grad\\_Business.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Grad_Business.pdf))
- Engineering Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Grad\\_Engineering.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Grad_Engineering.pdf))
- Law Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Law.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Law.pdf))
- Medicine Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Medicine.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Medicine.pdf))
- Social Work & Public Health Bulletin (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_Brown.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_Brown.pdf))
- University College Bulletin (undergraduate & graduate) (PDF) ([http://bulletin.wustl.edu/grad/Bulletin\\_2022-23\\_UCollege.pdf](http://bulletin.wustl.edu/grad/Bulletin_2022-23_UCollege.pdf))

The degree requirements and policies listed in the 2022-23 *Bulletin* apply to students entering Washington University during the 2022-23 academic year. For more information, please visit the Catalog Editions (p. 7) page.

Every effort is made to ensure that the information, applicable key policies and other materials presented in the *Bulletin* are accurate and correct as of the date of publication (July 1, 2022). To view a list of changes that have taken place after that date, visit the Program & Policy Updates page (<http://bulletin.wustl.edu/about/updates/>).

[bulletin.wustl.edu/about/updates/](http://bulletin.wustl.edu/about/updates/)). Please note that the *Bulletin* highlights key university policies applicable to its students. Not all applicable university and departmental policies are included here.

Washington University reserves the right to make changes at any time without prior notice to the *Bulletin* and to university policies. Therefore, the electronic version of the *Bulletin* as published online is considered the official, governing document, and it may change from time to time without notice.

The next edition of the *Bulletin* will be published on July 5, 2023. In the interim, semester course offerings will be found in Washington University's Course Listings (<https://courses.wustl.edu/Semester/Listing.aspx>); these are usually available at the end of September for the upcoming spring semester, in early February for the upcoming summer semester, and in late February for the upcoming fall semester. Midyear changes to current courses (titles, descriptions, and credit units) are not reflected in this *Bulletin* and will only appear in the Course Listings. For more information about determining the appropriate edition of the Bulletin to consult, please visit the Catalog Editions page (p. 7) in the About This Bulletin section (<http://bulletin.wustl.edu/about/>).

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*.

## Bulletin Policies

### Changes to the Bulletin

Every effort is made to ensure that the information, policies and other materials presented in the *Bulletin* are accurate and correct as of the date of publication. For more information about the content review process for the Bulletin, please visit the Catalog Editions page (p. 7).

The *Bulletin* for the upcoming academic year is published annually on July 1, and certain post-publication changes may be made until October 1. To view a list of changes that have taken place after the July 1 publication date, please visit the Program & Policy Updates page (<http://bulletin.wustl.edu/about/updates/>).

Washington University reserves the right to make changes at any time without prior notice. Therefore, the electronic version of the *Bulletin* and the policies set forth therein 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*.

## Discontinued Programs

Periodically, Washington University schools will change their program offerings. If a program is no longer accepting applicants, we will note this in the *Bulletin*, and soon after the program will be removed from the *Bulletin*. Students who are actively enrolled in these programs will be held to the requirements and policies published in the *Bulletin* from their year of matriculation. If a student has not been continuously enrolled in such a program and now wishes to inquire whether a discontinued program can still be completed, they should contact the relevant department or school to determine whether this opportunity is available.

## Year of Matriculation

Students who attend Washington University are held to the policies in place as published in the *Bulletin* during their year of matriculation. For more information, please visit the Catalog Editions page (p. 7).

## Course Numbering

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 currently offered and may be scheduled for registration. Enrollment requirements are determined by term.

## Curriculum Designators

The designators shown below are used in Washington University's course descriptions and listed here alphabetically by code. The primary fields covered in each section are also listed.

## A (Architecture)

Code	Name
A46 ARCH	Architecture
A48 LAND	Landscape Architecture
A49 MUD	Urban Design
AS1 MedSoc	Medicine and Society
AS2 PCS	Process Control Systems
AS3 UMSLEN	UMSL Joint Engineering Program

## B (Business)

Code	Name
B50 ACCT	Accounting
B51 ADMN	Administration
B52 FIN	Finance
B53 MGT	Management
B54 MEC	Managerial Economics
B55 MKT	Marketing
B56 OB	Organizational Behavior
B57 SCOT	Supply Chain, Operations, and Technology
B59 DAT	Data Analytics
B60 ACCT	Graduate Accounting
B62 FIN	Graduate Finance
B63 MGT	Graduate Management
B64 MEC	Graduate Managerial Economics
B65 MKT	Graduate Marketing
B66 OB	Graduate Organizational Behavior
B67 SCOT	Graduate Supply Chain, Operations, and Technology
B69 DAT	Graduate Data Analytics
B90 BEE	Brookings Executive Education
B99 INTL	International Studies

## E (Engineering)

Code	Name
E35 ESE	Electrical & Systems Engineering
E37 MEMS	Mechanical Engineering & Materials Science
E44 EECE	Energy, Environmental & Chemical Engineering
E60 Engr	General Engineering
E62 BME	Biomedical Engineering
E81 CSE	Computer Science & Engineering

## F (Art)

Code	Name
F00 Art	Art
F10 ART	Art (Core and Major Studio Courses)
F20 ART	Art (Elective Studio Courses)

## I (Interdisciplinary Programs)

Code	Name
I02 MAIR	Military Aerospace Science
I25 MILS	Military Science
I50 INTER	Interdisciplinary Studies
I52 IMSE	Institute of Materials Science & Engineering
I53 DCDS	Division of Computational and Data Sciences
I60	Beyond Boundaries
BEYOND	

## L (Arts & Sciences)

Code	Name
L01 Art- Arch	Art History and Archaeology
L03 East Asia	East Asian Studies
L04 Chinese	Chinese
L05 Japan	Japanese
L07 Chem	Chemistry
L08 Classics	Classics
L09 Greek	Greek
L10 Latin	Latin
L11 Econ	Economics
L12 Educ	Education
L13 Writing	Writing
L14 E Lit	English Literature
L15 Drama	Drama
L16 Comp Lit	Comparative Literature
L18 URST	Urban Studies
L19 EPSc	Earth and Planetary Sciences
L21 German	Germanic Languages and Literatures
L22 History	History
L23 Re St	Religious Studies
L24 Math	Mathematics and Statistics
L27 Music	Music
L28 P.E.	Physical Education
L29 Dance	Dance

L30 Phil	Philosophy
L31 Physics	Physics
L32 Pol Sci	Political Science
L33 Psych	Psychological & Brain Sciences
L34 French	French
L36 Ital	Italian
L37 Portug	Portuguese
L38 Span	Spanish
L39 Russ	Russian
L40 SOC	Sociology
L41 Biol	Biology and Biomedical Sciences
L43 GeSt	General Studies
L44 Ling	Linguistics
L45 LatAm	Latin American Studies
L46 AAS	Asian American Studies
L48 Anthro	Anthropology
L49 Arab	Arabic
L50 Pol Econ	Political Economics
L51 Korean	Korean
L52 ARC	Archaeology
L53 Film	Film and Media Studies
L56 CFH	Center for the Humanities
L57 RelPol	Center on Religion and Politics
L59 CWP	College Writing Program
L61 FYP	First-Year Programs
L62 Praxis	Praxis
L63 IPMS	Movement Science
L64 PNP	Philosophy-Neuroscience-Psychology
L66 ChSt	Children's Studies
L73 Hindi	Hindi
L74 HBRW	Hebrew
L75 JIMES	Jewish, Islamic, and Middle Eastern Studies
L77 WGSS	Women, Gender, and Sexuality Studies
L78 RoLit	Romance Languages and Literatures
L79 EuSt	European Studies
L81 EALC	East Asian Languages & Cultures
L82 EnSt	Environmental Studies
L83 Russ St	Russian Studies
L84 Lw St	Legal Studies
L85 MedH	Medical Humanities
L86 PBPM	Biological & Physical Sciences for PBPM Study
L88 NrsSci	Nursing Science
L89 Sphr	Speech and Hearing
L90 AFAS	African and African-American Studies

L92 APL	Applied Linguistics
L93 IPH	Interdisciplinary Project in the Humanities
L97 GS	Global Studies
L98 AMCS	American Culture Studies
L99 OSP	Overseas Programs
LGS GSAS	The Graduate School

## M (Medicine)

Code	Name
M01 OT	Occupational Therapy Program
M02 PhysTher	Physical Therapy Program-Grad
M04 FYSelect	First-Year Selectives
M05 Neurosci	Neuroscience
M10 Anesth	Anesthesiology
M15 Biochem	Biochemistry and Molecular Biophysics
M17 CLNV	Clinical Investigation
M18 BMI	Biomedical Informatics
M19 PHS	Population Health Sciences
M20 Genetics	Genetics
M21 MSB	Biostatistics and Genetic Epidemiology
M25 Medicine	Internal Medicine
M26 FamMed	Family Medicine
M27 EMED	Emergency Medicine
M30 MolMB	Molecular Microbiology
M35 Neurol	Neurology
M40 NeurSurg	Neurological Surgery
M45 ObGyn	Obstetrics and Gynecology
M50 Opth	Ophthalmology and Visual Sciences
M55 Oto	Otolaryngology
M60 Path	Pathology
M65 Peds	Pediatrics
M70 MolBio/Pha	Molecular Biology and Pharmacology
M75 CellBio	Cell Biology and Physiology
M79 HealthAdm	Health Administration Program
M80 Interdis	Interdisciplinary
M81 Gateway	Gateway Curriculum

M85 Psych	Psychiatry
M88 AHBR	Applied Health Behavior Research
M89 PACS	Audiology and Communication Sciences
M90 Radiol	Radiology
M91 MedPhys	Medical Physics
M92 RadOnc	Radiation Oncology
M95 Surgery	Surgery
M96 Ortho	Orthopedic Surgery
M99 Ind Stdy	Independent Study

## S (Social Work and Public Health)

Code	Name
S15 SWCR	Core
S20 SWHS	History & Professional Theme
S30 SWDP	Direct Practice
S31 SWDP	Direct Practice
S40 SWSP	Social Policy
S48 SWSP	Social Policy
S49 SCWK	Social Work
S50 SWSA	Social Administration
S55 MPH	Public Health
S60 SWCD	Community Development
S65 SWCD	Community Development
S70 SWPR	Practicum
S80 SCWK	Social Work
S81 SKILL	Skill Labs
S90 SWDT	Doctoral
S91 PSTM	Post-Master Certificate

## T (Engineering - Joint Program & Sever Institute)

Code	Name
T11 JCS	Joint Introduction to Computing
T40 SYSIN	Systems Integration
T54 PRJM	Project Management
T55 ETEM	Engineering Management
T60 GSever	General Professional Education
T64 CNST	Construction Management

T71	Health Care Operations
HLTHCARE	
T81 INFO	Information Management
T83 CYBER	Cybersecurity Management
T93 CSM	Cybersecurity Management (Online)

## U (University College)

Code	Name
U02	Classics
Classics	
U03 GS	General Studies
U05 Chem	Chemistry
U07 Econ	Economics
U08 Educ	Education
U09 Psych	Psychological & Brain Sciences (Psychology)
U10 ArtArch	Art History and Archaeology
U11 EComp	English Composition
U12 Fr	French
U13 EPSc	Earth and Planetary Sciences
U14	Germanic Languages and Literatures
German	
U15 ELP	English Language Programs
U16 Hist	History
U18 Film	Film and Media Studies
U19 SUST	Sustainability
U20 Math	Mathematics and Statistics
U21 Drama	Drama
U22 Phil	Philosophy
U23 Phys	Physics
U24 Mus	Music
U25 PolSci	Political Science
U26 Port	Portuguese
U27 Span	Spanish
U29 Bio	Biology
U30 Spch	Speech
U31 Dance	Dance and Somatic Movement Studies
U32	Comparative Literature
CompLit	
U35 Arab	Arabic
U36 Japan	Japanese
U37 Hebr	Hebrew
U38	Chinese
Chinese	
U39 Russ	Russian
U40 Ital	Italian
U43 IS	International Studies
U44 Bus	Business

U47 IRISH	Irish Studies
U48 Comm	Communications
U49 JRN	Journalism
U51	Korean
KOREAN	
U56 ISLA	Integrated Studies in Liberal Arts
U65 ELit	English and American Literature
U66 RelSt	Religious Studies
U67 LAS	Latin American Studies
U68 SOC	Sociology
U69 Anthro	Anthropology
U73 Hindi	Hindi
U74 Sci	Science
U76 NPM	Nonprofit Management
U78 EAsia	East Asian Studies
U79 Art	Art
U80 CRM	Clinical Research Management
U82 CIM	Computers and Information Management
U84 AFAS	African and African-American Studies
U85 IA	International Affairs
U86	Health Care
HCARE	
U87 HRM	Human Resources Management
U89 AMCS	American Culture Studies
U90 GIS	Geographic Information Systems
U91 Ling	Linguistics
U92 WGSS	Women, Gender, and Sexuality Studies
U93 Scan	Scandinavian
U94 JME	Jewish, Islamic, and Middle Eastern Studies
U96 DLA	DLA Seminars
U98 MLA	MLA Seminars

## W (Law)

Code	Name
W74 LAW	Law

## X (Design & Visual Arts)

Code	Name
X10	Design & Visual Arts - Core
XCORE	
X20 XELEC	Design & Visual Arts - Elective

## Catalog Editions

The courses and policies listed in this *Bulletin* are subject to change at any time through normal approval channels within Washington University. New courses, changes to existing course work and new policies are initiated by the appropriate



institutional departments, committees or administrators. Academic policy revisions are generally implemented in the next academic year following notification thereof. Washington University publishes a new edition of the *Bulletin* each July, and its contents apply to the subsequent fall, spring, and summer terms. Occasionally a policy or requirement must be changed and implemented during the same academic year (e.g., in the case of relevant external requirements such as state regulations). All changes must be approved by college or school personnel who oversee academic curriculum and policies.

Washington University students must complete the graduation requirements in effect during the term that they matriculated into their program of study as published in the edition of the *Bulletin* from that academic year. Undergraduates who initially enroll in a summer term to pursue a special program follow requirements for the subsequent fall term. Students will need to check their school's processes to potentially change applicable catalog years or alter their degree requirements.

Students should review specific Washington University and individual school policies related to transfer credit, changing programs, leaves of absence, and military service.

## Prior Bulletins

To find program details, course descriptions, and relevant policies, choose the year of enrollment below to find the available *Bulletins*. If the required year is not shown or the school's *Bulletin* is not available, please email the Office of the University Registrar ([registrar@wustl.edu](mailto:registrar@wustl.edu)) with specifics of the needed information.

### 2021-2022

- Graduate Architecture & Urban Design Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/grad/architecture/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Grad\\_Arch.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Grad_Arch.pdf)))
- Graduate Art Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/grad/art/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Grad\\_Art.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Grad_Art.pdf)))
- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/grad/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Grad\\_School.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Grad_School.pdf)))
- Graduate Business Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/grad/business/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Grad\\_Business.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Grad_Business.pdf)))
- Graduate Engineering Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/grad/engineering/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Grad\\_Engineering.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Grad_Engineering.pdf)))

- Law Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/law/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Law.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Law.pdf)))
- Medicine Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/medicine/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Medicine.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Medicine.pdf)))
- Social Work & Public Health Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/brownschool/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Brown.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Brown.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2021-22/undergrad/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_Undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_Undergraduate.pdf)))
- University College Bulletin (HTML: Undergraduate (<https://bulletin.wustl.edu/prior/2021-22/undergrad/ucollege/>), Graduate (<https://bulletin.wustl.edu/prior/2021-22/grad/ucollege/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2021-22\\_UCollege.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2021-22_UCollege.pdf)))

### 2020-2021

- Graduate Architecture & Urban Design Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/grad/architecture/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Grad\\_Arch.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Grad_Arch.pdf)))
- Graduate Art Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/grad/art/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Grad\\_Art.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Grad_Art.pdf)))
- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/grad/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Grad\\_School.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Grad_School.pdf)))
- Graduate Business Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/grad/business/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Grad\\_Business.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Grad_Business.pdf)))
- Graduate Engineering Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/grad/engineering/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Grad\\_Engineering.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Grad_Engineering.pdf)))
- Law Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/law/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Law.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Law.pdf)))
- Medicine Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/medicine/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Medicine.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Medicine.pdf)))
- Social Work & Public Health Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/brownschool/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Brown.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Brown.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2020-21/undergrad/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_Undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_Undergraduate.pdf)))

- University College Bulletin (HTML: Undergraduate (<https://bulletin.wustl.edu/prior/2020-21/undergrad/ucollege/>), Graduate (<https://bulletin.wustl.edu/prior/2020-21/grad/ucollege/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2020-21\\_UCollege.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2020-21_UCollege.pdf)))

## 2019-2020

- Graduate Architecture & Urban Design Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/grad/architecture/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_grad\\_architecture.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_grad_architecture.pdf)))
- Graduate Art Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/grad/art/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_grad\\_art.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_grad_art.pdf)))
- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/grad/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_graduate\\_school.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_graduate_school.pdf)))
- Graduate Business Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/grad/business/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_grad\\_business.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_grad_business.pdf)))
- Graduate Engineering Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/grad/engineering/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_grad\\_engineering.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_grad_engineering.pdf)))
- Law Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/law/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_law.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_law.pdf)))
- Medicine Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/medicine/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_medicine.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_medicine.pdf)))
- Social Work & Public Health Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/brownschool/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_brownschool.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_brownschool.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2019-20/undergrad/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_undergraduate.pdf)))
- University College Bulletin (HTML: Undergraduate (<https://bulletin.wustl.edu/prior/2019-20/undergrad/ucollege/>), Graduate (<https://bulletin.wustl.edu/prior/2019-20/grad/ucollege/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2019-20\\_university\\_college.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2019-20_university_college.pdf)))

## 2018-2019

- Graduate Architecture & Urban Design Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/grad/architecture/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_grad\\_architecture.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_grad_architecture.pdf)))

- Graduate Art Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/grad/art/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_grad\\_art.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_grad_art.pdf)))
- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/grad/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_graduate\\_school.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_graduate_school.pdf)))
- Graduate Engineering Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/grad/engineering/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_grad\\_engineering.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_grad_engineering.pdf)))
- Law Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/law/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_law.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_law.pdf)))
- Medicine Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/medicine/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_medicine.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_medicine.pdf)))
- Social Work & Public Health Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/brownschool/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_brownschool.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_brownschool.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2018-19/undergrad/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_undergraduate.pdf)))
- University College Bulletin (HTML: Undergraduate (<https://bulletin.wustl.edu/prior/2018-19/undergrad/ucollege/>), Graduate (<https://bulletin.wustl.edu/prior/2018-19/grad/ucollege/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2018-19\\_university\\_college.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2018-19_university_college.pdf)))

## 2017-2018

- Graduate Architecture & Urban Design Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/grad/architecture/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_grad\\_architecture.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_grad_architecture.pdf)))
- Graduate Art Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/grad/art/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_grad\\_art.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_grad_art.pdf)))
- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/grad/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_graduate\\_school.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_graduate_school.pdf)))
- Graduate Engineering Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/grad/engineering/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_grad\\_engineering.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_grad_engineering.pdf)))
- Law Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/law/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_law.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_law.pdf)))
- Medicine Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/medicine/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_medicine.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_medicine.pdf)))

- Social Work & Public Health Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/brownschool/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_brownschool.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_brownschool.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2017-18/undergrad/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_undergraduate.pdf)))
- University College Bulletin (HTML: Undergraduate (<https://bulletin.wustl.edu/prior/2017-18/undergrad/ucollege/>), Graduate (<https://bulletin.wustl.edu/prior/2017-18/grad/ucollege/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2017-18\\_university\\_college.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2017-18_university_college.pdf)))

## 2016-2017

- Graduate Architecture & Urban Design Bulletin (HTML (<https://bulletin.wustl.edu/prior/2016-17/grad/architecture/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2016-17\\_grad\\_architecture.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2016-17_grad_architecture.pdf)))
- Graduate Art Bulletin (HTML (<https://bulletin.wustl.edu/prior/2016-17/grad/art/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2016-17\\_grad\\_art.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2016-17_grad_art.pdf)))
- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2016-17/grad/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2016-17\\_graduate\\_school.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2016-17_graduate_school.pdf)))
- Graduate Engineering Bulletin (HTML (<https://bulletin.wustl.edu/prior/2016-17/grad/engineering/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2016-17\\_grad\\_engineering.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2016-17_grad_engineering.pdf)))
- Medicine Bulletin (PDF (<http://bulletin.wustl.edu/about/prior/bulletin17.pdf>))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2016-17/undergrad/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2016-17\\_undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2016-17_undergraduate.pdf)))
- University College Bulletin (HTML: Undergraduate (<https://bulletin.wustl.edu/prior/2016-17/undergrad/ucollege/>), Graduate (<https://bulletin.wustl.edu/prior/2016-17/grad/ucollege/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2016-17\\_university\\_college.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2016-17_university_college.pdf)))

## 2015-2016

- Graduate Arts & Sciences Bulletin (HTML (<https://bulletin.wustl.edu/prior/2015-16/gsas/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2015-16\\_gsas.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2015-16_gsas.pdf)))
- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2015-2016\\_Bulletin\\_FINAL\\_3-2-16\\_.pdf](http://bulletin.wustl.edu/about/prior/2015-2016_Bulletin_FINAL_3-2-16_.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2015-16/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2015-16\\_undergraduate.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2015-16_undergraduate.pdf)))

## 2014-2016

- University College Bulletin (undergraduate & graduate) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2014-2016\\_UCollege.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2014-2016_UCollege.pdf)))

## 2014-2015

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2014-2015\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2014-2015_bulletin.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2014-15/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2014-2015.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2014-2015.pdf)))

## 2013-2014

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2013-2014\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2013-2014_bulletin.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2013-14/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_13-14.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_13-14.pdf)))

## 2012-2015

- Graduate Arts & Sciences Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/GSAS\\_Bulletin\\_2012-2015.pdf](http://bulletin.wustl.edu/about/prior/GSAS_Bulletin_2012-2015.pdf)))

## 2012-2014

- University College Bulletin (undergraduate & graduate) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_2012-2014\\_UCollege.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_2012-2014_UCollege.pdf)))

## 2012-2013

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2012-2013\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2012-2013_bulletin.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2012-13/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_12-13.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_12-13.pdf)))

## 2011-2012

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2011-2012\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2011-2012_bulletin.pdf)))
- Undergraduate Bulletin (HTML (<https://bulletin.wustl.edu/prior/2011-12/>)) (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_11-12.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_11-12.pdf)))

## 2010-2011

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2010-2011\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2010-2011_bulletin.pdf)))
- Undergraduate Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_10-11.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_10-11.pdf)))

## 2009-2012

- Graduate Arts & Sciences Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/GSAS\\_Bulletin\\_2009-2012.pdf](http://bulletin.wustl.edu/about/prior/GSAS_Bulletin_2009-2012.pdf)))

## 2009-2010

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2009-2010\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2009-2010_bulletin.pdf)))

## 2008-2010

- Undergraduate Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_08-10.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_08-10.pdf)))

## 2008-2009

- Medicine Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/2008-2009\\_bulletin.pdf](http://bulletin.wustl.edu/about/prior/2008-2009_bulletin.pdf)))

## 2006-2009

- Graduate Arts & Sciences Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/GSAS\\_Bulletin\\_2006-2009.pdf](http://bulletin.wustl.edu/about/prior/GSAS_Bulletin_2006-2009.pdf))) and accompanying 2008 Update (PDF ([http://bulletin.wustl.edu/about/prior/GSAS\\_Bulletin\\_2008\\_insert.pdf](http://bulletin.wustl.edu/about/prior/GSAS_Bulletin_2008_insert.pdf)))

## 2006-2008

- Undergraduate Bulletin (PDF ([http://bulletin.wustl.edu/about/prior/Bulletin\\_06-08.pdf](http://bulletin.wustl.edu/about/prior/Bulletin_06-08.pdf)))

# 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.

## Our Mission Statement

**The mission of Washington University in St. Louis is to act in service of truth through the formation of leaders, the discovery of knowledge and the treatment of patients for the betterment of our region, our nation and our world.**

*At WashU, we generate, disseminate, and apply knowledge. We foster freedom of inquiry and expression of ideas in our research, teaching and learning.*

We aim to create an environment that encourages and supports wide-ranging exploration at the frontier of discovery by embracing diverse perspectives from individuals of all identities and backgrounds. We promote higher education and rigorous research as a fundamental component of an open, vibrant society. We strive to enhance the lives and livelihoods not only of our students, patients, and employees but also of the people of the greater St. Louis community and beyond. We do so by addressing scientific, social, economic, medical, and other challenges in the local, national, and international realms.

**Our goals are:**

- to foster excellence and creativity in our teaching, research, scholarship, patient care and service
- to welcome students, faculty and staff from all backgrounds to create an inclusive, equitable community that is nurturing and intellectually rigorous
- to cultivate in students habits of lifelong learning and critical and ethical thinking, thereby enabling them to be productive members and leaders of a global society
- to contribute positively to our home community of St. Louis, and to effect meaningful, constructive change in our world

### To this end we intend:

- to hold ourselves to the highest standards of excellence
- to educate aspiring leaders of great ability from diverse backgrounds
- to encourage faculty and students to be innovative, bold, independent, critical thinkers
- to build an inclusive, equitable, respectful, ethically-principled environment for living, teaching, learning and working for the present and future generations
- to focus on meaningful and measurable outcomes for all of our endeavors

*Mission statement approved by the Faculty Senate Council in April 2021 and approved by the Board of Trustees on October 1, 2021.*

## Trustees & Administration

### Board of Trustees

Washington University's Board of Trustees is the chief governing body of Washington University in St. Louis. 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, a charter member of the university's Board of Directors, to endow the chancellorship. Soon after this endowment was received, the position was renamed the "Hudson E. Bridge Chancellorship."

The officers of the university administration are currently led by Chancellor Andrew D. Martin. University leadership (<https://wustl.edu/about/leadership/>) is detailed on the Washington 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 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
August 29	Monday	First day of classes
September 5	Monday	Labor Day (no classes)
October 8-11	Saturday-Tuesday	Fall Break (no classes)
November 23-27	Wednesday-Sunday	Thanksgiving Break (no classes)
December 9	Friday	Last day of classes
December 12-21	Monday-Wednesday	Reading and finals

## Spring Semester 2023

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 17	Tuesday	First day of classes
March 12-18	Sunday-Saturday	Spring Break (no classes)
April 28	Friday	Last day of classes
May 1-10	Monday-Wednesday	Reading and finals

## Commencement Ceremonies

Date	Day	Description
May 15	Monday	Class of 2023 Commencement

## Summer Semester 2023

Date	Day	Description
May 22	Monday	First Summer Session begins
May 29	Monday	Memorial Day (no classes)
July 4	Tuesday	Independence Day (no classes)
August 17	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://ctl.wustl.edu/learningcenter/>) 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 (<https://students.wustl.edu/international-students-scholars/>) 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 Umrat 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://students.wustl.edu/relationship-sexual-violence-prevention-center/>).

**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://students.wustl.edu/washu-cares/>) 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 Mallinckrodt Center on the lower level. Appointments (<http://writingcenter.wustl.edu>) are preferred and can be made online, but walk-ins will be accepted if tutors are available.

## 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 Habif in the lower level of Dardick House on the South 40 or the Habif Health and Wellness Center website (<https://students.wustl.edu/habif-health-wellness-center/>) for more information about Habif's services and staff members.

**Hours:**

Monday, Tuesday, Thursday, and Friday: 8 a.m.-5 p.m.

Wednesday: 10 a.m.-5 p.m.

Saturday, Sunday, and university holidays: Closed

For after-hours care, students should access TimelyCare (<https://students.wustl.edu/timelycare/>).

**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 (<https://students.wustl.edu/habif-health-wellness-center/>).

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 (<https://students.wustl.edu/habif-health-wellness-center/>) 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 (<https://students.wustl.edu/habif-health-wellness-center/>).

**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 (<https://students.wustl.edu/habif-health-wellness-center/>), 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 Sumers 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 (<https://students.wustl.edu/habif-health-wellness-center/>) 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 (<https://students.wustl.edu/habif-health-wellness-center/>).

## 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 7:00 p.m. to 4:00 a.m. seven days a week. The shuttle leaves from the Mallinckrodt Bus Plaza and Forsyth/Goldfarb Hall Center every 15 minutes from 7:00 p.m. to 1:00 a.m. and at the top (:00) and bottom (:30) of the hour from 1:00 a.m. to 4:00 a.m. The shuttle 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 Campus Safety page (<https://facilities.med.wustl.edu/security-new/>) 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 via 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. Washington University's FERPA policy is available via the Office of the University Registrar's website (<http://registrar.wustl.edu>).

All current and former students may request official Washington University transcripts from the Office of the University Registrar via either WebSTAC (if they remember their WUSTL Key) or Parchment (if they do not have or cannot remember their

WUSTL Key). Students may print unofficial transcripts for their personal use from WebSTAC. Instructions and additional information are available on the Office of the University Registrar's website (<http://registrar.wustl.edu>).

Washington University does not release nor certify copies of transcripts or other academic documents received from other schools or institutions. This includes test score reports and transcripts submitted to Washington University for purposes of admission or evaluation of transfer credit.

## University Affiliations

Please click the arrows below for listings of the accrediting organizations and memberships of the different areas of the university.

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

## Washington University in St. Louis

### Accreditation

- Higher Learning Commission (<https://www.hlcommission.org/>)

### Memberships

- American Academy of Arts & Sciences (<https://www.amacad.org/>)
- American Association of Colleges & Universities (<https://www.aacu.org/>)
- American Council of Learned Societies (<https://www.acls.org/>)
- American Council on Education (<https://www.acenet.edu/>)
- Association of American Universities (<https://www.aau.edu/>)
- College Board (<https://www.collegeboard.org/>)
- Hispanic Association of Colleges and Universities (<https://www.hacu.net/>)
- Independent Colleges and Universities of Missouri (<https://www.independentcollegesanduniversitiesofmo.com/>)
- National Association of Independent Colleges and Universities (<https://www.naicu.edu/>)
- National Council for State Authorization Reciprocity Agreements (<https://nc-sara.org/>)
- Oak Ridge Associated Universities (<https://www.orau.org/>)
- Universities Research Association (<https://www.ura-hq.org/>)

## College of Arts & Sciences

### Memberships

- Association of University Summer Sessions (<https://www.theauss.org/>)
- International Center for Academic Integrity (<https://www.academicintegrity.org/>)
- Midwest Association of Pre-Law Advisors (<https://mapla.org/>)
- National Association of Advisors for the Health Professions (<https://www.naahp.org/>)
- National Association of Fellowships Advisors (<https://nafadvisors.org/>)
- North American Association of Summer Sessions (<https://naass.org/>)

## Office of Graduate Studies, Arts & Sciences

### Memberships

- Association of Graduate Schools (<https://www.aau.edu/taxonomy/term/446/>)  
(Founding member)
- Council of Graduate Schools (<https://cgsnet.org/>)  
(Founding member)

## Sam Fox School of Design & Visual Arts

### Accreditation — College of Art

- National Association of Schools of Art & Design (<https://nasad.arts-accredit.org/>)  
(Founding member)

### Accreditation — College of Architecture

- Master of Architecture: National Architectural Accrediting Board (<https://www.naab.org/>)
- Master of Landscape Architecture: Landscape Architectural Accreditation Board (<https://www.asla.org/accreditationlaab.aspx>)

### Membership — College of Architecture

- Association of Collegiate Schools of Architecture (<https://www.acsa-arch.org/>)

### Accreditation — Mildred Lane Kemper Art Museum

- American Alliance of Museums (<https://www.aam-us.org/>)

### Membership — Mildred Lane Kemper Art Museum

- Association of Art Museum Directors (<https://aamd.org/>)

## Olin Business School

### Accreditation

- Association of MBAs (<https://www.associationofmbas.com/>)
- Association to Advance Collegiate Schools of Business International (<https://www.aacsb.edu/>)  
(Charter member since 1921)
- EQUIS (<https://www.efmdglobal.org/accreditations/business-schools/equis/>)

## McKelvey School of Engineering

### Accreditation

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

### Membership

- American Society for Engineering Education (<https://www.asee.org/>)

## School of Law

### Accreditation

- American Bar Association (<https://www.americanbar.org/>)

### Memberships

- American Association of Law Libraries (<https://www.aallnet.org/>)
- American Society of Comparative Law (<https://ascl.org/>)
- American Society of International Law (<https://www.asil.org/>)
- Association of Academic Support Educators (<https://associationofacademicssupportededucators.org/>)
- Association of American Law Schools (<https://www.aals.org/>)
- Central States Law Schools Association (<http://cslsa.us/>)
- Clinical Legal Education Association (<https://www.cleaweb.org/>)
- Equal Justice Works (<https://www.equaljusticeworks.org/>)
- Mid-America Association of Law Libraries (<https://maall.wildapricot.org/>)
- Mid-America Law Library Consortium (<https://mallco.libguides.com/>)
- National Association for Law Placement (<https://www.nalp.org/>)
- Southeastern Association of Law Schools (<https://sealslawschools.org/>)

## School of Medicine

### Accreditation

- Liaison Committee on Medical Education (<https://www.aamc.org/services/first-for-financial-aid-officers/lcme-accreditation/>)

### Membership

- Association of American Medical Colleges (<https://www.aamc.org/>)

## Brown School

### Accreditation

- Council on Education for Public Health (<https://ceph.org/>)
- Council on Social Work Education (<https://www.cswe.org/>)

## University College

### Memberships

- American Association of Collegiate Registrars and Admissions Officers (<https://www.aacrao.org/>)
- International Center for Academic Integrity (<https://www.academicintegrity.org/>)
- National Academic Advising Association (<https://nacada.ksu.edu/>)
- National Association of Advisors for the Health Professions (<https://www.naahp.org/>)
- National Association of Student Personnel Administrators (<https://www.naspa.org/>)
- University Professional and Continuing Education Association (<https://upcea.edu/>)

**Note:** Business-related programs in University College are not accredited by the Association to Advance Collegiate Schools of Business International (<https://www.aacsb.edu/>).

## University Libraries

### Membership

- Association of Research Libraries (<https://www.arl.org/>)

## University PhD Policies & Requirements

### Academic PhD Programs

The following policies and practices apply to all PhD students regardless of school affiliation. They are specific to PhD program administration and experience. Schools may set stricter standards but must not relax these. This list does not include those policies and practices that apply to the student community as a whole (e.g., the University Student Conduct Code).

In 2022, all former Graduate School policies were revised to reflect the dean of the student's respective school or the Vice Provost of Graduate Education in lieu of the "Dean of the Graduate School." References to the former entity known as the "Graduate School" were adjusted to reflect the student's home school.

### Academic and Professional Integrity for PhD Students

The Academic and Professional Integrity Policy of the former Graduate School (<https://wustl.app.box.com/s/7p84v07ly47rz2gfo2xy0vrqoifpikts/>) continues to apply to all PhD students on the Danforth and Medical campuses, including dual-degree students when one of the degree programs is a PhD program.

### Involuntary Leave of Absence

The Involuntary Leave of Absence Policy (<https://wustl.edu/about/compliance-policies/governance/involuntary-leave-policy-undergraduate-students/>) that applies to undergraduates was adopted to apply to all PhD students in 2014.

### Financial Policies & Practices

#### Academic Load Status for Financial Aid, Immigration and Enrollment Verification Graduate (Fall, Spring):

Status	Enrolled Units of Credit
Full time	9+ units
Half time	4.5-8.99 units
Less than half time	Fewer than 4.5 units

#### Graduate (Summer):

Status	Enrolled Units of Credit
Full time	6+ units
Half time	3-5.99 units
Less than half time	Fewer than 3 units

Certain courses may, due to appropriate curriculum and monitoring circumstances, be encoded to carry a load value higher than the actual academic credit awarded. Examples include certain engineering co-op experiences, doctoral research study and select clinical or practicum courses.

### Child Day Care Subsidy

The purpose of the Child Day Care Subsidy is to help financially stressed graduate student families meet the costs of child day care tuition at licensed facilities while they pursue PhD degrees.



The amount of Child Day Care Subsidy awarded to eligible applicants is based on their financial need, the number of children they have enrolled in licensed child day care facilities, their child day care expenses, and available funding. Eligible students can expect the following:

- For one child, the maximum award is \$1,750 per semester.
- For two children, the maximum award is \$2,650 per semester.
- For three or more children, the maximum award is \$3,550 per semester.

The subsidy amount cannot exceed the cost of the licensed child day care facility.

Students should contact their home schools for more information and for application instructions.

### Interdisciplinary Courses

PhD students can speak with their advisors with regard to enrolling in individual courses available outside of their school that may advance their research or professional goals. A university tuition agreement signed by all of the deans of the university's graduate and professional schools fosters interdisciplinary study across the schools and allows enrollment in classes outside of the student's home school. Many undergraduate and graduate courses are available for graduate student enrollment, subject to the following eligibility guidelines:

- The student must be enrolled full-time in a graduate degree program and have the approval of their faculty advisor or administrative officer to take a course outside of their home school.
- Courses will be open to students outside of the discipline only if those students have met the required prerequisites and have the approval of both their department/advisor and the course instructor.
- Finally, courses in the evening divisions, including University College and its Summer School, are not part of this agreement. Courses that require individualized instruction and/or additional fees (e.g., independent studies, individual music lessons) are also excluded.

### Minimum Stipend Award

The amounts and vehicles of financial support for graduate students are usually decided by the individual schools. Washington University is committed to funding most PhD students for five to six years, depending on the time needed to complete a particular program. Funding typically consists of full tuition remission and a stipend to defray living expenses. Monetary support may come from the university or from outside sources, and it is usually administered by an administrative staff member of the program or the school acting in accordance with instructions received from the program/school administration or from a faculty member.

### New Child Leave

Full-time PhD students may request a New Child Leave to assume care for a new child. They should maintain their full-time student status. Students on New Child Leave are not expected to participate in mentored teaching or research experience for up to 60 calendar days while they receive their current stipend support. Additional time off without receiving a stipend for up to a full semester will ordinarily be granted by the student's home school if approved by the student's department.

New Child Leave does not affect the student's full-time status and will not appear on the student's official transcript. New child leave must be taken within the first year after the child's birth or adoption. Students should contact their department to request a New Child Leave.

Students who receive support from external agencies should consult the policies and guidelines of the sponsor.

### PhD General Requirements

To earn a PhD at Washington University, a student must complete all courses required by their department/program; maintain satisfactory academic progress; pass certain examinations; fulfill residence and mentored experience requirements; write, defend, and submit a dissertation; and file an Intent to Graduate form via WebSTAC (<https://acadinfo.wustl.edu>).

### Residence Requirement

Each PhD student must spend at least one academic year enrolled full-time at Washington University. Any exceptions must be approved by the dean of the student's respective school and the Vice Provost for Graduate Education.

### Program Length Limit

The maximum number of semesters of continuous enrollment is 18 (9 years). Students in PhD programs who have not completed their terminal degrees and who have not withdrawn will be dismissed at the end of 18 semesters. An exception may be granted by the dean of the student's respective school on request by the designated faculty graduate program director (in most departments, this position is called the *Director of Graduate Studies*) if the student is expected to complete their degree during a tenth year of enrollment. Enrollment for an eleventh continuous year will not be allowed. Semesters during which the student is on an approved leave of absence are not included on the enrollment clock.

### Qualifying Examinations

Progress toward the PhD is contingent upon the student passing examinations that are variously called preliminary, qualifying, general, comprehensive or major field exams. The qualifying process varies according to the program. In some programs, it consists of a series of incremental, sequential and cumulative exams over a considerable time. In others, the exams are

held during a relatively short period of time. Exams may be replaced by one or more papers. The program, which determines the structure and schedule of the required examinations, is responsible for notifying the school registrar or the appropriate record custodian of the student's outcome, whether successful or unsuccessful.

## Mentored Experience Requirement

PhD students at Washington University must complete a department-defined Mentored Experience. The Mentored Experience Requirement is a doctoral degree milestone that is notated on the student's transcript when complete. Each department has an established Mentored Experience Implementation Plan in which the number of semesters that a student must engage in a Mentored Teaching Experience or a Mentored Professional Experience is defined. The Mentored Experience Implementation Plans outline how doctoral students within the discipline will be mentored to achieve competencies in teaching at basic and advanced levels. Some departments may elect to include the Mentored Professional Experiences as an avenue for completing one or more semesters of the Mentored Experience Requirement. Doctoral students will enroll in Mentored Teaching Experiences or Mentored Professional Experiences to signify their progression toward completing the overall Mentored Experience Requirement for their degree.

## Dissertation

As evidence of the mastery of a specific field of knowledge and of the capacity for original scholarly work, each candidate must complete a dissertation. Each PhD candidate will form a Research Advisory Committee (RAC) approved by their department or program and by their school's graduate program oversight body. The RAC will approve the subject and approach of the dissertation, which will be evidenced by the student's completion of the Title, Scope and Procedure requirement.

The RAC should consist of at least three full-time Washington University faculty members who are authorized to supervise PhD students and who have appropriate expertise in the proposed field of study. One of these faculty members must be the student's primary research advisor/mentor. Additional members, including external members with active research programs at outside institutions, may serve on the RAC subject to approval by the school's graduate program oversight body.

- For cross-school/interdisciplinary PhD programs, the approvals referenced above should be obtained from the graduate program oversight body of the school of the primary research advisor/mentor.
- For a PhD program offered in partnership with an external academic institution, one full-time faculty member of the partner institution who is authorized to supervise PhD students and who has appropriate expertise in the proposed field of study may serve on the RAC as part of the three-member minimum requirement.

A Title, Scope and Procedure form for the dissertation must be signed by the RAC members and by the program chair. It must be submitted to the school registrar or the appropriate record custodian at least six months before the degree is expected to be conferred or before the beginning the fifth year of full-time enrollment, whichever is earlier.

A Doctoral Dissertation Guide and a template that provides instructions regarding the format of the dissertation are available through the website of the Office of the Provost (<https://provost.wustl.edu/vpge/phd-education-and-governance/>); both of these should be read carefully at every stage of dissertation preparation.

Each student is required to make the full text of the dissertation available to the committee members for their review at least one week before the dissertation defense. Most degree programs require two or more weeks for the review period; students should check their program's policies.

## Dissertation Defense

Approval of the written dissertation by the Research Advisory Committee (RAC) is strongly recommended before the student can orally defend the dissertation. The doctoral dissertation committee that examines the student during the defense consists of at least five members. Normally, the members of the RAC also serve on the doctoral dissertation committee. The dissertation committee is then additionally augmented to ensure that the following criteria are met:

1. Three of the five members (or a similar proportion of a larger committee) must be full-time Washington University faculty members or, for programs offered by Washington University-affiliated partners, full-time members of a Washington University-affiliated partner institution who are authorized to supervise PhD students and who have appropriate expertise in the proposed field of study. One of these three members must be the PhD student's primary thesis advisor, and one may be a member of the emeritus faculty.
2. All other committee members must be active in research/scholarship and have appropriate expertise in the proposed field of study whether at Washington University, at another university, in government or in industry.
3. At least one of the five members must bring expertise outside of the student's field of study to the committee, as judged by the relevant school's graduate program oversight body.

The approval processes outlined under RAC in the Doctoral Council bylaws formation also apply to the doctoral dissertation committee, including approval of each dissertation committee by the host school's graduate program oversight body/bodies.

The student is responsible for making the full text of the dissertation accessible to their committee members for their review in advance of the defense according to program rules. Faculty outside of the committee and graduate students who are interested in the subject of the dissertation are normally welcome to attend all or part of the defense but may ask questions only at the discretion of the committee chair. Although there is some variation among degree programs, the defense ordinarily focuses on the dissertation itself and its relation to the student's field of expertise.

*(Policy amended by the Doctoral Council on Aug. 25, 2022)*

### **Dissertation Submission**

After the defense, the student must submit an electronic copy of the dissertation online to the university. The submission website requires students to choose among publishing and copyrighting services offered by ProQuest ETD Administrator (<https://www.etdadmin.com/main/home/>), but the university permits students to make whichever choices they prefer. Students are asked to submit the Survey of Earned Doctorates (<https://graduateschool.wustl.edu/forms/>) separately. The degree program is responsible for delivering the final approval form, signed by the committee members at the defense and then by the program chair or director, to the school registrar or the appropriate record custodian. Students who defend their dissertations successfully have not completed their PhD requirements; they finish earning their degree only when their dissertation submission has been accepted by their school of record.

# 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 advisors 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: [OlinGradAdmissions@wustl.edu](mailto:OlinGradAdmissions@wustl.edu)  
Website: <https://olin.wustl.edu>

## Faculty

### Interim Dean

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

Director of Doctoral Programs  
Director of the Wells Fargo Advisors Center for Finance and Accounting Research (CFAR)  
John E. Simon Professor of Finance  
PhD, Northwestern University

For further information, please visit Olin Business School's website:

- Deans (<https://olin.wustl.edu/EN-US/about-olin/Pages/dean.aspx>)
- Faculty (<https://olin.wustl.edu/EN-US/Faculty-Research/Faculty/Pages/default.aspx>)

## Degrees Offered

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- Professional MBA (Part-Time) (p. 29)

### Specialized Master's Programs

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- Master of Science in Supply Chain Management (MSSCM) (p. 33)
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- **Finance options:**
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### Online Master's Programs

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### Executive Programs

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### Dual Degree Programs

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#### Brown School

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#### McKelvey School of Engineering

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#### School of Medicine

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## Graduate Master's Degrees

WashU Olin Business School has a wide range of opportunities for full-time students and working professionals to pursue either a degree or certificate program.

### Graduate Master's Programs

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### Specialized Master's Programs

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- Master of Science in Supply Chain Management (MSSCM) (p. 33)
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- Global Master of Finance (GMF) (p. 41)
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### Executive Master's Programs

- Executive MBA U.S. – St. Louis (p. 42)
- Executive MBA Shanghai (p. 43)
- Executive MBA Mumbai (p. 43)

## 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 courses in teamwork, communications, and values-based, data-driven decision making before embarking on a six-week global immersion in Washington, DC, Barcelona, and Santiago. Following their return from the global immersion, students will complete course work in operations, economics, accounting, marketing, finance, and strategy in the fall. During their first spring semester, students will finish their remaining core courses and begin to enroll in electives.

Students pursuing the Full-Time MBA program will have the option to accelerate their program to finish in one calendar 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. 29) 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

Students will start their orientation program and course work at Olin asynchronously in May prior to arriving on campus for their immersion GO! Week 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. The one-week GO! 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)

### Degree Requirements

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 Association to Advance Collegiate Schools of Business–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 Director of the PMBA program. 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 8.99 credit units per semester. Students may petition to take more than 8.99 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 8.99 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 are comprised of core courses taught in a lockstep fashion. After the first four 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 semesters of the core courses. Students will form their own teams for any electives that they take.

## 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.

## Curriculum

### Required Courses

- ACCT 5001 Introduction to Financial Accounting (1.5 credits)
- ACCT 5002 Strategic Cost Analysis (1.5 credits)
- DAT 5402 Data Analytics for Business Leaders (3 credits)
- FIN 5203 Financial Management (3 credits)
- MEC 5406 Managerial Economics (3 credits)
- MGT 5301 Introduction to Management and Strategy (1.5 credits)
- MGT 5316 Leadership Communication (0.5 credit)
- MGT 5317 Values-Based/Data Driven Decision Making (1 credit)
- MGT 5321 Business, Government & Society (3 credits)
- MKT 5503 Marketing Management (3 credits)
- OB 5601 Organizational Behavior (1.5 credits)
- SCOT 5704 Operations Management (3 credits)
- SCOT 5705 Quantitative Decision Making (1.5 credits)
- Elective courses; at least one course must be from the OB department (27 credits)

## Online MBA

### Degree Requirements

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 in which customers have come to expect microservice tailoring of a company's offering. Although the curriculum shares the same conceptual and theoretical grounding as WashU Olin's MBA, the examples used and the problems given emphasize companies that are trying to become more digitally engaged as well as digitally mature companies that need to constantly upgrade their competencies, develop new products and services, and exploit the growing volume of data and computing power available to them.

The program will consist of 54 credit units. The first year will be the core functional courses, and the second year will be elective courses.

## 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 OMBA enrollment with a weekend immersion (GO!) 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.

## Curriculum

### Required Courses

- Teamwork and Leading Organizations (3 credits)
- Strategic Decision Making with Data Analytics (3 credits)
- Digital Impact Project (3 credits spread over 3 semesters)
- Strategy and Entrepreneurship (3 credits)
- Values Based/Data-Driven Decision Making (3 credits)
- Communications in Digital Spaces (3 credits spread over 3 semesters)
- Accounting (3 credits)
- Economics for Tomorrow's C-Suite (3 credits)
- Finance (3 credits)
- Marketing (3 credits)
- Business, Government, and Society in a Digital Era (3 credits)
- Operations (3 credits)
- Electives (18 credits)

## Master of Accounting (MACC)

### Degree Requirements

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.

**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.



## Curriculum

### Master of Accounting (MACC) Required Courses

Code	Title	Units
ACCT 503	Business Analysis Using Financial Statements	1.5
ACCT 503B	Advanced Business Analysis Using Financial Statements	1.5
ACCT 555	Accounting Policy and Research	3
ACCT 562	Financial Accounting/Intermediate Accounting	3
ACCT 563	Financial Accounting III	3
ACCT 564	Auditing	3
ACCT 567	Federal Income Taxes	3
MGT 560F	Professional Business Communication	1.5

### Master of Accounting (MACC) Elective Courses

Students must complete a minimum of 9 credits of elective courses from the following list:

Code	Title	Units
ACCT 500D	Fraud Prevention and Internal Controls	1.5
ACCT 500E	Information Technology Control and Audit	1.5
ACCT 500G	Analysis of Financial Institutions and Financial Instruments	1.5
ACCT 500J	Not-For-Profit Accounting	1.5
ACCT 500M	Ethics I	1.5
ACCT 500N	Ethics II	1.5
ACCT 5002	Strategic Cost Analysis	1.5
ACCT 502	Managerial Control Systems	1.5
ACCT 505	Advances in Management Accounting	1.5
ACCT 507	Financial Issues in Leasing	1.5
ACCT 508	Financial Reporting from the CFO's Perspective	1.5
ACCT 509	Tax and Business Strategy: A Planning Approach	1.5
ACCT 510E	Financial Reporting & Assurance in a Blockchain World	1.5
ACCT 570	International Financial Reporting Standards	1.5

ACCT 571	International Financial Reportings Standards II	1.5
MGT 511A	Law and Business Management	1.5
MGT 511B	Legal Issues at Business Stages	1.5

### Other Elective Courses

Students must complete at least 7.5 additional elective courses from either the list above or other courses at Olin.

#### Option A

- 1.5 experiential course credits
- 6 elective course credits

#### Option B

- 3.0 experiential course credits
- 4.5 elective course credits

## Master of Accounting (Online)

### Degree Requirements

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.

## 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.online* 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.

## Curriculum

### Master of Accounting (Online) Graduate Certificate Courses

Code	Title	Units
ACCT 8002	Strategic Cost Analysis	1.5
ACCT 8503	Business Analysis Using Financial Statements	1.5
ACCT 8504	Advanced Business Analysis Using Financial Statements	1.5
ACCT 8532	Ethical Decision Making in Accounting	1.5
ACCT 8563	Advanced Financial Accounting	3
DAT 8563	Data Visualization for Business Insights	1.5

- For students who have not had either course work or relevant work experience in accounting, ACCT 560 Introduction to Financial Accounting is recommended prior to program start.
- Between the first and second semester of the Graduate Certificate program, students must complete the Foundations course ACCT 562 Intermediate Financial Accounting.

### Master of Accounting (Online) Advanced Graduate Certificate Courses

Code	Title	Units
ACCT 8505	Advances in Management Accounting	1.5
ACCT 8533	Ethics II	1.5
ACCT 8555	Accounting Policy and Research	3
ACCT 8564	Auditing	3
DAT 8564	Database Design and SQL	1.5
MGT 8511A	Law and Business Management	1.5

### Master of Accounting (Online) Degree Courses

Code	Title	Units
ACCT 8500D	Fraud Prevention and Internal Controls	1.5
ACCT 8567	Federal Income Tax	3
ACCT 8570	International Financial Reporting Standards	1.5
ACCT 8571	International Financial Reporting Standards	1.5
DAT 8560N	Introduction to Cybersecurity	1.5
MGT 8560F	Professional Business Communication	1.5

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

### Degree Requirements

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, including 34.5 required credits and 1.5 elective credits. This program 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.

## 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.

## Curriculum

### Master of Science in Supply Chain Management Required Courses

Code	Title	Units
ACCT 502	Managerial Control Systems	1.5
DAT 500N	Prescriptive Analytics	1.5
DAT 561	Introduction to Python and Data Science	3
MGT 558	Managing the Innovation Process	1.5
MGT 560F	Professional Business Communication	1.5
OB 561	Negotiation and Conflict Management	1.5
OB 565	Leading Change	1.5
SCOT 500D	Project Management	3
SCOT 500E	Supply Chain Risk Management	1.5
SCOT 500F	Advanced Topics in Logistics and Supply Chain Management	1.5
SCOT 500M	Supply Chain Analytics: Stochastic Models	1.5
SCOT 521	Operations and Supply Chain Management Industry Seminar	0.5
SCOT 554	Operations Analytics	3

SCOT 558	Advanced Operations Strategy	3
SCOT 559	Managing Business Process Outsourcing for Competitive Advantage	1.5
SCOT 572	Strategic Quality Management	1.5
SCOT 573	Operations Management in the Service Industry	1.5
SCOT 576	Foundations of Supply Chain Management	1.5
SCOT 577	Information Technology and Supply Chain Management	1.5

### Other Requirements

- Students must complete at least 1.5 credits of elective courses and 1.5 credits of experiential learning.

## Master of Science in Business Analytics (MSA)

### Degree Requirements

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 curriculum outline for more details.

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

The MSFTA program requires 39 total credits, including 18 common core credits, 15 fintech required credits, and 6 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 curriculum outline for more details.

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

The MSSCA program requires 39 total credits, including 18 common core credits, 15 supply chain required credits, and 4.5 elective credits. Areas of focus include operations management, stochastic models, revenue management, and supply chain finance. Please review the curriculum outline 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 curriculum outline for more details.

## Master of Science in Accounting Analytics (MSAA)

The MSAA program requires 39 total credits, including 18 common core credits, 15 accounting analytics required credits, and 6 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 curriculum outline 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 curriculum outline 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.

## Curriculum

### Master of Science in Business Analytics Common Core Courses

Code	Title	Units
DAT 500N	Prescriptive Analytics	1.5
DAT 500S	Machine Learning Tools for Prediction of Business Outcomes	3
DAT 500W	A/B Testing in Business and Social Science	3
DAT 560E	Data Visualization for Business Insights	1.5
DAT 560G	Database Design and SQL	1.5
DAT 560M	Big Data and Cloud Computing	1.5

DAT 561	Introduction to Python and Data Science	3
DAT 562	Text Mining	1.5
MGT 560F	Professional Business Communication	1.5

### Accounting Analytics Track Required Courses

Code	Title	Units
ACCT 500M	Ethics I	1.5
ACCT 5002	Strategic Cost Analysis	1.5
ACCT 503	Business Analysis Using Financial Statements	1.5
ACCT 503B	Advanced Business Analysis Using Financial Statements	1.5
ACCT 510E	Financial Reporting & Assurance in a Blockchain World	1.5
ACCT 555	Accounting Policy and Research	3
FIN 5203	Financial Management	3

### Other Courses (Electives and Experiential Learning)

Option A:

- 1.5 experiential course credits
- 6 approved elective credits

Option B:

- 3 experiential course credits
- 4.5 approved elective credits

### Customer Analytics Track Required Courses

Code	Title	Units
MKT 500T	Customer Analytics	3
MKT 500U	Digital Marketing and Analytics	1.5
MKT 555	Analytics Driven Brand Management	1.5
MKT 555A	Data Analysis for Brand Management	1.5
MKT 577	Marketing Strategy	3
MKT 580	Marketing Research Analytics	3

### Other Courses (Electives and Experiential Learning)

Option A:

- 1.5 experiential course credits
- 6 approved elective credits

Option B:

- 3 experiential course credits
- 4.5 approved elective credits

### Financial Technology Analytics Track Required Courses

Code	Title	Units
FIN 500G	Seminar in Financial Technology	3
FIN 5203	Financial Management	3
FIN 524	Options and Futures	1.5
FIN 525	Fixed Income Securities	1.5
FIN 532	Investment Theory	1.5
FIN 534	Advanced Corporate Finance I - Valuation	1.5
FIN 550F	FinTech: Methods and Practice	3

### Other Courses (Electives and Experiential Learning)

Option A:

- 1.5 experiential course credits
- 4.5 approved elective credits

Option B:

- 3 experiential course credits
- 3 approved elective credits

### Healthcare Analytics Track Required Courses

Code	Title	Units
MEC 563	Olin Grand Rounds	3
MEC 564	Health Economics and Policy	3
MEC 565	Healthcare Management	3
MEC 566	Research in Healthcare Management	3

### Other Courses (Electives and Experiential Learning)

Option A:

- 1.5 experiential course credits
- 7.5 approved elective credits

Option B:

- 3 experiential course credits
- 6 approved elective credits

## Supply Chain Analytics Track Required Courses

Code	Title	Units
SCOT 500M	Supply Chain Analytics: Stochastic Models	1.5
SCOT 519E	Introduction to Revenue Management	1.5
SCOT 530	Supply Chain Analytics Capstone	3
SCOT 531	Supply Chain Finance	1.5
SCOT 554	Operations Analytics	3
SCOT 558	Advanced Operations Strategy	3
SCOT 576	Foundations of Supply Chain Management	1.5

### Other Courses (Electives and Experiential Learning)

Option A:

- 1.5 experiential course credits
- 4.5 approved elective credits

Option B:

- 3 experiential course credits
- 3 approved elective credits

## Talent Analytics Track Required Courses

Code	Title	Units
MEC 538	Economics of the Organization	1.5
MEC 538B	Compensation, Incentives & Organizations	1.5
MGT 502	Ethical Issues in Managerial Decision Making	1.5
OB 534	Talent Analytics	1.5
OB 535	People Metrics	1.5
OB 545	Personnel/Human Resources Management	3
OB 565	Leading Change	1.5

### Other Courses (Electives and Experiential Learning)

Option A:

- 1.5 experiential course credits
- 7.5 approved elective credits

Option B:

- 3 experiential course credits
- 6 approved elective credits

## Master of Science in Business Analytics (Online)

### Degree Requirements

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.

### 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.

## Curriculum

### Master of Science in Analytics (Online) Graduate Certificate Courses

Code	Title	Units
DAT 8550	Machine Learning Tools for Prediction of Bus Outcomes	3
DAT 8561	Introduction to Python and Data Science	3
DAT 8563	Data Visualization for Business Insights	1.5
DAT 8564	Database Design and SQL	1.5
DAT 8570	R and Statistics	1.5

- Prior to program start for the OMSA Advanced Graduate Certificate, students must complete the Intro to Marketing Foundations course.

### Master of Science in Analytics (Online) Advanced Graduate Certificate Courses

Code	Title	Units
DAT 500N	Prescriptive Analytics	1.5
DAT 500W	A/B Testing in Business and Social Science	3
DAT 560M	Big Data and Cloud Computing	1.5
DAT 562	Text Mining	1.5
DAT 565E	Deep Learning for Prediction of Business Outcomes	1.5
MKT 500T	Customer Analytics	3

- Prior to program start for the OMSA degree curriculum, students must complete ACCT 560 Introduction to Financial Accounting.

### Master of Science in Analytics (Online) Degree Courses

Code	Title	Units
FIN 550F	FinTech: Methods and Practice	3
FIN 5203	Financial Management	3
MGT 560F	Professional Business Communication	1.5
MKT 555	Analytics Driven Brand Management	1.5
MKT 555A	Data Analysis for Brand Management	1.5

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

### Degree Requirements

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.

### 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.

## Curriculum

### Required Courses

Students must complete the following courses:

- FIN 500Q Quantitative Risk Management (3 credits)
- FIN 500R Topics in Quantitative Finance (1.5 credits)
- FIN 524 Options & Futures (1.5 credits)
- FIN 524B Derivative Securities (1.5 credits)
- FIN 525 Fixed Income Securities (1.5 credits)
- FIN 527 Financial Markets (1.5 credits)
- FIN 532 Investment Theory (1.5 credits)
- FIN 532B Data Analysis for Investments (1.5 credits)
- FIN 534 Advanced Corporate Finance I - Valuation (1.5 credits)
- FIN 534B Advanced Corporate Finance II - Financing (1.5 credits)
- FIN 537 Advanced Derivative Securities (3 credits)
- FIN 538 Stochastic Foundations for Finance (1.5 credits)
- FIN 539 Mathematical Finance (1.5 credits)
- FIN 552 Fixed Income Derivatives (1.5 credits)
- MGT 537 Financial Industry Platform (0 credits)
- MGT 560F Professional Business Communication (1.5 credits)
- DAT 537 Data Analysis, Forecasting and Risk Analysis (3 credits)
- DAT 561 Introduction to Python and Data Science (3 credits)

## Electives and Experiential Courses

Students select one of the following options:

### Option A:

- 1.5 experiential course credits *plus*
- 4.5 elective credits from the approved list *plus*
- 1.5 additional approved elective credits

### Option B:

- 3 experiential course credits *plus*
- 4.5 elective credits from the approved list

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

### Degree Requirements

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.

## Curriculum

### Required Courses

Students must complete the following courses:

- ACCT 503 Business Analysis Using Financial Statements (1.5 credits)
- ACCT 503B Advanced Business Analysis Using Financial Statements (1.5 credits)
- FIN 501P CFAR Practicum (3 credits)
- FIN 524 Options and Futures (1.5 credits)
- FIN 524B Derivative Securities (1.5 credits)
- FIN 525 Fixed Income Securities (1.5 credits)
- FIN 527 Financial Markets (1.5 credits)
- FIN 528 Investment Praxis (3 credits)
- FIN 532 Investment Theory (1.5 credits)
- FIN 534 Advanced Corporate Finance I - Valuation (1.5 credits)



- FIN 534B Advanced Corporate Finance II - Financing (1.5 credits)
- FIN 553 Corporate Finance and Investments Industry Seminar (0.5 credits)

Students also choose one of the following courses:

- FIN 560A Research Methods in Finance; strongly recommended (3 credits)
- DAT 537 Data Analysis, Forecasting and Risk Analysis (3 credits)

## Elective Courses

Students complete a minimum of 7.5 units of elective courses.

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

### Degree Requirements

In the 18-month Wealth and 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.

## Curriculum

### Required Courses

Students must complete the following courses:

- ACCT 503 Business Analysis Using Financial Statements (1.5 credits)
- ACCT 503B Advanced Business Analysis Using Financial Statements (1.5 credits)
- FIN 500Q Quantitative Risk Management (3 credits)
- FIN 524 Options & Futures (1.5 credits)
- FIN 524B Derivative Securities (1.5 credits)
- FIN 525 Fixed Income Securities (1.5 credits)
- FIN 528 Investments Praxis (3 credits)
- FIN 532 Investment Theory (1.5 credits)
- FIN 532B Data Analysis for Investments (1.5 credits)
- FIN 534 Advanced Corporate Finance - I (1.5 credits)
- FIN 538 Stochastic Foundations for Finance (1.5 credits)
- MGT 537 Financial Industry Platform (0 credits)
- MGT 560F Professional Business Communication (1.5 credits)
- DAT 560G Database Design and SQL (1.5 credits)
- DAT 561 Introduction to Python & Data Science (3 credits)

Students also choose one of the following courses:

- FIN 560A Research Methods in Finance; strongly recommended (3 credits)
- DAT 537 Data Analysis, Forecasting and Risk Analysis (3 credits)

### Elective Courses

Students choose three or more of the following elective courses:

- FIN 500W Venture Capital Methods (1.5 credits)
- FIN 500X Venture Capital Practice (1.5 credits)
- FIN 500Y Private Equity Methods (1.5 credits)
- FIN 500Z Private Equity Practice (1.5 credits)
- FIN 550A Legal, Compliance & Taxation Aspects of Wealth Management (1.5 credits)
- FIN 550B Wealth Management Practice (1.5 credits)

- FIN 550C Endowments, Foundations & Philanthropy (1.5 credits)
- FIN 550D Hedge Fund Strategies (1.5 credits)
- FIN 550E Behavioral Finance (1.5 credits)

## Other Electives and Experiential Courses

Students select one of the following options:

### Option A:

- 1.5 experiential course credits *plus*
- 4.5 approved elective credits

### Option B:

- 3 experiential course credits *plus*
- 3 approved elective credits

## 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)

### Degree Requirements

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.

### 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.online* 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.

## Curriculum

### Master of Science in Finance (Online) Graduate Certificate Courses

Code	Title	Units
ACCT 8503	Business Analysis Using Financial Statements	1.5
ACCT 8504	Advanced Business Analysis Using Financial Statements	1.5
FIN 8527	Financial Markets	1.5
FIN 8532	Investment Theory	1.5
FIN 8534	Advanced Corporate Finance I - Valuation	1.5
FIN 8535	Advanced Corporate Finance II - Financing	1.5

- Prior to program start, students must complete FIN 510 Introduction to Finance and ACCT 560 Introduction to Financial Accounting
- It is recommended that students who would like in-depth accounting statement analysis and who are planning to take the CFA complete ACCT 562 Intermediate Financial Accounting between the first two semesters of the Graduate Certificate.

### Master of Science in Finance (Online) Advanced Graduate Certificate Courses

Code	Title	Units
DAT 8564	Database Design and SQL	1.5
DAT 8570	R and Statistics	1.5
FIN 8523B	Mergers and Acquisitions	1.5
FIN 8524	Options and Futures	1.5
FIN 8524B	Derivative Securities	1.5
FIN 8525	Fixed Income Securities	1.5
FIN 8530	International Finance	1.5

### Master of Science in Finance (Online) Degree Courses

Code	Title	Units
FIN 8500W	Venture Capital Methods	1.5
FIN 8500Y	Private Equity Methods	1.5
FIN 8532B	Data Analysis for Investments	1.5
FIN 8550D	Hedge Fund Strategies	1.5

FIN 8550E	Behavioral Finance	1.5
FIN 8555	Risk Management and Insurance	1.5
MGT 8560F	Professional Business Communication	1.5

## 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.

For more information, please visit the Executive MBA page (<https://olin.wustl.edu/EN-US/executive-programs/executive-mba/Pages/default.aspx>) of the Olin Business School website.

## 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 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.

For more information, please visit the Executive MBA Shanghai page (<https://olin.wustl.edu/EN-US/executive-programs/executive-mba-shanghai/Pages/default.aspx>) of the Olin Business School website.

## 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 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.

For more information, please visit the Executive MBA Mumbai page (<https://olin.wustl.edu/EN-US/executive-programs/executive-mba-mumbai/Pages/default.aspx>) of the Olin Business School website.

## 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.

## 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:

- Online application
- A one-page resume
- Program essay
- A career plan statement
- Standardized test scores (if required by program)
- Academic transcripts
- One professional recommendation
- Confirmation of English proficiency (if required)

## Policies

- Executive MBA (EMBA) Policies (p. 45)
- Professional MBA (PMBA) Policies (p. 47)
- Full-Time MBA (FTMBA) Policies (p. 53)
- Online MBA (OMBA) Policies (p. 59)
- Specialized Master's Program (SMP) Policies (p. 62)
- Online Specialized Master's Program (OSMP) Policies (p. 67)

## Executive MBA (EMBA) Policies

### Degree Completion

The Executive MBA requires the completion of 60 credit units in a lockstep fashion as part of a cohort.

### MBA Grading System

All Olin MBA programs utilize a pass/fail grading system. As such, grade points are not assigned, and semester class rankings are not calculated. The Olin MBA grading system is as follows:

- HP (High Pass): Maximum of 20% of any section/course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): If a required course, the course must be repeated. There is no credit for NP.
- N (No Grade): The faculty member has not yet entered a grade for the course.
- 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 unless prior arrangements have been made with the Assistant Dean and Director of Graduate Programs Student Affairs, the academic director, and the faculty member teaching the course.

## 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 "I" providing that the work is made up within 60 days of faculty posting grades. Exceptions to the 60-day limit must be discussed with the faculty member and/or an academic advisor.

## Academic Performance Standards

At the end of each semester, student academic performance is evaluated and must be maintained at a level consistent with the standards established by Olin.

- If a student receives an NP grade, they will be required to retake the course or to take a preapproved equivalent course in the Full-Time MBA or Professional MBA program. The student will not be able to graduate until completion of the makeup course.
- Any student with an NP grade or more than three LP grades will be placed on academic probation. The case will be considered by the Academic Review Committee, and the student may receive additional academic sanctions, up to and including academic dismissal.
- Any student earning more than one LP grade is encouraged to meet with their academic advisor to determine the underlying cause of the low grades and to develop a plan for improving performance.
- Students with more than 9 credits of LP grades are ineligible to graduate.

## Satisfactory Academic Progress

Federal aid recipients' academic progress will be evaluated on an annual basis by WashU Student Financial Services. Failure to meet the necessary criteria can result in the suspension of future aid eligibility, although students will be granted an opportunity to appeal. Graduate students are expected to achieve the minimum GPA requirements for their specific programs, in addition to meeting federal standards for cumulative pace and completion of their degree program within a prescribed number of attempted hours (grades of W, I, and NP will place a student in jeopardy of not meeting these standards). Please direct any questions about Satisfactory Academic Progress standards or the appeal process to [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu).

## Professional Code of Conduct/ 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 lives, 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 *Integrity Matters* (PDF) for more information.

## Class Attendance

Class attendance is mandatory for all EMBA students.

- Regardless of whether prior approval is received from a professor, a student who misses more than 25% of the class hours for the course will be considered to have missed the entire course. The student will be given an NP grade if they do not attend 75% of the course.
- If a student misses a course, they are required to make up the course with the next EMBA cohort.
- Students should work with the EMBA advising team to ensure they are enrolled in a makeup class. Graduation from the program will be delayed until completion of the makeup course.
- A student who misses more than two courses may be asked to begin with a new cohort.

All EMBA students are expected to attend class and to be prepared for active participation at each meeting.

- If students find themselves in a situation in which absence cannot be avoided, they may watch an online recording of a St. Louis-based class session, when available, through Canvas. Class recordings should therefore be considered a tool provided to aid learning when absences are unavoidable.
- Relative to the EMBA attendance policy, viewing recordings of missed class sessions is not considered a substitute for or equivalent to live classroom participation.
- All EMBA program recorded material is protected under the copyright laws of the United States. Therefore, all EMBA students will sign the policy statement, which will be kept on file until they graduate, indicating their understanding that class session recordings are the intellectual property of each individual instructor and under United States copyright law may not be copied or distributed without express written permission.

## Course Registration

In the EMBA program, students complete courses in a lockstep fashion, and they will be registered by the Graduate Programs Office for all courses. Requesting changes to the course schedule will need to be communicated to the academic advisor and the appropriate registration policies adhered to, depending upon the situation.

## Tuition Refund Schedule

**Note:** This schedule may not apply if a student is dropping all courses or withdrawing from the program; students in these situations should consult with their Graduate Programs advisor.

### 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

## 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.

## Leave of Absence

Students who need to take a leave of absence should discuss the process and implications with their academic advisor and Olin Financial Services.

## Disengagement

A student is considered disengaged when they fail to attend class, do not respond to communications from faculty and/or staff, or have not completed the registration process for the next academic term. Advisors will attempt to contact the student by utilizing both the phone and email addresses on record with the school. If the student fails to respond to communication, does not register for their required academic course load, or is not in financial good standing by the add/drop date for the semester, the leave of absence would be initiated as soon as the Graduate Programs Office becomes aware.

If a student is placed on an administrative leave of absence in the middle of a semester, they remain responsible for the tuition charges according to the refund schedule. If the student fails to respond at the end of the leave term, the leave will be extended for one additional semester (excluding summer terms). At the end of two semesters on a leave of absence, if the student has not developed a plan to complete their curriculum with their academic advisor, the student will be administratively withdrawn from their graduate business program at Washington University. Summer terms are excluded for Full-Time MBA and SMP students but included for Executive MBA, Professional MBA, and online programs. If the student wishes to return to the program at a future date following their withdrawal, they will follow the application process for the program in the term they wish to start and be required to meet all admission requirements for the program.

## Time Limit

Students in the EMBA program must complete the degree within seven years of beginning the program.

## Intent to Graduate

Every candidate for a degree must indicate their intent to graduate by filing an Intent to Graduate form via WebSTAC in late December for May graduates and in early October for December graduates. Failure to complete the Intent to Graduate form by the respective deadline will result in failure to post the student's degree during the semester in which they complete their program.

## Awards and Honors

Graduating EMBA students will be considered for graduation with honors and asked to join the Beta Gamma Sigma National Business Honor Society if they rank in the top 20% of their graduating class. The rankings are based on the number of "High Pass" credit units earned within the EMBA curriculum.

## Professional MBA (PMBA) Policies

### Degree Completion

The PMBA degree program requires completion of a minimum of 54 credit units. These credits must be earned as follows:

- 27 credits of required core courses, and a minimum of 27 credits of elective courses
- A minimum of 45 credits must be completed in 500-level MBA courses taught by Olin faculty members.
- The remaining 9 credits may be comprised of the following:
  - Additional Olin Business School MBA electives;
  - Preapproved Washington University, non-Olin, graduate-level electives taken after the student has begun study as an Olin MBA candidate;



- Credit from one of Olin's international MBA exchange partners; or
- A maximum of 9 credit units of graduate course work from another program accredited by the Association to Advance Collegiate Schools of Business (AACSB), if the grades earned are a "B" or better and the PMBA Academic Director finds the courses to be equivalent to Olin MBA courses in quality and content.

Exceptions to graduation requirements may be made in individual cases with the approval of Graduate Programs Student Affairs.

## MBA Grading System

All Olin MBA programs utilize a pass/fail grading system. As such, grade points are not assigned, and semester class rankings are not calculated. The Olin MBA grading system is as follows:

- HP (High Pass): Maximum of 20% of any section/course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): If a required course, the course must be repeated. There is no credit for NP.
- N (No Grade): The faculty member has not yet entered a grade for the course.
- I (Incomplete): Extenuating circumstances preclude the satisfactory completion of course work. 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 "No Pass." The instructor has discretion regarding the 60-day limit.

## Grade Changes

A non-disciplinary grade may be changed only by the professor in whose course the grade was initially given. A faculty member may change a grade from "N" providing that the work is made up within 60 days of completion of the course. Exceptions to the 60-day limit must be discussed with the faculty member and/or an academic advisor.

## Academic Performance Standards

### Academic Alert

A student is placed on "Academic Alert" when they receive an LP or NP grade during a semester.

- Students on "Academic Alert" will receive a notice from the Graduate Programs Office reminding them of the probation policy and directing them to appropriate resources for ensuring academic success in future semesters.

- Students on "Academic Alert" are strongly encouraged to connect with their academic advisor to ensure open communication and so the advisor is able to provide academic support as needed.

### Academic Warning

A student is elevated to "Academic Warning" when LP grades, NP grades, or a combination of the two cumulatively meet or exceed three grades or 6 credit units, or if a student has received an NP grade in a core course.

- Students on "Academic Warning" will receive a notice from the Graduate Programs Office reminding them of the probation policy and directing them to appropriate resources for ensuring academic success in future semesters. They will be required to communicate with their academic advisor, who will make suggestions for appropriate action or require the student to retake the course, based on the individual situation. Students will also be required to meet with their advisors on a biweekly basis for the semester in which they are on "Academic Warning."
- Olin Financial Services will be alerted when a student is elevated to the "Academic Warning" stage to determine compliance with funding parameters and regulations.
- Failure to communicate with the academic advisor within two weeks of receiving the "Academic Warning" notice could cause the student's probationary status to be escalated.

### Academic Probation

A student is placed on "Academic Probation" when their LP grades, NP grades, or a combination of the two cumulatively meet or exceed 12 credits.

- Students on "Academic Probation" are required to meet with their academic advisor to discuss the situation and to create an Academic Action Plan. Students may not graduate from the PMBA program with 12 or more credits of LP or NP grades. They will also be required to meet with their advisor on a biweekly basis until they have resolved their "Academic Probation" status.
- Olin Financial Services will be alerted when a student is elevated to the "Academic Probation" stage to determine compliance with funding parameters and regulations.
- The student's Academic Action Plan must be approved by the Academic Review Committee and monitored by the student's advisor.
- Students must respond to their academic advisor within two weeks of receiving the "Academic Probation" notice to avoid escalation of their probationary status.

Once a student is placed on "Academic Probation," if they do not make satisfactory progress toward a return to good academic standing as judged by the Academic Review Committee, they may face suspension or dismissal from Olin.

## Satisfactory Academic Progress

Federal aid recipients' academic progress will be evaluated on an annual basis by WashU Student Financial Services. Failure to meet the necessary criteria can result in the suspension of future aid eligibility, although students will be granted an opportunity to appeal. Graduate students are expected to achieve the minimum GPA requirements for their specific programs, in addition to meeting federal standards for cumulative pace and completion of their degree program within a prescribed number of attempted hours (grades of W, I, and NP will place a student in jeopardy of not meeting these standards). Please direct any questions about Satisfactory Academic Progress standards or the appeal process to [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu).

## Professional Code of Conduct/ Academic Integrity

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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 *Integrity Matters* (PDF) for more information.

## Course Registration

Graduate Programs Student Affairs staff work with the Olin Registrar's Office to register PMBA students for their first four semesters of required course work. Each semester thereafter, and for all elective courses, students perform their own registration via WebSTAC.

## Adding a Course

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

Short courses or weekender courses may be added to the student's registration until 24 hours before the course begins, unless otherwise specified by the course instructor.

## Semester Credit Cap/Exceeding the Credit Cap

To maintain eligibility for the per-credit-unit tuition rate, PMBA students may be enrolled in no more than 8.99 credit units per semester. Students may petition to exceed 8.99 credit units in a semester — while still maintaining the per-credit-unit tuition rate — twice during the duration of their program. Students cannot petition unless they have completed a minimum of two semesters within the PMBA program, and their account/academic record must be clear of any administrative holds. Students will be asked to provide a rationale for increasing their credit load and to detail their plans for maintaining a healthy balance of external and academic responsibilities. A request to enroll in more than 8.99 credits units should only be pursued in cases of significant personal or professional extenuating circumstances. Each petition will be evaluated on an individual basis.

## Auditing a Course

Students wishing to audit a course 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 send the email approval to their academic advisor, who will work with the Olin Registrar's Office to change the grading 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 student's semester course enrollment and will incur a charge of the per-credit-unit tuition rate.
- 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. If a student has audited a particular prerequisite for a course, they will need instructor permission to enroll in that course.

## Dropping or Withdrawing from a Course

Students may drop or withdraw from courses during specified periods during the registration period and term as listed in the Olin Graduate Programs Academic Calendar. A faculty member's signature or Graduate Programs Office approval is not needed for students who are dropping or withdrawing from a course during the period specified by the academic calendar.

Before the first day of a short course or weekender course, students may drop the course unless the instructor indicates otherwise.

## Tuition Refund Schedule

**Note:** This schedule may not apply if a student is dropping all courses or withdrawing from their program. Questions should be directed to the student's academic advisor.

### Mini 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

### Three-Day, Weeklong or Weekend Courses

Withdrawal Date	Refund
Before the first day of class	100%
After the course begins	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

## 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.

## Modality Policy

PMBA students have the option to attend their PMBA core and elective classes remotely on a semester-by-semester basis. Prior to the start of each semester, the Graduate Programs Office will collect remote study requests for the upcoming semester.

- **Note:**MGT 5321 Business, Government and Society must be completed in person when offered in person.
- Some electives may only be offered in person due to the high engagement nature of the course work. These will be noted in WebSTAC.

Students requesting absence from class on an ad-hoc basis with advance notice due to work travel, family commitments, and so on may request an excused absence and to receive a recording of the class up to three times during full-semester courses and one time during a mini-course. If the course already has arrangements to be live-streamed via Zoom, the student will be provided with this option by the course instructor in addition to a recording. Students should make this request with their instructor at least 48 hours in advance of the class session.

Accommodations for short-notice (within 48 hours) absences or remote attendance requests will be at the discretion of the instructor.

## Leave of Absence (LOA)

Students who need to take a Leave of Absence should discuss the process and implications with their academic advisor and Olin Financial Services.

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

PMBA students may petition to transfer to the Full-Time MBA program after they have completed their first four semesters of the core curriculum. Students interested in making this transition should speak to their academic advisor to develop an academic plan and complete the petition process to request a transfer.

Students who wish to transfer from the PMBA program to the Full-Time MBA program are not eligible to participate in the Global Immersion program.

## Transfer Credit

As many as 9 units of transfer credit may be accepted toward Olin MBA degree requirements, provided that the prior course work meets the following criteria:

- 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 petition requesting review of the proposed course work to their academic advisor. Transfer credit requests will then be reviewed for approval by the Academic Director for the PMBA program.

## Course Waivers

Course waivers are intended to allow students to avoid the 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 courses can be waived. Waivers are not granted for the following courses:

Code	Title	Units
MGT 5301	Introduction to Management & Strategy	1.5
MGT 5316	Leadership Communication	0.5
MGT 5317	Values-Based/Data-Driven Decision Making	1
MGT 5321	Business, Government and Society	3
OB 5601	Organizational Behavior	1.5

Students wishing to request a course waiver should complete the Course Waiver Form and return it to their academic advisor. Course waiver requests will then be reviewed for approval by the Academic Director for the PMBA program.

## Course Work in Other Divisions

Olin Business School recognizes that students may wish to take course work outside of Olin to achieve an individualized education. Students may elect to take course work in other divisions of Washington University, under the following conditions:

- No such course may be taken during the first and second semesters of the program.
- Students must be in good academic standing.
- Courses must be preapproved in order for the associated credits (up to 9) to be applied toward the 54 credits required for the PMBA degree.

Students hoping to enroll in course work in other divisions should contact their academic advisor to submit the request. Requests will be reviewed for approval by the Academic Director of the PMBA program.

## 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 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 obtain 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. Projects may receive anywhere from 1.5 to 6 academic credits, but normally no more than 3 credits may be granted in any one semester. Students may apply a maximum of 6 units of independent study credit toward the 67 credit degree requirement.

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

## Group Study Room Policies and Reservations

The primary purpose of Olin Business School group study rooms is to provide a space 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, the rooms are appropriately maintained, and clear expectations are in place.

- 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.
- Group study rooms in the Kopolow Business Library located in Simon Hall may be reserved by any WashU 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 Education 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 the 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., backpacks, 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 immediately.
- Should audiovisual assistance be required, students should email General Services.
- 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.

## Time Limit

Students in the PMBA program must complete the degree within seven years of beginning the program.

## Intent to Graduate

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.

## Awards and Honors

Olin Business School awards are given to honor outstanding achievement. Recipients of the awards listed below are selected based on a variety of factors, and the selection process may include one or more of the following criteria: faculty vote, overall academic record, and course performance.

- The Charles F. Knight Scholar Awards are presented to the top 7.5% of MBA graduates. This distinction is based on a percentage of credit units receiving HP (High Pass) grades.
- Graduating MBA students will be considered for election to Beta Gamma Sigma, the national business honorary, if they rank in the top 20% of their graduating class. This calculation is based on the number of HP (High Pass) credits. Summer, fall, and spring graduates are considered to be one graduating class for the purposes of election to Beta Gamma Sigma. Election occurs in April.
- The Peer Recognition Award is awarded to the graduating PMBA student who, in the opinion of their fellow students, best exemplifies qualities of character, leadership, and service and who also enjoys the respect, admiration, and affection of their classmates.
- The Hiram and Mary Neuwoehner Prize is awarded to the PMBA student who has made the most substantive addition to the evening program by way of contributions in the classroom and excellence in preparing written papers and taking examinations.

## Full-Time MBA (FTMBA) Policies

### Degree Completion

The Full-Time MBA degree program is a 67-credit-unit program. Exceptions to graduation requirements may be made in individual cases with the approval of Student Affairs.

Full-Time MBA students have multiple options in which they are able to complete their degree, as outlined below:

1. *Four-Semester Option:* Students complete their MBA degree in four semesters (Summer Year 1, Fall Year 1, Spring Year 1, Summer Year 2). Students pursuing this degree option will not complete an internship and will graduate in August of their second summer semester.
2. *Four-Semester with Summer Internship Option:* Students pursuing this format will complete their MBA degree in four academic semesters with the additional of a summer internship option (Summer Year 1, Fall Year 1, Spring Year 1, Internship, Fall Year 2). Students pursuing this degree format will graduate in December of their second fall semester.
3. *Five-Semester with Summer Internship Option:* Students will complete their MBA in five academic semesters with the addition of a summer internship option (Summer Year 1, Fall Year 1, Spring Year 1, Internship, Fall Year 2, Spring Year 2). Students pursuing this degree format will complete an internship and will graduate in May of their second spring semester.

Regardless of program format, all students pursuing the Full-Time MBA degree will be required to complete 67 credit units. Students should consult with their academic advisor and their Weston Career Center coach to determine which option best fits their academic and career goals.

### Pursuing an Olin Dual Degree

Students admitted to the Full-Time MBA and one of the Specialized Master's Programs (SMPs) at Olin Business School will be able to pursue a dual-degree format. Students are able to pair their MBA degree with one of the following on-campus SMPs: Master of Accounting, MS in Corporate Finance, MS in Wealth and Asset Management, MS in Quantitative Finance, MS in Supply Chain Management, or MS in Analytics (with tracks in Customer Analytics, Financial Technology Analytics, Health Care Analytics, Supply Chain Analytics, Accounting Analytics and Talent Analytics).

Full-Time MBA students are strongly encouraged to apply to and enroll in the chosen SMP during their first semester. This allows students to complete their degree programs by the end of their second fall semester, and it allows for 15 credits to be shared between both programs. In addition, students will receive

a tuition discount, paying the full-time MBA tuition rate for the second spring semester in the program. Students are required to complete all required courses for each degree and to complete a total of 52 credit units applied to the MBA degree program.

Full-Time MBA students enrolling in an SMP after the first semester are not guaranteed to be able to complete both programs by the end of the second spring semester due to course sequencing for required courses.

### Pursuing a Washington University Dual or Joint Degree

Students are able to complete the following preapproved joint degrees: MBA/JD, MBA/MSW, MBA/MPH, MBA/MA in East Asian Studies, MBA/MD, MBA/March and MBA/MS in Biomedical Engineering.

Students pursuing a joint degree with another school at Washington University in St. Louis must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits will be applied from the preapproved joint-degree program.

Washington University dual-degree and 3/2 Engineering, Arts & Sciences or BSBA dual-degree candidates are not eligible to pursue Olin dual-degree status and may not add an SMP during their program of study.

### MBA Grading System

All Olin MBA programs utilize a pass/fail grading system. As such, grade points are not assigned, and semester class rankings are not calculated. The Olin MBA grading system is as follows:

- HP (High Pass): Maximum of 20% of any section/course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): If a required course, the course must be repeated. There is no credit for NP.
- N (No Grade): The faculty member has not yet entered a grade for the course.
- I (Incomplete): Extenuating circumstances preclude the satisfactory completion of course work. 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 "No Pass." The instructor has discretion regarding the 60-day limit.

## 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 "N" 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 an academic advisor.

## Academic Performance Standards

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 NP grades are earned; *or*
2. Three or more LP grades are earned; *or*
3. The combination of NP and LP grades meets or exceeds three grades or 6 credit units.

## Satisfactory Academic Progress

Federal aid recipients' academic progress will be evaluated on an annual basis by WashU Student Financial Services. Failure to meet the necessary criteria can result in the suspension of future aid eligibility, although students will be granted an opportunity to appeal. Graduate students are expected to achieve the minimum GPA requirements for their specific programs, in addition to meeting federal standards for cumulative pace and completion of their degree program within a prescribed number of attempted hours (grades of W, I, and NP will place a student in jeopardy of not meeting these standards). Please direct any questions about Satisfactory Academic Progress standards or the appeal process to [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu).

## Professional Code of Conduct/ 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 lives, 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 *Integrity Matters* (PDF) for more information.

## Course Registration

The Student Affairs team works with the Olin Registrar Office to register Full-Time MBA students for course work during the Global Immersion and their second semester of course work. For other courses, students perform their own registration via WebSTAC. After the second semester of course work, students are required to meet with their academic advisors to obtain authorization for registration.

## Adding a Course

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

Short courses or weekender courses may be added to the student's registration until 24 hours before the course begins, unless otherwise specified by the course instructor.

## Semester Credit Cap

Each semester, students are able to enroll in a maximum number of credits according to the semester credit cap listed in their Conditions of Enrollment. If the semester's established limit is exceeded, the student will be charged the per-credit rate for all credit units beyond the limit. If the student has extenuating circumstances, they may petition the Graduate Programs Office to exceed the stated semester credit cap without incurring additional tuition charges.

## Auditing a Course

Students wishing to audit a course 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 send the email approval to their academic advisor, who will work with the Olin Registrar Office to change the grading 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. If a student has audited a particular prerequisite for a course, they will need instructor permission to enroll in that course.

## Dropping or Withdrawing from a Course

Students may drop or withdraw from courses during specified periods during the registration period and term as listed in the Olin Graduate Programs Academic Calendar. A faculty member's signature or Graduate Programs Office approval is not needed for students who are dropping or withdrawing from a course during the period specified by the academic calendar.

Before the first day of a short course or a weekender course, a student may drop a course unless the instructor indicates otherwise.

## Tuition Refund Schedule

**Note:** This schedule may not apply if a student is dropping all courses or withdrawing from the program; students in these situations should contact their academic advisors.

### 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

## 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.

## Leave of Absence (LOA)

Students who need to take a leave of absence should discuss the process and implications with their academic advisor and Olin Financial Services.

## Disengagement

A student is considered disengaged when they fail to attend class, do not respond to communications from faculty and/or staff, or have not completed the registration process for the next academic term. Advisors will attempt to contact the student by utilizing both the phone and email addresses on record with the school. If the student fails to respond to communication, does

not register for their required academic course load, or is not in financial good standing by the add/drop date of the semester, the leave of absence would be initiated as soon as the Graduate Programs Office becomes aware.

If a student is placed on an administrative leave of absence in the middle of a semester, they remain responsible for the tuition charges according to the refund schedule. If the student fails to respond at the end of the leave term, the leave will be extended for one additional semester (excluding summer terms). At the end of two semesters on a leave of absence, if the student has not developed a plan to complete their curriculum with their academic advisor, the student will be administratively withdrawn from their graduate business program at Washington University. Summer terms are excluded for Full-Time MBA and SMP students but included for Executive MBA, Professional (Part-Time) MBA (PMBA), and online programs. If the student wishes to return to the program at a future date following their withdrawal, they will follow the application process for the program in the term they wish to start and be required to meet all admission requirements for the program.

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

Students interested in transferring between the Full- and Part-Time MBA programs should contact their academic advisors. Students enrolled in the Full-Time MBA program are required to pay at least four semesters of tuition at the Full-Time MBA student rate. After fulfilling the tuition requirement of the Full-Time MBA program as stated in the Conditions of Enrollment, students are able to formally request to switch to the PMBA program by completing a petition with the Graduate Programs Student Affairs Office. This approval will allow them to switch to the PMBA program and pay the PMBA per-credit-unit tuition rate. Any scholarship awarded upon admission to the Full-Time MBA program will not apply for students switching to the PMBA program. PMBA students do not receive Olin scholarships.

Students who transition from the Full-Time MBA program to the PMBA program will be required to complete a total of 60 credit units to satisfy the degree requirements.

## Transfer Credit

As many as 9 units of transfer credit may be accepted toward Olin MBA degree requirements, provided that the prior course work meets the following criteria:

- The credits were taken at the graduate level at another business school program accredited by the Association to Advance Collegiate Schools of Business (AACSB (<https://www.aacsb.edu/>)).



- 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 petition requesting review of the proposed course work to their academic advisor. Transfer credit requests will then be reviewed for approval by the Academic Director for the Full-Time MBA program.

## Course Waivers

Course waivers are intended to allow students to avoid the 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:

Code	Title	Units
MGT 5305	The Global Business Environment in the 21st Century	3
MGT 5311	Intro. to Management and Strategy	2
MGT 560P	Business Models in a Global Context	2.5
MGT 560Q	Implementing Strategy through Global Operations	2.5
MGT 560R	General Management Practice for International Business	2.5
MGT 560T	Building Business Narratives	1.5
MGT 560U	Global Institutions and Values	2.5
MGT 560V	Values-Based/Data-Driven Decision Making	
OB 500F	Foundations for Impactful Teamwork	
OB 5603	Diversity, Equity and Inclusion	

Students wishing to request a course waiver should complete the Course Waiver Form and return it to their academic advisor. Course waiver requests will then be reviewed for approval by the Academic Director for the Full-Time MBA program.

## Course Work in Other Divisions

Olin 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, under the following conditions:

- No such course may be taken during the first and second semesters of the program.
- Courses must be selected from the day division of our partner schools (courses offered through University College or in evening divisions are not eligible).

- Students must be in good academic standing.
- Courses must be preapproved in order for the associated credits (up to 9) to be applied toward the 67 credits required for the MBA degree.

Students hoping to enroll in course work in other divisions should contact their academic advisor to submit the request. Requests will be reviewed for approval by the Academic Director of the Full-Time MBA program.

## 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 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). It is an opportunity 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. Projects may receive anywhere from 1.5 to 6 academic credits, but normally no more than 3 credits may be granted in any one semester. Students may apply a maximum of 6 units of independent study credit toward the 67 credit degree requirement.

Once a project is agreed upon between student and professor, the student must submit an Independent Study Form to the academic advisor for evaluation and approval. 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.

## Internship Course Requirement

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 Curricular Practical Training 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 able to waive this course or petition to substitute an alternative graduate experience for this requirement if they are pursuing the Four-Semester Option or if they are completing a dual degree (i.e., March/MBA, MUD/MBA, MS-BME/MBA, MA

in 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 advisor. Once the form is completed, it should be returned to the academic advisor.

## 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.

1. 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 (<https://students.wustl.edu/international-students-scholars/>)).
2. 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.
  - a. Status: Part-time work is considered up to 20 hours per week. Full-time work is considered 21 to 40 hours per 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.
  - b. Length of internship: Four weeks is the minimum for part-time internships, and eight weeks is the minimum for full-time internships.
  - c. Term Dates: Please refer to the Washington University Academic Calendar (<https://registrar.wustl.edu/academic-calendars/>).
3. Complete the CPT Application Form, which can be accessed in the Graduate Programs Office or by contacting the academic advisor. (Students should not sign and date this form; the student's signature will be added when they pick up their I-20 from OISS at the end of this process.)
4. Submit the completed form and a copy of the offer letter to the advisor in the Graduate Programs Office for their signature. The advisor will return this form to the student within 24 hours. When this occurs, the student will be enrolled in MGT 513 Special Topics in Management for the current term.

- a. Credit units = 0.5; grading method = pass/fail
  - b. **Note:** Students will not be charged tuition by the credit unit for this 0.5-credit course during the summer term.
  - c. These credit units do not count toward the student's degree total credit requirements of 67 credits.
  - d. 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. Semester term dates can be found in the Washington University Academic Calendar (<https://registrar.wustl.edu/academic-calendars/>).
  - e. Deliverables for MGT 513 must be completed for the student to successfully complete the course.
5. Submit the signed CPT application form to OISS. 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 on the calendar.
  6. Pick up the new I-20 from OISS before starting the internship. The new I-20s will be ready two to five business days after the completed CPT application form has been received by OISS. The entire process, after the submission of the offer letter, will take three to seven business days.  
**Note:** Students will need to present the I-20 to their employer on their first day of work and should not begin work until the process is complete.

## Group Study Room Policies and Reservations

The primary purpose of Olin Business School group study rooms is to provide a space 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, the rooms are appropriately maintained, and clear expectations are in place.

- 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.
- Group study rooms in the Kopolow Business 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

Education 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 the 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., backpacks, 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 immediately.

- Should audiovisual assistance be required, students should email General Services.
- 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 for the room.

## Time Limit

Students in the Full-Time MBA program must complete the degree within seven years of beginning the program.

## Intent to Graduate

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.

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

## Awards and Honors

Olin Business School awards are given to honor outstanding achievement. Recipients of the awards listed below are selected based on a variety of factors, and the selection process may include one or more of the following criteria: faculty vote, overall academic record and course performance.

- The Charles F. Knight Scholar Awards are presented to the top 7.5% of MBA graduates. This distinction is based on the percentage of credit units receiving HP grades.
- The top 20% of graduates in each program are invited to join the Beta Gamma Sigma business honor society. This distinction is based on the percentage of HP grades.

- The Dean's Special Service Award is presented to those students or student organizations that have rendered extraordinary service to the school.
- The Dean's Award for Corporate Social Responsibility recognizes a graduating MBA student who has demonstrated outstanding scholarship, leadership, and/or practice in the area of corporate social responsibility.
- The Hubert C. "Hub" Moog Prize is awarded to a graduating MBA who, in the opinion of their fellow students, best exemplifies qualities of character, leadership, and service and who also enjoys the respect, admiration, and affection of their classmates.
- The John Wayne Latchum Memorial Award is awarded to a graduating MBA who has best exemplified the qualities of integrity, loyalty, courage, and high standards of personal conduct as judged by the faculty.
- The Joseph W. Towle Prize in Organizational Leadership is awarded to the student with the strongest academic achievement in the area of organizational leadership.
- The Milford Bohm Prize is presented to an outstanding graduate student in the field of marketing as judged by the marketing faculty.
- The Paul Cuffe MBA Award for Outstanding Leadership is awarded to a graduating African-American MBA student for outstanding leadership, academic excellence, and involvement in Olin extracurricular activities.
- The Powell Niland Prize in Operations and Manufacturing is awarded to the student with the strongest academic achievement in the area of operations and manufacturing management.
- The Olin MBA Finance Award is presented to an outstanding student in the area of finance.

## Online MBA (OMBA) Policies

### Degree Completion

The Online MBA program requires the completion of 54 credit units. These credits must be earned as follows:

- 36 credits of required courses
- 18 credits of elective courses

Exceptions to graduation requirements may be made in individual cases with the approval of Student Affairs.

### MBA Grading System

All Olin MBA programs utilize a pass/fail grading system. As such, grade points are not assigned, and semester class rankings are not calculated. The Olin MBA grading system is as follows:

- HP (High Pass): Maximum of 20% of any section/course
- P (Pass): Satisfactory performance
- LP (Low Pass): Minimum level of acceptable performance
- NP (No Pass): If a required course, the course must be repeated. There is no credit for NP.
- N (No Grade): The faculty member has not yet entered a grade for the course.
- I (Incomplete): Extenuating circumstances preclude the satisfactory completion of course work. 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 "No Pass." The instructor has discretion regarding the 60-day limit.

### 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 "N" providing that the work is made up within 60 days of completion of the course. Exceptions to the 60-day limit must be discussed with the faculty member and/or an academic advisor.

### Academic Performance Standards

#### Academic Alert

A student is placed on "Academic Alert" when they receive an LP or NP grade during a semester.

- Students on "Academic Alert" will receive a notice from the Graduate Programs Office reminding them of the probation policy and directing them to appropriate resources for ensuring academic success in future semesters.
- Students on "Academic Alert" are strongly encouraged to connect with their academic advisor to ensure open communication and so the advisor is able to provide academic support as needed.

#### Academic Warning

A student is elevated to "Academic Warning" when LP grades, NP grades, or a combination of the two cumulatively meet or exceed three grades or 6 credit units, or if a student has received an NP grade in a core course.

- Students on "Academic Warning" will receive a notice from the Graduate Programs Office reminding them of the probation policy and directing them to appropriate resources for ensuring academic success in future semesters. They will be required to communicate with their academic advisor, who will make suggestions for appropriate action or require the student to retake the course, based on the individual situation. Students will also be required to meet with their advisors on a biweekly basis for the semester in which they are on "Academic Warning."

- Olin Financial Services will be alerted when a student is elevated to the “Academic Warning” stage to determine compliance with funding parameters and regulations.
- Failure to communicate with the academic advisor within two weeks of receiving the “Academic Warning” notice could cause the student’s probationary status to be escalated.

## Academic Probation

A student is placed on “Academic Probation” when their LP grades, NP grades, or a combination of the two cumulatively meet or exceed 12 credit units.

- Students on “Academic Probation” are required to meet with their academic advisor to discuss the situation and to create an Academic Action Plan. Students may not graduate from the OMBA program with 12 or more credits of LP or NP grades. They will also be required to meet with their advisor on a biweekly basis until they have resolved their “Academic Probation” status.
- Olin Financial Services will be alerted when a student is elevated to the “Academic Probation” stage to determine compliance with funding parameters and regulations.
- The student’s Academic Action Plan must be approved by the Academic Review Committee and monitored by the student’s advisor.
- Students must respond to their academic advisor within two weeks of receiving the “Academic Probation” notice to avoid escalation of their probationary status.

Once a student is placed on “Academic Probation,” if they do not make satisfactory progress toward a return to good academic standing as judged by the Academic Review Committee, they may face suspension or dismissal from Olin.

## Satisfactory Academic Progress

Federal aid recipients’ academic progress will be evaluated on an annual basis by WashU Student Financial Services. Failure to meet the necessary criteria can result in the suspension of future aid-eligibility, although students will be granted an opportunity to appeal. Graduate students are expected to achieve the minimum GPA requirements for their specific programs, in addition to meeting federal standards for cumulative pace and completion of their degree program within a prescribed number of attempted hours (grades of W, I, and NP will place a student in jeopardy of not meeting these standards). Please direct any questions about Satisfactory Academic Progress standards or the appeal process to [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu).

## Standard Classroom Schedule/ Out of Class Requirements

Classes in the online programs meet two nights a week from 7:00 p.m. to 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 to receive a passing grade in the course. Faculty members can make stricter attendance policies by class.

## Professional Code of Conduct/ 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 *Integrity Matters (PDF)* for more information.

## Course Registration

In the Online MBA degree program, students complete courses in a lockstep fashion for the first five semesters, and they will be registered by their academic advisors for all courses. If a student wants to request a change to their course schedule, they will need to communicate with their advisor and adhere to the appropriate registration policies, depending upon the situation.

After completion of the fifth semester in the program, the student will work with their academic advisor to select elective courses. The academic advisor will then work with the Olin Registrar’s Office to complete registration for those courses on the student’s behalf.

Each semester, students are encouraged to consult with their advisors on a regular basis to review their academic progress and discuss other matters that may be influencing academic performance. It is also strongly recommended that students consult with faculty and Weston Career Center staff regarding elective courses that will prepare them to fulfill individual educational and career goals.

## Semester Credit Cap

All Online MBA students are allowed to enroll in a maximum number of credits per semester, as outlined below. If the semester's established limit is exceeded, the student will be charged the per-credit rate for all credit units beyond the limit. Students may only exceed the semester credit cap in rare circumstances, and exceptions must be approved by the Graduate Programs Office.

Semester	Credit Cap
Semester 1	7 credits
Semester 2	7 credits
Semester 3	7 credits
Semester 4	7 credits
Semester 5	6 credits
Semester 6	6 credits
Semester 7	7 credits
Semester 8	7 credits

## Dropping or Withdrawing from a Course

Within the first three weeks of a full semester course, it is possible for a student to drop a course. Because the Online MBA program is completed in a lockstep fashion, a student hoping to withdraw from a course should contact their academic advisor and Olin Financial Services to fully discuss academic progress and financial implications related to course withdrawal. Students who maintain enrollment beyond the drop deadline have accepted responsibility for the completion of the course.

If extenuating health or other circumstances lead to the need for the student to drop the course after the drop deadline, a petition detailing the particular circumstances may be filed with the Graduate Programs Office. If a student's petition to drop a course past the deadline is approved, the student's grade will be "W".

## Tuition Refund Schedule

**Note:** This schedule may not apply if a student is dropping all courses or withdrawing from the program; students in these situations should consult with their Graduate Programs advisor.

## Flat-Rate Tuition Programs Withdrawal Date/Refund Schedule

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

## 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.

## Leave of Absence (LOA)

Students who need to take a Leave of Absence should discuss the process and implications with their academic advisor and Olin Financial Services.

## Disengagement

A student is considered disengaged when they fail to attend class, do not respond to communications from faculty and/or staff, or have not completed the registration process for the next academic term. Advisors will attempt to contact the student by utilizing both the phone and email addresses on record with the school. If the student fails to respond to communication, does not register for their required academic course load, or is not in financial good standing by the add/drop date for the semester, the leave of absence would be initiated as soon as the Graduate Programs Office becomes aware.

If a student is placed on an administrative leave of absence in the middle of a semester, they remain responsible for the tuition charges according to the refund schedule. If the student fails to respond at the end of the leave term, the leave will be extended for one additional semester (excluding summer terms). At the end of two semesters on a leave of absence, if the student has not developed a plan to complete their curriculum with their academic advisor, the student will be administratively withdrawn from their graduate business program at Washington University. Summer terms are excluded for Full-time MBA and SMP students but included for Executive MBA, Professional MBA, and online programs. If the student wishes to return to the program

at a future date following their withdrawal, they will follow the application process for the program in the term they wish to start and be required to meet all admission requirements for the program.

## Intent to Graduate

Every candidate for a degree must indicate their intent to graduate by filing an Intent to Graduate form via WebSTAC in late December for May graduates and early October for December graduates. Failure to complete the Intent to Graduate form by the respective deadline will result in failure to post the student's degree in the semester they complete their program.

## Recognition Ceremonies

Interested Online MBA students who are completing the program will be invited to attend an in-person graduation ceremony to commemorate their completion of the program.

## Awards and Honors

Olin Business School awards are given to honor outstanding achievement. Recipients of the awards listed below are selected based on a variety of factors, and the selection process may include one or more of the following criteria: faculty vote, overall academic record, and course performance.

- The Charles F. Knight Scholar Awards are presented to the top 7.5% of graduates in each program. This distinction is based on a percentage of credit units receiving HP (High Pass) grades.
- The top 20% of graduates in each program are invited to join the Beta Gamma Sigma business honor society. This distinction is based on a percentage of HP (High Pass) grades.

## Specialized Master's Program (SMP) Policies

### Degree Completion

Each of the Specialized Masters Programs follows a unique curriculum that spans two or three semesters and that requires 30.5 to 39 credits to complete. Once a student has met all requirements to complete their degree program, they may not extend their enrollment to future semesters in that academic program.

Students should review the curriculum sheet for their specific program, which outlines the degree pathway to completion. Questions about degree requirements and degree pathways may be brought to the student's academic advisor. All degree pathway exceptions must be formally requested through the academic advisor using the appropriate form(s), and students must receive written approval from the SMP Academic Director for their program.

## Grading System

Please refer to the instructor or syllabus for each course to determine how letter grades will be assigned.

- An "I" (for incomplete work) may be given if 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 "F."
- A grade of "N" indicates that the professor has not yet turned in a grade.

If the student believes a grade was submitted in 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 advisor.

## 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 letter grade 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 Assistant Dean and Director of Graduate Programs 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 the 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, whether 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 are not allowed to retake courses in which they have not earned a failing grade. However, if a student is in their final semester of course work and has a GPA below a 3.0, they will be granted an exception to retake courses in which they received a grade of "C" or lower.

A student with a personal or medical emergency may submit a graduate programs petition to their academic advisor.

## Academic Performance Standards

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.

Students are expected to maintain a cumulative GPA of 3.0 in all required course work to remain in good standing.

## Satisfactory Academic Progress

Federal aid recipients' academic progress will be evaluated on an annual basis by WashU Student Financial Services. Failure to meet the necessary criteria can result in the suspension of future aid eligibility, although students will be granted an opportunity to appeal. Graduate students are expected to achieve the minimum GPA requirements for their specific programs, in addition to meeting federal standards for cumulative pace and completion of their degree program within a prescribed number of attempted hours (grades of W, I, and F will place a student in jeopardy of not meeting these standards). Please direct any questions about Satisfactory Academic Progress standards or the appeal process to [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu).

## Professional Code of Conduct/ 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 *Integrity Matters* (PDF) for more information.

## Course Registration

The Graduate Programs Office works with the Olin Registrar's Office to register students for their foundations courses and first semester of course work. Each semester thereafter, students perform their own registration via WebSTAC. Students are required to meet with their academic advisor to obtain authorization for registration.

## Adding a Course

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

Short courses or weekender courses may be added to the student's registration until 24 hours before the course begins, unless otherwise specified by the course instructor.

## Semester Credit Cap

Each semester, students are able to enroll in a maximum number of credits according to the semester credit cap listed in their Conditions of Enrollment. If the semester's established limit is exceeded, the student will be charged the per-credit rate for all credit units beyond the limit. If the student has extenuating circumstances, they may petition the Graduate Programs Office to exceed the stated semester credit cap without incurring additional tuition charges.

## Auditing a Course

Students wishing to audit a course 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 send the email approval to their academic advisor, who will work with the Olin Registrar's Office to change the grading 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. If a student has audited a particular prerequisite for a course, they will need instructor permission to enroll in that course.



## Dropping or Withdrawing from a Course

Students may drop or withdraw from courses during specified periods during the registration period and term as listed in the Olin Graduate Programs Academic Calendar. A faculty member's signature or Graduate Programs Office approval is not needed for students who are dropping or withdrawing from a course during the period specified by the academic calendar.

Before the first day of a short course or weekender course, students may drop the course unless the instructor indicates otherwise.

## Tuition Refund Schedule

**Note:** This schedule may not apply if a student is dropping all courses or withdrawing from their program. Questions should be directed to the student's academic advisor.

### 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

## 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.

## Leave of Absence (LOA)

Students who need to take a Leave of Absence should discuss the process and implications with their academic advisor and Olin Financial Services.

## Disengagement

A student is considered disengaged when they fail to attend class, do not respond to communications from faculty and/or staff, or have not completed the registration process for the next academic term. Advisors will attempt to contact the student by utilizing both the phone and email addresses on record with the school. If the student fails to respond to communication, does

not register in their required academic course load, or is not in financial good standing by the add/drop date of the semester, the leave of absence would be initiated as soon as the Graduate Programs Office becomes aware.

If a student is placed on an administrative Leave of Absence in the middle of a semester, they remain responsible for the tuition charges according to the refund schedule. If the student fails to respond at the end of the leave term, the leave will be extended for one additional semester (excluding summer terms). At the end of two semesters on a leave of absence, if the student has not developed a plan to complete their curriculum with their academic advisor, the student will be administratively withdrawn from their graduate business program at Washington University. Summer terms are excluded for Full-Time MBA and SMP students but included for Executive MBA, Professional MBA, and online programs. If the student wishes to return to the program at a future date following their withdrawal, they will follow the application process for the program in the term they wish to start and be required to meet all admission requirements for the program.

## Transfer Credit

As many as 6 units of transfer credit may be accepted toward Washington University SMP degree requirements provided that the prior course work meets the following criteria:

1. The credits were taken at the graduate level in another program accredited by the Association to Advance Collegiate Schools of Business (AACSB).
2. 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.
3. 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 complete the Credit Transfer Request Form, which requires a transcript and course syllabi. Forms are reviewed by Academic Directors and processed by the Graduate Programs Office. The "seven-year clock" will be taken into account when considering transfer credit requests.

## Course Waivers

Course waivers are intended to allow students to avoid the redundant study of subjects already mastered. They do not reduce the number of credits required to earn the degree. Waiver request forms can be obtained from the student's academic advisor.

## Course Work in Other Divisions

Olin Business School recognizes that students may wish to take course work outside of Olin to meet their academic goals. With few exceptions, students may not count non-Olin graduate courses toward their degree. Course exceptions must provide learning outcomes with close alignment to the student's program: technical analytics or programming, quantitative finance, and operational engineering are examples. Exceptions must be approved by the program's Academic Director, and students should submit their requests to their academic advisor.

## 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 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). It is an opportunity for the student to obtain 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. Projects may receive anywhere from 1.5 to 6 academic credits, but normally no more than 3 credits may be granted in any one semester. Students may apply a maximum of 6 units of independent study credit toward the 67 credit degree requirement.

Once a project is agreed upon between the student and the professor, the student must submit an Independent Study form to the academic advisor for evaluation and approval. 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.

## Curricular Practical Training (CPT)

CPT is work that is a part of a structured program offered in the SMP 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.
  - a. 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.
  - b. Length of internship: Four weeks is the minimum for part-time internships, and eight weeks is the minimum for full-time internships.
  - c. Term Dates: Washington University Academic Calendar (<https://registrar.wustl.edu/academic-calendars/>)
3. Complete the CPT application form, which can be accessed in the Graduate Programs Office or by contacting their academic advisor. (Students should not sign and date this form; the student's signature will be added when they pick up their I-20 from OISS at the end of this process.)
4. Submit the completed form and a copy of the offer letter to their advisor in the Graduate Programs Office for their signature. The advisor will return this form to the student within 24 hours. When this occurs, the student will be enrolled in MGT 551E Internship, Business and Application for the current term.
  - a. Credit units = 1.5; grading method = pass/fail
  - b. **Note:** Students will not be charged tuition by the credit unit for this 1.5-credit course during the summer term.
  - c. If students choose to continue CPT after the summer term, the 1.5 credits will count toward their semester total.
  - d. These credits units do not count toward the student's degree total credit requirements, but they can satisfy the experiential learning requirement.
  - e. 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. Semester term dates can be found in the Washington University Academic Calendar (<https://registrar.wustl.edu/academic-calendars/>).
  - f. Deliverables for MGT 551E must be completed for the student to successfully complete the course.
5. Submit the signed CPT application form to OISS. 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 OISS before starting the internship. The new I-20s will be ready two to five business days after the completed CPT application form has been received by 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 and should not begin work until the process is complete.

## Group Study Room Policies and Reservations

The primary purpose of Olin Business School group study rooms is to provide a space 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, the rooms are appropriately maintained, and clear expectations are in place.

- 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.
- Group study rooms in the Kopolow Business Library located in Simon Hall may be reserved by any WashU 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 Education 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 the 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., backpacks, 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 immediately.
- Should audiovisual assistance be required, students should email General Services.
- 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.

## Time Limit

Students in SMP programs must complete the degree within seven years of beginning the program.

## Intent to Graduate

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.

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

## Awards and Honors

Olin Business School awards are given to honor outstanding achievement. Recipients of the awards listed below are selected based on a variety of factors, and the selection process may include one or more of the following criteria: faculty vote, overall academic record, and course performance.

- The Charles F. Knight Scholar Awards are presented to the top 7.5% of SMP graduates in each program. This distinction is based on cumulative GPA.
- The top 20% of SMP graduates in each program are invited to join the Beta Gamma Sigma business honor society. This distinction is based on cumulative GPA.

In addition, each cohort will select one faculty member to receive the Reid Teaching Award, and the faculty of each program will select one outstanding student of the year for that program.

## Online Specialized Master's Program (OSMP) Policies

### Degree Completion

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 after a third set of eight months.

### Master of Accounting

- 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.
- 33 total credits required

### Master of Science in Business Analytics

- 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.
- 33 total credits required

### Master of Science in Finance

- 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.
- 30 total credits required

When a student completes the Graduate Certificate or the Advanced Graduate Certificate and progresses in the program to apply to the next certificate or degree program, the application materials must include the following:

- An essay
- An academic recommendation
- Academic progress records for the previous certificate

Application for the next certificate or degree should be submitted by the start of Mini B of the second semester. Students should contact their academic advisors for more information. An information session will be scheduled (at the beginning) for Mini A of the second semester for students interested in pursuing the next certificate or degree.

Students who begin the program seeking a degree (not a certificate) will be contacted by their academic advisor to confirm that they intend to persist to the next section at the end of each eight-month period required for completion of the Graduate Certificate and the Advanced Graduate Certificate.

## Grading System

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. Students should consult the instructor or syllabus for each course to determine how letter grades will be assigned.

- An “I” (for incomplete work) may be given if 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 “F.”
- A grade of “N” indicates that the professor has not yet turned in a grade.

If a student believes a grade was submitted in 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 advisor.

## 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 letter grade provided that the work is made up within 60 days of completion of the course. Exceptions to the 60-day limit must be discussed with the Assistant Dean and Director or Graduate Programs Student Affairs.

Students who fail a required course must retake the course. 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, whether 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 are not allowed to retake courses in which they have not earned a failing grade. However, if a student is in their final semester of course work and has a GPA below a 3.0, they will be granted an exception to retake courses in which they have received a grade of “C” or lower.

A student with a personal or medical emergency may submit a graduate programs petition to their academic advisor.

## Academic Performance Standards

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 certain 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.

Students are expected to maintain a cumulative GPA of 3.0 in all required course work to remain in good standing.

## Satisfactory Academic Progress

Federal aid recipients’ academic progress will be evaluated on an annual basis by WashU Student Financial Services. Failure to meet the necessary criteria can result in the suspension of future aid eligibility, although students will be granted an opportunity to appeal. Graduate students are expected to achieve the minimum GPA requirements for their specific programs, in addition to meeting federal standards for cumulative pace and completion of their degree program within a prescribed number of attempted hours (grades of W, I, and F will place a student in jeopardy of not meeting these standards). Please direct any questions about Satisfactory Academic Progress standards or the appeal process to [olinfinancialservices@wustl.edu](mailto:olinfinancialservices@wustl.edu).

## Standard Classroom Schedule/ Out of Class Requirements

Classes in the online programs meet two nights a week from 7:00 p.m. to 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 to receive a passing grade in the course. Faculty members can make stricter attendance policies by class.

## Professional Code of Conduct/ 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 *Integrity Matters* (PDF) for more information.

## Course Registration

In the online certificate and degree programs, students complete courses in a lockstep fashion, and they will be registered by their academic advisors for all courses. Requesting changes to the course schedule will need to be communicated to the academic advisor and the appropriate registration policies adhered to, depending upon the situation.

## Semester Credit Cap

All online certificate and degree program students are allowed to enroll in a maximum number of credits per semester, as outlined in their Conditions of Enrollment. If the semester's established limit is exceeded, the student will be charged the per-credit rate for all credit units beyond the limit. Students may only exceed the semester credit cap in rare circumstances, and exceptions must be approved by the Graduate Programs Office.

## Dropping or Withdrawing from a Course

Within the first three weeks of a full semester course, it is possible to drop the course. Because the online certificate and degree programs are completed in a lockstep fashion, a student hoping to withdraw from a course should contact their academic advisor and Olin Financial Services to fully discuss academic progress and the financial implications related to course withdrawal. Students who maintain enrollment beyond the drop deadline have accepted responsibility for completion of the course.

If extenuating health or other circumstances lead to a need for the student to drop after the drop deadline, a petition detailing the particular circumstances may be filed with the Graduate Programs Office. If a student's petition to drop a course past the deadline is approved, the student's grade will be "W."

## Tuition Refund Schedule

**Note:** This schedule may not apply if a student is dropping all courses or withdrawing from a program; students in these situations should consult with their Graduate Programs advisor.

## Flat-Rate Tuition Programs Withdrawal Date/Refund Schedule

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

## 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.

## Leave of Absence (LOA)

Students who need to take a leave of absence should discuss the process and implications with their academic advisor and Olin Financial Services.

## Disengagement

A student is considered disengaged when they fail to attend class, do not respond to communications from faculty and/or staff, or have not completed the registration process for the next academic term. Advisors will attempt to contact the student by utilizing both the phone and email addresses on record with the school. If the student fails to respond to communication, does not register in their required academic course load, or is not in financial good standing by the add/drop date of the semester, the leave of absence would be initiated as soon as the Graduate Programs Office becomes aware.

If a student is placed on an administrative leave of absence in the middle of a semester, they remain responsible for the tuition charges according to the refund schedule. If the student fails to respond at the end of the leave term, the leave will be extended for one additional semester (excluding summer terms). At the end of two semesters on a leave of absence, if the student has not developed a plan to complete their curriculum with their academic advisor, the student will be administratively withdrawn from their graduate business program at Washington University. Summer terms are excluded for Full-Time MBA and SMP students but included for Executive MBA, Professional MBA, and online programs. If the student wishes to return to

the program at a future date following their withdrawal, they will follow the application process for the program in the term they wish to start and be required to meet all admission requirements for the program.

## Intent to Graduate

Every candidate for a degree must indicate their intent to graduate by filing an Intent to Graduate form via WebSTAC in late December for May graduates and in early October for December graduates. Failure to complete the Intent to Graduate form by the respective deadline will result in failure to post the student's degree during the semester in which they complete their program.

## Recognition Ceremonies

Interested online certificate and degree students who are completing the program will be invited to attend an in-person graduation ceremony to commemorate their completion of the program.

## Awards and Honors

Olin Business School awards are given to honor outstanding achievement. Recipients of the awards listed below are selected based on a variety of factors, and the selection process may include one or more of the following criteria: faculty vote, overall academic record, and course performance.

- The Charles F. Knight Scholar Awards are presented to the top 7.5% of graduates in each degree program. This distinction is based on a percentage of credit units receiving HP (High Pass) grades.
- The top 20% of graduates in each degree program are invited to join the Beta Gamma Sigma business honor society. This distinction is based on a percentage of HP (High Pass) grades.

## 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 advisor. 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

## 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 in East Asian Studies (p. 71)

### Brown School

- MPH/MBA (p. 72)
- MSW/MBA (p. 72)

### McKelvey School of Engineering

- MBA/MS-BME (p. 72)
- MEng-EECE/MBA (p. 72)

### Sam Fox School of Design & Visual Arts

- MArch/MBA (p. 73)

### School of Law

- JD/MBA (p. 73)

### School of Medicine

- MD/MBA (p. 73)

## MBA/MA in East Asian Studies

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the MA in East Asian Studies program.

MBA students pursuing a dual degree with the MA in East Asian Studies program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the MA in East Asian Studies degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual-degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply to be admitted separately to each program.



## MPH/MBA

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the Master of Public Health program.

MBA students pursuing a dual degree with the Master of Public Health program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the Master of Public Health degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## MSW/MBA

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the Master of Social Work program.

MBA students pursuing a dual degree with the Master of Social Work program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the Master of Social Work degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## MBA/MS-BME

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the MS-Biomedical Engineering program.

MBA students pursuing a Washington University dual degree with the MS-Biomedical Engineering program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the MS-Biomedical Engineering degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## MEng-EECE/MBA

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the Master of Engineering-EECE program.

MBA students pursuing a dual degree with the Master of Engineering-EECE program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the Master of Engineering-EECE degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## MArch/MBA

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the Master of Architecture program.

MBA students pursuing a dual degree with the Master of Architecture program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the Master of Architecture degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## JD/MBA

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the JD program.

MBA students pursuing a dual degree with the JD program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the JD degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## MD/MBA

Students pursuing their Full-Time MBA degree at Olin are able to complete a preapproved Washington University dual degree with the MD program.

MBA students pursuing a dual degree with the MD program must complete a minimum of 52 credits in 500-level MBA courses taught by faculty members of Olin Business School. These may include credits from an approved international exchange program. The remaining 15 credits required for completion of the MBA degree will be applied from the MD degree program. More information about the Full-Time MBA degree requirements can be found on the Full-Time MBA page (p. 28) of this *Bulletin*.

Washington University dual degree candidates are not eligible to pursue Olin dual degree status and may not add a Specialized Master's degree during their program of study.

Students interested in pursuing a Washington University dual degree must apply and be admitted separately to each program.

Website: <https://olin.wustl.edu/EN-US/academic-programs/full-time-MBA/academics/joint-degrees/Pages/default.aspx>

## 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 (\$27,000 for 2022-23). 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 visit the Pre-Doctoral Research Fellows Program page (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/predoc-research-fellows.aspx>) on the Olin Business School website 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. 75) / DBA Program on the Olin website (<https://olin.wustl.edu/EN-US/academic-programs/dba-in-finance/Pages/default.aspx>)
- PhD Program (p. 78) / PhD Program on the Olin website (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/default.aspx>)
- Pre-Doctoral Research Fellowship (p. 73) / Pre-Doctoral Research Fellowship on the Olin website (<https://olin.wustl.edu/EN-US/academic-programs/PhD/Pages/precoc-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 supply chain, operations, and technology (<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 supply chain and operations-related 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. A 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, a 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 a PhD program. Unlike a 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.

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## 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 advisor 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 advisor 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.

## Curriculum

### DBA in Finance

The curriculum includes foundation courses, required courses, and elective courses.

### Foundation Courses (6 units)

Depending on their academic background, students may be required to enroll in one or more foundation courses on entering the DBA in Finance program. Credits for these courses are not applied toward the DBA degree. The three foundation courses, which are offered in August, are as follows:

Code	Title	Units
ACCT 560	Introduction to Financial Accounting	2
ACCT 562	Intermediate Accounting	2
FIN 510	Introduction to Finance	2
<b>Total Units</b>		<b>6</b>

The required courses provide the student with basic knowledge in all major aspects of finance: investment and asset-pricing of equity, fixed income, and derivatives; corporate finance (valuation and financing); and financial intermediation.

The required courses also provide basic knowledge in microeconomics, financial statement analysis, and statistical and empirical methods.

### Required Courses (27 units)

Code	Title	Units
ACCT 503	Business Analysis - Financial Statements	1.5
ACCT 503B	Advanced Business Analysis - Financial Statements	1.5
FIN 521	Financial Intermediation	1.5
FIN 524	Options & Futures	1.5
FIN 525	Fixed-Income Securities	1.5
FIN 532	Investment Theory	1.5
FIN 534	Advanced Corporate Finance I - Valuation	1.5
FIN 534B	Advanced Corporate Finance II - Financing	1.5
FIN 560A	Research Methods in Finance	3
HRM 660	Seminar in Presentation Skills	1
MEC 537	Data Analysis Forecasting & Risk Analysis	3
MEC 5400	Managerial Economics	3
MEC 5410	Managerial Statistics (or equivalent)	2
	Directed Reading in Finance	3
<b>Total Units</b>		<b>27</b>

### Elective Courses (minimum 21 units)

Code	Title	Units
FIN 500J	Mathematical Foundations for Finance	1.5
FIN 500P	Computer Programming for Quantitative Finance	3
FIN 500Q	Risk Management	3
FIN 500R	Topics in Quantitative Finance	3
FIN 523B	Mergers & Acquisitions	1.5
FIN 524B	Derivative Securities	1.5
FIN 527	Financial Markets	1.5
FIN 530	International Finance	1.5
FIN 532B	Data Analysis for Investments	1.5

FIN 533	Real Option Valuation	1.5
FIN 534C	Advanced Corporate Finance III - Frontiers of Valuation	1.5
FIN 537	Advanced Derivative Securities	3
FIN 538	Stochastic Foundations for Finance	1.5
FIN 539	Mathematical Finance	3
FIN 549H	Special Topics: Real Estate Finance	1.5
FIN 550	Numerical Methods and Optimization in Finance	1.5
FIN 551	Advanced Fixed Income and Credit-Risk Modeling	1.5
FIN 552	Fixed-Income Derivatives	1.5
FIN 648	Independent Study	3
MEC 540	Money, Capital Markets & Economics Growth	1.5

*Students may take any other graduate-level (500 and above) course as an elective with the approval of the Doctoral Programs Office and the course instructor.*

## DBA in Marketing

### Quantitative Track

#### Required Courses (28 units)

Code	Title	Units
HRM 660	Seminar in Presentation Skills	1
MKT 500S	Predictive Analytics for Business Decision-Making	3
MKT 500T	Customer Analytics Using Probability Models	3
MKT 555	Analytics-Driven Brand Management	1.5
MKT 555A	Data Analysis for Brand Management	1.5
MKT 571A	Market Research	1.5
MKT 571B	Advanced Marketing Research	1.5
MKT 577	Marketing Strategy	3
MKT 670	Seminar in Marketing Management	3
MKT 679	Directed Readings in Marketing (3 credit units, taken twice)	6
MGT 620	Empirical Methods in Business (first part of a two-year sequence)	3
<b>Total Units</b>		<b>28</b>

*Depending on their knowledge of quantitative methods in marketing, students may request to replace the above required courses with more advanced graduate-level courses. Faculty approval is required.*

### Elective Courses (minimum 20 units)

Code	Title	Units
Econ 5121	Advanced Quantitative Methods in Economics	3
Econ 5161	Applied Econometrics	3
Math 420	Experimental Design	3
MEC 625	Industrial Organizational I	3
MEC 626	Industrial Organization II	3
MEC 661	Analysis of Time Series Data	3
MEC 670	Seminar in Econometrics	3
MGT 620	Empirical Methods in Business (second part of the two-year sequence)	3
MKT 601	Consumer Behavior I	1.5
MKT 602	Consumer Behavior II	1.5
MKT 673	Analytical Modeling in Marketing	1.5
MKT 674	Judgement and Decision Making	1.5
MKT 675	Empirical Methods in Structural Modeling	1.5
MKT 678	Independent Study in Marketing	Variable credit
MKT 679	Directed Readings in Marketing	3
Pol Sci 581	Causal Inference	3

Students may take other graduate-level (500 and above) courses as electives with the approval of the faculty and the instructors of the specific courses.

### Consumer Behavior Track

#### Required Courses (20.5 units)

Code	Title	Units
MKT 601	Consumer Behavior I	1.5
MKT 602	Consumer Behavior II	1.5
MKT 576A	Understanding and Influencing Consumer Behavior	1.5
MKT 571A	Marketing Research	1.5
MKT 571B	Advanced Marketing Research	1.5
MKT 679	Directed Readings in Marketing (3 credit units, taken twice)	6
Psych 5066	Quantitative Methods I	3
Psych 5067	Quantitative Methods II	3
HRM 660	Seminar in Presentation Skills	1
<b>Total Units</b>		<b>20.5</b>

Depending on their knowledge of quantitative methods in marketing, students may request to replace the above required courses with more advanced graduate-level courses. Faculty approval is required.

### Elective Courses (minimum 27.5 units)

Code	Title	Units
Drama 214	Public Speaking: Embodied Communication	3
MGT 201	Management Communication	4
MGT 533	Effective Managerial Communication	1.5
MKT 500U	Digital Marketing and Customer Analytics	1.5
MKT 520	Creating and Building Brand Equity	1.5
MKT 558A	Pricing Strategies	1.5
MKT 559A	New Product Development I	1.5
MKT 559B	New Product Development II	1.5
MKT 577	Marketing Strategy	3
MKT 647	Judgement and Decision Making	1.5
MKT 678	Independent Study in Marketing	Variable credit
Psych 5011	Research Designs and Methods	3
Psych 5012	Selected Topics in Design and Statistics	3
Psych 503	Seminar: Experimental Social Psychology	3
Psych 5087	Advanced Cognitive Psychology	3
Psych 5093	Imagery and Memory	3
Psych 516	Applied Multivariate Analysis	3
Psych 5453	Introduction to Affective Science	3
Psych 5832	Personality and the Self	3
Psych 5955	Memory, Emotion, and Attitudes	3
Psych 5958	Emotion Regulation	3
Psych 5991	Social Cognition	3

Students may take other graduate-level (500 and above) courses as electives with the approval of the faculty and the instructors of the specific courses.

### DBA in Operations

#### Required Courses (48 units)

Code	Title	Units
MGT 620	Empirical Methods in Business (second part of two-year sequence)	3
SCOT 500D	Project Management	3
SCOT 500E	Supply Chain Risk Management	1.5
SCOT 531	Supply Chain Finance	1.5
SCOT 554	Operations Analytics	3
SCOT 558	Advanced Operations Strategy	3
SCOT 561	Data Science for Supply Chain Management	3
SCOT 5704	Operations Management	3

SCOT 576	Foundations of Supply Chain Management	1.5
SCOT 577	IT & Supply Chain Management	1.5
SCOT 600A	Optimization Theory and Applications	3
SCOT 600B	Stochastic Processes	3
SCOT 600C	Translating Research To Management Practice	3
SCOT 652	Theory and Research Methods in Inventory and Supply Chain Management	3
SCOT 653	Stochastic Models for Production and Service Systems	3
SCOT 654	Inventory & Supply Chain Management	3
SCOT 657	Research Topics & Engineering Themes in Supply Chain & Revenue Mgt	3
SCOT 684	Independent Study	3
<b>Total Units</b>		<b>48</b>

Students may take other graduate-level (500 and above) courses as electives with the approval of the faculty and the instructors of the specific courses.

## 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

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## 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 College of Arts & Sciences at Washington University.

### Core Foundation

- A strong foundation in microeconomics or psychology, probability and 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

### DBA Program

#### DBA Program Admissions

While the DBA program is designed to be an extension of prior master's level work in a relevant field, an earned master's degree is not a prerequisite for admission to the DBA program. Candidates for admission must demonstrate a strong academic record, documented by academic transcripts, high GMAT/GRE scores and recommendations. Candidates must also have strong writing and research potential, demonstrated in writing samples submitted with the application for admission.

To be considered for admission into Olin's DBA program, applicants must submit the following:

1. A completed online application (<https://gradadmit.wustl.edu/apply/>)
2. Application fee
3. Three letters of recommendation
4. Scanned copies of transcripts of all prior undergraduate and graduate work
5. Scanned copies of the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). The GMAT institution code for the doctorate in business is R4T-WG-14. The GRE institution code is 6929.
6. International students who do not possess a degree from an American university are required to submit a copy of the Test of English as a Foreign Language (TOEFL) score or IELTS score.

In addition to the required application materials, applicants are evaluated on the strength and breadth of academic background, experience, ability to research, and aptitude.

#### DBA Application Deadline

The online application opens on September 1 with a deadline of March 1. Enrollment is for the fall semester only.

### PhD Program

#### PhD Program Admissions

A successful academic background, research aptitude, intellectual curiosity, skills acquired in the basic disciplines (particularly economics, psychology, math, and statistics), passion for a chosen field and an uncompromising work ethic are necessary for successful and timely completion of our program. Applicants are evaluated on the strength and breadth of their academic background, experience, ability to research, and aptitude.

## Application Checklist

A complete online application (<https://gradadmit.wustl.edu/apply/>) should include the following:

- Scanned copies of transcripts from all colleges and universities attended (uploaded in the application)
- Scanned copies of GMAT score report (PDF uploaded in the application)
- Scanned copies of GRE score report (PDF uploaded in the application)
- Scanned copies of TOEFL or IELTS score reports (PDF uploaded in the application)
- Three (3) letters of recommendation
- Essay questions (considered Statement of Purpose)
- Resume/CV
- Application fee paid online

## Academic Background

Olin requires a bachelor's degree from an accredited university or college. Upload unofficial transcripts — one from each college-level institution attended. Scanned copies of transcripts may be too dark and difficult to read, so please adjust scanner settings accordingly. Photographs of transcripts are not acceptable. ***If the transcript is in a language other than English, applicants must provide an official translation issued from the university or by a certified member of the American Translators Association.***

Applicants who have already graduated must show a transcript with the degree conferred and date 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.

## 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 PhD in business is R4T-WG-45. The GRE institution code is 6929.

## Successful TOEFL or IELTS Test Score

An English language test is required for all international students. The TOEFL and IELTS exams test the level of English as a foreign language. The average internet-based TOEFL score of admits is 105. The TOEFL institution code for Washington University in St. Louis is 6929.



## Letters of Recommendation

We only accept three 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 a 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.

## Essay Questions (Statement of Purpose)

Applicants are asked to provide answers to the following questions:

- Why do you want to obtain a doctoral degree? (Please include what research interests you the most within your field of study.)
- Describe any experience you have in conducting or assisting in any research or teaching activities.
- Provide your own evaluations of your strengths and weaknesses in pursuing the PhD program at Olin.

## Curriculum Vitae

All applicants are required to upload a copy of their CV or resume as part of the application process.

## Writing Sample

Applicants may include a research paper or abstract (30-page maximum) with their application. A paper is not required for admission to Olin's PhD programs. The paper should be uploaded within the online application.

**Note:** Papers submitted by mail or emailed PDFs will not be uploaded into the application; therefore, applicants should upload their papers during the application process. Revised versions of these papers will not be uploaded.

If there are technical difficulties with the paper upload, please contact the PhD program office by email: [phdinfo@olin.wustl.edu](mailto:phdinfo@olin.wustl.edu). Applicants are encouraged to list this paper and any other papers they have on their resume with web links to these papers.

## PhD Application Deadline

The online application opens on September 1 and closes on December 31 for enrollment the following fall semester.

## Pre-Doctoral Research Fellowship Pre-Doctoral Research Fellowship Admissions

### 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 a U.S. citizen or permanent resident to be eligible 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.

### Application Checklist

A complete online application (<https://gradadmit.wustl.edu/apply/>) should include the following:

- Scanned copies of transcripts from all colleges and universities attended (uploaded in the application)
- Scanned copies of GMAT score report (PDF uploaded in the application)
- Scanned copies of GRE score report (PDF uploaded in the application)
- Two (2) letters of recommendation
- Statement of Purpose
- Resume/CV
- Application fee paid online

### 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 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 a 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

Your statement of purpose should include details of why the applicant wants to pursue an academic career, any experience the student has conducting or assisting in any research or teaching activities, and their own evaluations of their strengths and weaknesses in pursuing the Pre-Doctoral Research Fellows program.

## Curriculum Vitae

All applicants are required to upload a copy of their CV or resume as part of the application process.

## Transcripts

Upload unofficial transcripts — one from each college-level institution attended. Scanned copies of transcripts may be too dark and difficult to read, so please adjust scanner settings accordingly. Photographs of transcripts are not acceptable. **If the transcript is in a language other than English, applicants must provide an official translation issued from the university or by a certified member of the American Translators Association.** Applicants who have already graduated must show a transcript with the degree conferred and the date 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.

## Doctoral Program Policies

### DBA Program

### DBA Program Policies

#### Academics

##### Degree Requirements

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

The program includes course work and a written doctoral thesis, which are assigned the following credits:

- 48 credit units for required and elective course work
- 12 credit units for independent study courses and additional directed reading courses
- 12 credit units for doctoral thesis work

## Prerequisites and Admissions

To be admitted to the program, students must complete an undergraduate degree. Completion of a graduate degree is preferred. Admission to the program is selective, based on parameters used for screening for other graduate programs at Olin, including transcripts of prior studies, GRE/GMAT scores, recommendations, and prior work experience.

## Accounting for Prior Studies

Students with relevant graduate-level degrees may be given credit toward a DBA degree based on their prior studies at the discretion of the program academic director. Specifically, the following amounts of credit may be counted:

- Students with a master's degree in finance (MSF) may be permitted to transfer course credits to the DBA in Finance program. For Olin MSF students, a maximum of 24 credits can be transferred.
- For students with other relevant master's degrees, up to 12 credits can be transferred (this is true for both the DBA in Finance and the DBA in Marketing)

## Additional Educational Opportunities

### Teaching Citation

The optional Teaching Citation program requires attendance at non-credit workshops on teaching, varied teaching experiences, faculty and student evaluations, and preparation of a detailed teaching philosophy statement. Students interested in earning a Teaching Citation should schedule a preliminary consultation by calling 314-935-5921.

### Master of Science in Finance

Students may pursue the Master of Science in Finance (MSF) as they progress toward the DBA. The process for pursuing this option is outlined below.

1. Approach the SMP Office (in the Graduate Programs Office in Knight Hall, Room 310) to discuss your interest.
2. Choose the MSF track (Quantitative or Corporate Finance) that you are interested in and complete a formal application.
3. The MSF application should be submitted shortly after beginning your DBA program and no later than six months prior to when you would graduate from the MSF program.
4. Make sure you satisfy all admission requirements.
5. The SMP office will independently decide about your eligibility to be admitted to the MSF program.
6. If they decide to extend admission, you will need to complete the course work required to earn the relevant MSF degree.
7. You will be eligible for obtaining the MSF degree once you complete the relevant course work.

8. Out of the courses applied towards your MSF degree, 24 credit units will be applied towards the DBA degree. Note that you will need to complete a total of 48 credit units of course work for the DBA program.

## Satisfactory Academic Progress

Olin Business School monitors the academic progress of students in DBA programs, who are required to pass all courses with a letter grade of at least "B-" and to maintain an average grade of at least "B+". Failure to maintain satisfactory academic progress may result in a student's immediate dismissal or placement on academic probation for the ensuing year (see "Probation," below).

## Grading

The following is the interpretation of grades for course work in the DBA program:

- **A: Outstanding.** The quality of work is distinctly superior.
- **B: Good.** Performance is satisfactory and represents the academic attainment in the course expected of promising candidates for a graduate degree. Course work receiving a grade of "B-" or below is not counted toward the degree.
- **C: Conditional/unsatisfactory.** Poor quality of performance that falls short of that regarded as entirely satisfactory at the graduate level. Units of credit with a grade of "C" must be matched by an equivalent number of credits with a grade of "A". Course work receiving a grade of "C" is not counted toward the degree.
- **F: Fail.** The student will be placed on academic probation. Course work receiving a grade of "F" is not counted toward the degree.
- **N/I: Incomplete.** A grade of "N" is recorded when otherwise satisfactory work in a course or seminar is not completed. After twelve months, an unchanged "N" becomes a permanent part of the student's transcript and may not be changed to another grade. Students with more than nine units of "N" or no grades reported are not permitted to register for courses.

## Satisfactory Academic Progress for Title IV Federal Financial Aid

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by your specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a) (4)(ii), the program requires a minimum of a C average to maintain eligibility for aid, but any specific program may have a higher minimum GPA for federal Satisfactory Academic Progress. Olin Business School requires a 3.0 minimum GPA.

## Probation

Students determined to be making unsatisfactory academic progress may be placed on academic probation. In such cases, the director of the DBA program or the program office will issue a probationary letter, in writing, to the student (with a copy to the advisor, if applicable) indicating the terms of the probation and outlining an appropriate time frame in which the student may regain good academic standing in the program. The outcome that will result if the conditions are not met will also be specified in the letter.

After the time frame specified in the initial probationary letter, a second letter will be sent to notify the student that the probationary status has been removed, that the student is being dismissed from the program for failure to meet the written terms of the academic probation, or that a new set of conditions for the student to regain good academic standing applies. Students not meeting the written terms of their academic probation may be dismissed from the DBA program by the director of doctoral programs.

## Dismissal

Students may be involuntarily dismissed from the program for any of the following reasons: willful misrepresentation to gain admission to the program, breach of academic integrity, academic failure, or behavior that is destructive to the welfare of the academic community. Students who have been involuntarily dismissed from the program may appeal their dismissal to the Director of Doctoral Programs.

## Withdrawal

Students wishing to withdraw from the DBA program must give notice in writing, preferably by completing the Graduate School's Withdrawal Form with the Doctoral Programs office. This form, or any alternative style of written notice, must include the effective date of the withdrawal so as to avoid any financial repercussions for the student or the program.

## Graduate Student Code of Professional Conduct

### Overview

The Code of Professional Conduct ("the Code") is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquette that is expected of each individual by their peers, the faculty and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all members of the Olin community seek to establish and to continually enhance. It is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles, of the Code of Professional Conduct.

## Expectations: Professional Standards of Conduct

In keeping with these shared expectations, Olin graduate students are expected to conduct themselves at all times in a professional manner. Professional behavior includes, but is not limited to, the following items:

### In the Classroom

- **Attendance:** Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Students should never register for courses scheduled in conflict with one another.
- **Punctuality:** Students are expected to arrive and be seated prior to the start of each class session.
- **Behavior:** Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- **Preparation:** Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussions
- **Distractions:**
  1. *Exiting and Entering:* Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor.
  2. *Laptop, Tablet, and Other Electronic Device Usage:* Students are expected to use laptops, tablets, and other electronic devices only with the instructor's consent and for activities directly related to the class session. Accessing e-mail or the Internet during class is not permitted as this can be distracting for peers and faculty.
  3. *Smart/Mobile Phone Usage:* Students are expected to keep their mobile phones turned off or have them set on silent/vibrate during class. Answering phones while class is in session is not permitted.

### Outside the Classroom

- Students are expected to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities as well as in the career search process, at club activities, networking events, job interviews, and other functions where they are representing the Olin community.

- Students are expected to abide by the Student Judicial Code (<https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/>).
- **Facilities:** Students are expected to help maintain the appearance and the functionality of the building, classrooms and other facilities.

## Should Violations of This Code Occur

The matter may be referred to the Code of Professional Conduct Council for review and possible sanctions. The Council will consist of one appointed member from each of these groups: the graduate student bodies, the faculty, and the staff.

## Registration

Students are responsible for their own course registration.

- Registration for the fall semester begins in mid-April.
- Registration for the spring semester begins in mid-November.

## Getting Started

Students use their WUSTL Key to log in to WebSTAC, Washington University's student portal. There, students can manage their course Favorites, work with their Registration Worksheet, and see their Schedule.

Extra features throughout Course Listings include the ability to add Favorites or to add sections to the Registration Worksheet. Course Listings can be accessed by selecting a School and Department in Listings by Semester.

More advanced options can be accessed by clicking on Search by Semester and from there, searching by Attributes, Day, and Times.

## Drop/Add and Withdrawal

Students may drop or add a course to their registration during specified periods at the beginning of each term.

Signature of a faculty member is not necessary to add or drop a class.

The following is the policy for dropping or withdrawing from a course once it has started:

- Within the first two weeks of a "mini" semester course or the first four weeks of a semester-long course, a student can *drop* the course by completing the online Drop/Add procedure. Courses dropped during these time periods will not appear on the student's transcript.
- In the third or fourth week of a "mini" semester course or the fifth week through the eighth week of a semester-long course, a student can *withdraw* from the course by completing the online Withdraw procedure. However, such a course remains on the student's transcript with a code "W."

- If a student encounters extenuating health or other circumstances that necessitate withdrawal from a course beyond the fourth week of a "mini" course or beyond the eighth week of a semester-long course, the student may file a petition detailing the particular circumstances with the university's Academic Review Committee. If the student's petition to withdraw is approved by the Academic Review Committee, the course (or courses) will remain on the student's transcript with the code "W."

## Auditing a Course

Students who wish to audit a course should talk with the professor of the course to determine the specific requirements for a successful or unsuccessful audit before choosing this option (grade option "A" when registering for the course). The requirements vary by course and by professor. **Audited courses are not considered in calculating the 72 credit units required for program completion.**

## Course Waivers

A course waiver process allows students to avoid redundant study of subjects already mastered and to advance in the program. However, a waiver does not reduce the total number of required program credit units. Students may request a waiver of any required course by submitting a petition to their DBA advisor. Approval will be granted *only* if the student completed substantially equivalent course work during their prior education or demonstrated competency via work experience. The DBA advisor may require the student to enroll in a specific substitution course; if not, the student may choose to substitute other DBA course work for which they have met the stated prerequisites.

## Independent Study and Research Internship Credits

Students who would like the opportunity to get more in-depth exposure to an area of interest under the supervision and direction of a faculty member may seek a faculty sponsor. Typically, a student will discuss with a faculty member the possibility of receiving supervision for directed research or an independent study research project. Faculty members have a variety of commitments, so the interested student should have an independent study project fairly well thought out prior to contacting a potential faculty sponsor. Projects may receive from 1.5 to 6 academic credits; normally, however, no more than 3 credits are granted in a single semester. Once a project is agreed upon between student and professor, the student must submit a petition to the Doctoral Programs Office and ask the faculty member to confirm their approval to the office. The petition should outline the topics to be covered, texts or other research material, methodology, and deliverables. Students must be in good academic standing to receive approval for independent study.

## Directed Readings

All DBA students are required to do at least one 3-credit directed reading course. This course consists of a program of readings developed by and with the approval of one or more members of the faculty. Students should identify the faculty based on their research interest. Based on these readings, students should produce a four- to five-page white paper on one of the recent working papers of the advising faculty. The white paper should be oriented towards practitioners, be motivated using recent events from the world of business, summarize the paper and detail key takeaways for finance professionals. Students should submit a syllabus of the approved readings and deliverable to the Doctoral Programs Office. Once approved, students will be registered for the course.

## Qualifying Field Examinations

After completing all required courses, students take a four-hour, written field exam. Scheduling of this exam must be arranged with the faculty coordinator. Students must pass this exam in order to start work on a dissertation.

## Dissertation

After successfully passing the field exam, students will write an extended research paper under the guidance of a faculty member ("faculty advisor").

The expectation is that the scope and depth of the dissertation will be greater than for a master's level thesis but less than for a PhD dissertation. The student will defend their dissertation through an oral presentation to a dissertation committee of three tenured or tenure-track faculty members (including the student's faculty advisor). The committee will assign a passing grade or a failing grade, or will ask the student to make revisions in order to receive a passing grade.

## Graduation Information

University commencement ceremonies, held in May, mark the end of the academic year. Advanced degrees, however, are awarded three times a year: in August, December, and May. The terminal dates for completing all degree requirements are listed in the academic calendar on the Graduate School's website.

Students who earn May degrees and participate in their school's recognition ceremony receive their diplomas in person. Otherwise, students pick up their diplomas at the Office of Student Records. Diplomas not picked up in a timely manner are mailed by Student Records to the address indicated on the student's Intent to Graduate form. The Student Records office issues official transcripts showing courses, grades, and awarded degrees at no charge, on student request. Information regarding these services is on the Student Records website.

## General Policies and Procedures

### Transfer Credit/Accounting for Prior Studies

Students with relevant graduate level degrees may be given credit toward their DBA degree based on their prior studies at the discretion of the program academic director. Specifically:

- Students with a Masters of Finance degree may be allowed to transfer course credits to the DBA in Finance Program, subject to the approval by the Doctoral Programs Office. For Olin MSF students, the maximum that be transferred is 24 credits.
- For students with another relevant master's degree, the maximum number of transfer credits allowed is 12 (this is true for the DBA in Finance and the DBA in Marketing).

Students seeking acceptance of transfer credits from another university must submit the Transfer Credit Evaluation Form along with a copy of their official transcript from the institution, a course description, a syllabus from the course, and course equivalency information.

Credits petitioned for transfer must be relevant to the DBA program, must not have been used to satisfy the requirements of another degree, and must have been earned in graduate-level courses for which the student earned at least a "B". Credit for courses in which the student received no letter grade cannot be transferred. Similarly, credits earned through correspondence courses or through courses or experiences offered under the auspices of proprietary schools, business or industrial training programs, or schools conducted by federal agencies are not considered for transfer.

Approved transfer credits are included on the student's official transcript as credits accepted in transfer. Letter grades for transfer credits are neither reflected on the student's transcript nor considered in the determination of the grade-point average.

### International Students

The ability to communicate fluently is essential for progress and success in the DBA program. Communication is the vehicle for expressing knowledge and ideas in both written and verbal forms. All students who do not regard their mastery of English as strong are encouraged to enroll in English courses to improve their proficiency.

## PhD Program

### PhD Program Policies

The administration of the following policies and university-wide components will be maintained under the Vice Provost for Graduate Education as specified on the University PhD Policies & Requirements page (p. 23) of this *Bulletin*:

- Academic and Professional Integrity Policy for PhD Students
- Involuntary Leave of Absence
- Child Day Care Subsidy
- Interdisciplinary Courses
- Minimum Stipend Award
- New Child Leave

### Residency Policy

The PhD program at Olin Business School is full-time and residential. We strive to create a collaborative and engaging academic community. All course work is taught in-person and on campus. During the academic year (fall and spring semesters), PhD students are expected to be physically present on campus and participate fully in activities. Students may travel or take personal time during their winter or summer breaks. Any absence from campus lasting longer than two weeks and occurring during the regular academic year must be first approved by the faculty coordinator in the area and then approved by the Director of Doctoral Programs. Requests should be submitted in advance and in writing to the program office.

### Degree Requirements

To earn a PhD degree in Olin Business School, students must meet the following general requirements:

- 36 graduate credit units (This is the minimum threshold. Students in some areas, including Finance and Accounting, may need to exceed the minimum to ensure that all required courses have been taken. Students should consult with their faculty advisor for a complete list of required courses.)
- Completion of presentation skills seminar and additional communication course
- Completion of teaching requirements
- Maintain satisfactory academic progress
- Pass required milestones, including the area qualifying exam and second-year paper
- Thesis proposal and oral defense of the thesis proposal during the fourth year
- Dissertation and oral defense of the dissertation

The following rules apply:

- Students are expected to earn a "B" or higher in all 500-level PhD courses. Students who receive lower grades, including but not limited to falling below a 3.0 cumulative GPA will be reviewed by the Committee and may be placed on academic probation.
- Up to 12 units of credits earned in graduate work at a previously attended university may be transferred.

- Transfer of credit is considered only after two years of course work at Olin and requires approval of the area's representative on the Doctoral Programs Advisory Committee. A syllabus and course work will be requested to review transfer potential.
- Students must complete all required core courses unless they receive written approval to waive such a course. A waiver does not reduce the number of credits that a student must complete to earn the doctoral degree. Waivers are intended to allow students to avoid redundant study of subjects already mastered and to advance in other subject areas.
- Full-time students register for 9 to 12 credit units per semester, completing the 36-credit requirement in their first two years of graduate study. Thereafter, students can maintain full-time student status by registering for continuing doctoral student status at the beginning of each semester until they have defended their dissertation and completed all other requirements for the doctoral degree.
- Students who fail to register for two consecutive semesters will be considered candidates for dismissal.
- Only graduate-level courses that a doctoral student takes for a grade are counted toward the student's 36-credit program requirement. In addition, all courses must be approved in advance by the student's advisor and the doctoral program as eligible to be counted toward the student's degree. Audited courses and courses taken pass/fail (or credit/no credit) are not counted toward the doctoral degree and may not be eligible for tuition remission.

Students should consult their advisors regarding these options. Student academic performance is evaluated at the end of each semester and must be maintained at a level that is consistent with the standards established by Olin Business School.

## PhD Advisor Policy

Starting in year 3, PhD students are required to be supervised by a principal faculty member. A student's principal advisor may be the faculty to whom they are assigned for mentored teaching/research assistance experience or any other tenured or tenure track faculty member. Students must report their principal faculty advisor to their area faculty coordinator and the Doctoral Programs office. At the end of each semester, a written evaluation of progress will be requested from the principal advisor to be included in students' academic record.

## Policy on Probation and Dismissal for Academic Reasons

This policy gives guidelines and procedures for probation and dismissal because of poor academic performance (Academic Dismissal) for students enrolled in the Olin PhD program. Academic Dismissal is distinct from withdrawal (initiated by

the student), deactivation of a student's record by a failure to register, and dismissal or other sanctions associated with Academic and Professional Integrity Policy or the University Student Judicial Code.

Olin PhD students must also maintain satisfactory academic progress as defined below.

Failure to maintain satisfactory academic progress may result in immediate dismissal or in academic probation for the ensuing year. Most financial awards, and all federally funded awards, are contingent on the student's maintaining satisfactory academic progress.

## Satisfactory Academic Progress

The following are the minimum standards of satisfactory academic progress for PhD students:

- Students are expected to proceed at a pace appropriate to enable them to finish within the required time limit. By the end of the fourth year of full-time graduate study, students are expected to have completed all PhD requirements except the dissertation.
- Students are expected to maintain a cumulative grade point average of at least 3.0 on a 4.0 scale. The Doctoral Programs Committee will review students who have a grade point average lower than 3.0 or receive three or more 'B-' grades. Students may be placed on academic probation or be dismissed based on the Committee's review.
- Only course work receiving a "B" or higher is counted toward the 36-credit requirement.
- During any semester, students may not carry more than 9 credit units for which a grade of "I" (incomplete), "X" (final examination missed), or "N" (not submitted yet) is recorded.
- Grades of "I" (incomplete) or "N" (not submitted) must be cleared within one-semester term from the end of the course. Registration may be restricted until grades are recorded for prior semesters.
- After four years of full-time graduate study, doctoral students who cannot identify three faculty members who are willing to serve on their Research Advisory Committee are not considered to be making satisfactory academic progress.

## Satisfactory Academic Progress for Title IV Federal Financial Aid

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by your specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a) (4)(ii), the program requires a minimum of a C average to maintain eligibility for aid, but any specific program may have a higher minimum GPA for federal Satisfactory Academic Progress. Olin Business School requires a 3.0 minimum GPA.

Students in doctoral programs have **seven calendar years**, starting on the date of their first registration in a graduate degree program at Washington University, to complete the degree requirements. Extension of the period of doctoral study may be granted on an annual basis if circumstances warrant.

To request an extension, Olin PhD students must submit an application to the Doctoral Programs Office.

## Guidelines for Academic Probation and Dismissal

Except for circumstances justifying immediate dismissal, a student cannot be dismissed on the basis of academic performance without the opportunity to return to good standing during an identified period of probation. The purpose of probation is to: (1) explicitly warn the student of their status; (2) provide the student with clear guidelines of the performance that will be necessary to return to good standing; and (3) provide the student with reasonable time to meet these expectations. To meet these objectives, probation normally should be designated for a minimum of three months. When the probation criteria involve course work, then the probation period would normally correspond to the semester duration. A student on probation must receive a detailed letter from the program office, stating the reasons for the probation and explicitly identifying the steps necessary for the student to return to good standing by the end of the probation period.

At the end of a first probation, the student may be: (1) returned to good standing; (2) placed on a second consecutive probation, which generally will be for a full semester; or (3) dismissed from the program. A second consecutive probation must be accompanied by a new letter identifying the steps required to return to good standing. While the purpose of the probationary period is to provide the student with time to improve, the decision of the program at the end of a probationary period could involve immediate notification of dismissal.

At the end of a second continuous probation, the student will be either returned to good standing or dismissed. A third probation will be allowed only if it is not continuous. A fourth probation will not be permitted. A student whose performance would result in a fourth probation will be dismissed immediately. A leave of absence cannot be used by a student to delay or nullify the consequences of a third consecutive or fourth probation.

Each area must have a standard procedure to manage decisions regarding placement on probation, removal from probation, recommendations for dismissal after a probationary period, and recommendations for immediate dismissal due to extreme underperformance. The procedure for managing such decisions must be applied to all students in the program and cannot be managed solely by an individual faculty member, including the student's research mentor, though the input provided by the research mentor may play a key role in the process.

Stipend support should continue during a probationary period unless the student is failing to meet basic expectations (i.e. If a program or school decides to suspend stipend support under these circumstances, the student must be given a minimum of two weeks' notice prior to withholding such support). If the student's performance improves and he/she begins meeting the basic expectations of the position, stipend support should resume at that time. During all probationary semesters, tuition remission will remain as offered at initial enrollment.

## Notification Procedures for Academic Probation

1. The explanation of academic performance issues leading to probation should be specific (low GPA, failed exam, etc.) and contain a clear statement of what must be done within a specified period of time in order for the student to return to good standing. This includes probation associated with faculty judgments of research potential, timely progress toward the degree, teaching performance or professional responsibilities. The expectations will be consistent with those held for all students in the program. They must be communicated in writing, accompanied by the opportunity to meet with the designated departmental faculty representatives for a clarifying discussion.
2. If the student does satisfactorily meet the requirements of the probation, a written notice of reinstatement, including the date that the student has returned to good standing, will be provided to the student. Students may be reinstated before the end of the probation period if they have met the requirements for reinstatement.
3. Copies of any letter or e-mail to the student, or summary notes of discussions with the student regarding the student's placement on probation should be placed in the student's file, which the student has the right to review.

## Notification Procedures for Academic Dismissal

1. Students who do not meet the requirements of the probation by the specified time and the program recommends dismissal, the faculty coordinator of the student's program will send a request for dismissal and a draft of the dismissal letter to the Director of Doctoral Programs, along with copies of all previous communications and/or warnings. The draft dismissal letter will include the grounds for dismissal, the effective date of dismissal and advice to the student that voluntary withdrawal from the program is an option.
2. If the student is an international student on a visa, the Doctoral programs office will consult with the Office of International Students and Scholars prior to finalizing the dismissal letter. It is often advisable for an international student to withdraw ahead of a dismissal to avoid an adverse impact on future entry to the U.S.



## Appeal Procedures

In cases of probation or dismissal, a student may appeal within 14 calendar days to the department chair or another designated faculty representative, consistent with Department or Program procedures.

### Probation

Appeals of probation end with the Chair of the department or program. In cases where there is a perceived conflict of interest with the Chair, another member of the department can be designated to address the appeal process for probation or dismissal.

### Dismissal

For academic dismissal decisions, an Olin PhD student may submit a final appeal of his/her dismissal to the Director of Doctoral Programs. Appeal requests must be initiated at the appropriate level within 14 calendar days of formal notification of probation or dismissal. Responses to appeals generally occur within the next 14 calendar days after the appeal is requested.

Stipend support is discontinued at the time the student is notified of dismissal. The student is not eligible to receive stipend support during an appeal of dismissal; however, if the appeal is upheld, the student is eligible for stipend support covering the period of the dismissal appeal process. Students who have chosen to withdraw from their program or department (as opposed to taking an authorized leave) cannot appeal or seek reconsideration of this decision.

## Graduate Student Code of Professional Conduct

Olin PhD students are expected to behave in accordance with the school's code of conduct for all of its graduate programs, which is described below.

### Overview

The Code of Professional Conduct ("the Code") is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquette that is expected of each individual by their peers, the faculty, and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all members of the Olin community seek to establish and to continually enhance. It is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles of the Code of Professional Conduct.

### Expectations: Professional Standards of Conduct

In keeping with these shared expectations, Olin graduate students are expected to conduct themselves at all times in a professional manner. Professional behavior includes, but is not limited to, the following items:

### In the Classroom

- **Attendance:** Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Informing faculty or seeking ex post permission after missing a class or portion of a class is unacceptable behavior and is subject to academic sanctions. Students should never register for courses scheduled in conflict with one another.
- **Punctuality:** Students are expected to arrive and be seated prior to the start of each class session.
- **Behavior:** Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- **Preparation:** Students are expected to complete the readings and other assignments prior to each class session and be prepared to actively participate in class discussion.
- **Distractions:**
  1. *Exiting and Entering:* Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor
  2. *Laptop, Tablet, and Other Electronic Device Usage:* Students are expected to use laptops, tablets, and other electronic devices only with the instructor's consent and for activities directly related to the class session. Accessing e-mail or the Internet during class is not permitted, as this can be distracting for peers and faculty.
  3. *Smart/Mobile Phone Usage:* Students are expected to keep their mobile phones turned off or have them set on silent/vibrate during class. Answering phones while class is in session is not permitted.
  4. Other distractions will be specifically identified by individual instructors, such as eating in the classroom.

### Outside the Classroom

- Students are expected to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities as well as in the career search process, at club activities, networking events, job interviews, and other functions where they are representing the Olin community.
- **Facilities:** Students are expected to help maintain the appearance and the functionality of the building, classrooms, and other facilities.

- Students are expected to abide by the University Student Conduct Code of Washington University in St. Louis (<https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/>).

## Grading

- **A: Outstanding.** The quality of work is distinctly superior.
- **B: Good.** Performance is satisfactory and represents the academic attainment in the course expected of promising candidates for a graduate degree. Course work receiving a grade of "B-" or below is not counted toward the degree.
- **C: Conditional/unsatisfactory.** Poor quality of performance that falls short of that regarded as entirely satisfactory at the graduate level. Units of credit with a grade of "C" must be matched by an equivalent number of credits with a grade of "A." Course work receiving a grade of "C" is not counted toward the degree.
- **F: Fail.** The student will be placed on academic probation. Course work receiving a grade of "F" is not counted toward the degree.
- **NI: Incomplete.** A grade of "N" is recorded when otherwise satisfactory work in a course or seminar is not completed. After twelve months, an unchanged "N" becomes a permanent part of the student's transcript and may not be changed to another grade. Students with more than nine units of "N" or no grades reported are not permitted to register for courses.

All areas require passing grades for course work.

## Mentored Teaching/Research Experience

Graduate students participating in mentored teaching experiences are highly valued members of the Washington University instructional team. The mentored teaching experience varies widely across disciplines. They may include assisting faculty in the preparation, instruction, and grading of an undergraduate course; tutorial responsibilities; monitoring the laboratory segment of an undergraduate course; and, in some instances, full course responsibility. **For all mentored teaching experience, excluding full course responsibility, students register for the Mentored Teaching/Research Assistance course (MGT 6000 Mentored Teaching/Research Experience). It is required that students in years 2 through 5 participate in either a mentored teaching or mentored research experience each semester.**

### Overview

Olin Business School requires PhD students to complete the following communication and pedagogical training:

**Students must attend TA orientation** held by the Center for Teaching and Learning prior to the beginning of the second year of the doctoral program. Orientation is typically held once a year in August.

1. **Formal Instructional/Teaching Experience:** Participate in a teaching preparation seminar, instructional workshop, internship, or course that addresses course design and classroom facilitation.
2. **Formal Communication Experience:** Participate in at least one communication seminar, instructional workshop, or course that addresses communication and presentation skills and includes classroom instruction to an undergraduate or master's level audience.
3. **Deliver Annual Presentation:** Prepare and deliver annual presentations to the doctoral program faculty in the student's chosen field of study (e.g., accounting, business economics, finance, marketing, organizational behavior, operations, and manufacturing management, or strategy) beginning in the second year of the doctoral program.
4. **Present Working Paper:** Present a working paper at a conference, job-market seminar, or consortium prior to graduation.

*Once the teaching requirement has been fulfilled, the student must file a Teaching Requirement Form with the department doctoral programs office. Please contact the Doctoral Programs Office for the form.*

## Assignment to Faculty for Mentored Teaching/Research Experience

Prior to the fall semester, students years 2-5 will be asked to submit their top three choices for assignment to faculty for mentored teaching/research experience. This information will be collected by the Doctoral Programs Office and sent to the area faculty coordinator who will make assignments. The rules for making the allocations are as follows: (1) Each student receives his/her top choice of faculty, unless two or more students bid for the same faculty, in which case the faculty member gets to choose; (2) no faculty member is assigned more than one student until every faculty member has one student; (3) if a student cannot be assigned his/her first choice (because more than one student bid for that faculty), then they should be given their second choice and so on. Assignments will last for the entirety of the academic year. Assignment can be either teaching or research at the discretion of the faculty, taking into account the needs of the student. Each academic area should determine the guidelines for mentored teaching and research assistance work. A description of the mentored experience should be provided by the faculty to the student and the program office prior to the start of the semester.

## Curriculum: Typical Chronology of the PhD Program\*

### Year One

- Core foundation course work
- Microeconomics comprehensive preliminary exam, if required
- by the department (offered in June)
- Seminars/workshops in the field of study
- Summer paper, if required by the department

### Year Two

- Courses and individual study in major field (as recommended by the advisor)
- Completion of two semesters of Mentored Teaching/Research Assistance
- Seminars/workshops in major field
- Presentation of one research paper
- Completion of the Qualifying Field Exam requirement

### Year Three

- Completion of two semesters of Mentored Teaching/Research Assistance
- Completion of remaining field requirement
- Presentation of one research paper
- Seminar in presentation skills (B53-660)
- Additional communication course
- Begin preparation of dissertation proposal (spring semester)

**Note:** Field requirements are expected to be completed within the first 36 months of the program.

### Year Four

- Completion of two semesters of Mentored Teaching/Research Assistance
- Oral defense of dissertation proposal
- Submission of dissertation title, scope, and procedures
- Begin plans for job search

### Year Five

- Completion of two semesters of Mentored Teaching/Research Assistance
- Oral defense of dissertation
- Enter job market

\* Each area has specific requirements that can be found online.

## Preliminary Exam in Microeconomic Theory

Some areas require that students take the preliminary exam in economics at the end of the first year. Each area that requires the exam sets the definition of a passing grade.

Olin PhD students are required to take a five-hour microeconomics theory examination concentrating on applications of the theory, offered in late June after the first year of the program. Students are expected to stay in residence after the end of spring-semester classes to study for this exam.

The grading scale for the microeconomics exam is as follows: PhD pass, borderline pass, MA pass, and fail. The exams are graded anonymously by a committee consisting of the first-year instructors, which issues one grade for each student exam. In the event that it cannot make a positive decision based solely on a student's performance on the examination, the Committee will also consider the student's first-year course grades. The Committee usually meets to evaluate student performance on the exams by mid-July.

The area faculty, in consultation with the PhD Programs Office, determines whether the student will be allowed to continue in the program. The normal expectation of areas that require the economics prelim exam is that a "PhD Pass" grade is required for a student to maintain good student status. Students who fail the prelims are placed on academic probation and re-evaluated based on their summer paper submission and academic performance in the first year.

## First-Year Paper

Some areas require a first-year or "summer" paper to expose the student to the full range of activities required to successfully conduct independent research. This paper is evaluated by area committee representatives during the first two semesters of the second year, and the evaluation is provided to the student.

## Second-Year Paper

Students must produce a satisfactory research paper before taking the major qualifying exam and are expected to begin the paper no later than one year after entering the PhD program.

The second-year paper is presented to area faculty for its evaluation, usually during a faculty brown-bag or departmental seminar. The student, in consultation with their PhD advisor, selects a paper review committee consisting of two full-time faculty members. Presentation deadlines vary by area.

Although the research paper is expected to have all of the elements of a publishable paper, the overall quality need not be at a level sufficient to merit publication. For example, the typical empirical paper should have all of the elements of a typical empirical article appearing in leading journals in the student's area. Similarly, a theoretical paper should have a sufficiently broad range of development to warrant comparison with similar work published in the area.

Failure to produce a satisfactory paper, as determined by the review committee, will constitute unsatisfactory performance and will result in a review of the student's academic performance by the Doctoral Program Committee.

### Qualifying Field Examination (Comprehensive Exam)

Doctoral students must take a written qualifying examination to demonstrate their comprehensive knowledge in their major field within three years of their entry into the program. The examination may be taken before the student has completed all course work; however, students typically take this examination immediately after completing foundation course work.

Students make arrangements for taking this examination with their PhD advisor. Students who fail the examination may arrange to retake it. Only in unusual cases, and on written petition to the Olin Doctoral Programs Committee, can a student take the examination more than twice. If such approval is not granted, a student who has twice failed the examination will be terminated from the program.

These examinations are under departmental control. The responsible department provides notification of the test result to both the Doctoral Programs Office and the student.

### Annual Progress Report

In order to prepare an annual assessment of student progress, the doctoral program requires that students submit the following, to both their area advisor and the program office: a current CV, a grade summary, and all research projects conducted during the year. Failure to comply with this requirement will result in academic probation or suspension from the program.

### Registration Information

#### Drop/Add and Withdrawal

Students may drop or add a course to their registration during specified periods at the beginning of each term. The signature of a faculty member is not necessary to add or drop a class.

The following is the policy for dropping or withdrawing from a course once it has started:

- Within the first two weeks of a "mini" semester course or the first four weeks of a semester-long course, a student can drop the course by completing the online Drop/Add procedure. Courses dropped during these time periods will not appear on the student's transcript.
- In the third or fourth week of a "mini" semester course or the fifth week through the eighth week of a semester-long course, a student can withdraw from the course by completing the online Withdraw procedure. However, such a course remains on the student's transcript with the code "W."

- If a student encounters extenuating health or other circumstances that necessitate withdrawal from a course beyond the fourth week of a "mini" course or beyond the eighth week of a semester-long course, the student may file a petition detailing the particular circumstances with the university's Academic Review Committee. If the student's petition to withdraw is approved by the Academic Review Committee, the course (or courses) will remain on the student's transcript with the code "W".

### Auditing a Course

Students who wish to audit a course should talk with the professor of the course to determine the specific requirements for a successful/ unsuccessful audit before choosing this option (grade option "A" when registering for the course). The requirements vary by course and by professor. Audited courses are not considered in calculating the 36 credit units required for program completion.

### Course Waivers

Olin PhD students may obtain a waiver for any required course. Waivers are intended to allow students to avoid redundant study of subjects already mastered and advance. In order to receive a waiver, the student must submit a petition to his PhD advisor of the required course and obtain the advisor's signature, denoting approval. Students then must submit the signed waiver form to the Doctoral Programs Office within the first two weeks of the class.

Please note that a waiver does not reduce the student's required credit units to earn the doctoral degree. Moreover, it should generally be presumed that approval will be granted only where the student has previously completed substantially equivalent course work during their prior education and/or demonstrated competency via work experience.

The PhD advisor may require the student to enroll in a specific substitution course. If no specific substitution course is required, the student may choose to substitute other PhD course work for which the stated prerequisites are met. The coordinator of doctoral programs is available to assist students in finding appropriate substitute courses and to answer questions about the waiver and substitution procedures.

### Course Work in Other Divisions

Twenty-four of the 36 credits required for the degree must be taken within Olin Business School. The other 12 credits may consist of either (a) approved transfer credits from an AACSB-accredited program (12-credit maximum) or (b) credits earned in approved graduate-level courses offered in other divisions of Washington University. For approval to be granted for course work in other Washington University divisions, the course must appear on the list of approved courses available in the Doctoral Programs Office or must be reviewed for inclusion on that list.

Students are advised to consult with the Doctoral Programs Office before registering if they have any concerns about whether credits earned in a course will be applied toward the 36-credit requirement.

## Independent Study and Research Internship Credits

Students desiring more in-depth exposure to an area of interest under the supervision and direction of a faculty member may seek a faculty sponsor. Typically, a student will discuss with a particular faculty member the possibility of receiving supervision for directed research or 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 1.5 to 6 academic credits, but normally no more than 3 credits may be granted in any one semester.

Once a project is agreed upon between student and professor, the student must submit a petition to the Doctoral Programs Office and ask the faculty member to confirm their approval to the office. The petition should outline the topics to be covered, texts or other research material, methodology, and deliverables. Students must be in good academic standing to receive approval for independent study.

## Master of Science in Business Administration

Students who seek a master of science in business administration (MSBA) degree as a terminal degree are not admitted to the doctoral program. However, as progress is made toward the PhD, a student who has met the requirements set out below may be awarded an MSBA in one of the areas offered for the PhD degree: accounting, business economics, finance, marketing, organizational behavior, operations, supply chain and technology, and strategy and entrepreneurship.

The requirements are as follows:

- Two years of full-time participation in the program
- Completion of the following:
  - 36 credit units of graduate-level course work with a grade-point average of 3.00 or higher, including completion of the core sequence (approximately 18 credit units) (**Note:** Transfer credits are not applicable.)
  - A grade of Master's Pass or higher on the preliminary economics core exam (if applicable).
  - Presentation of a research paper to area faculty.

In any semester in which a student has fulfilled all of the above requirements, the student may file to receive the MSBA degree with the Doctoral Programs Office.

## Dissertation

A dissertation is the product of extensive research and presents an original contribution to knowledge in a given field. It documents the doctoral candidate's ability to make substantive contributions to answering a major intellectual question and to communicate research results with professional competence.

## General Requirements

The dissertation must constitute an integrated, coherent work, whose parts are logically connected. It must have a written introductory chapter that sets forth the general theme and core questions of the dissertation research, and that explains the relationship among the constituent chapters or parts. The introduction will typically include, as is appropriate to the discipline, a review of the literature relevant to the dissertation, an explanation of the theories, methods, and procedures utilized by the author; and a summary discussion of the contribution of the dissertation project to knowledge in the field. In its final deposited form, the dissertation must constitute an archivable product that meets the standards prescribed by the university.

The dissertation may consist (in whole or in part) of coauthored chapters and articles, but the candidate must be a major contributor to the research and writing of any such papers and must describe her or his ideas, individual efforts, and contributions to the larger work. In order to be in compliance with the university's policy on plagiarism and academic integrity, a dissertation that incorporates co-authored work must also include in its introduction an explanation of the role of the candidate in the research and in the writing of any co-authored work.

If a dissertation includes previously published materials (authored or co-authored), the candidate must provide a full referencing of when and where individual papers have been published. Because prior publication and multiple authorship have implications with respect to copyright, PhD candidates should discuss copyright with their advisors and obtain copyright clearances from any coauthors well in advance of defending the dissertation. Written permission must be obtained in order to include articles copyrighted by others in the dissertation.

It is the responsibility of the student and the student's dissertation committee to ensure that the dissertation meets all requirements regarding authorship, academic integrity, and copyright, as outlined here.

## Proposal Defense

The purpose of the dissertation proposal is to provide evidence that the proposed dissertation will demonstrate the student's mastery of a specialized field of knowledge and capacity for original scholarly work.

At the dissertation proposal defense — which is open to all members of the regular faculty and all doctoral students — the student presents the research that has already been completed and an outline of the research that remains to be done. The student must make copies of the proposal available to the research advisory committee at least two weeks prior to the scheduled date. The faculty and doctoral students are informed of the date and location of the dissertation proposal defense a minimum of two weeks in advance.

The format of the proposal defense may vary among disciplines, but its general purpose is to provide the student the opportunity to present a detailed account of completed research, indicate a road map for what remains to be done, and receive the thesis committee's feedback on the research as well as approval that the proposal will lead to an acceptable dissertation if the student completes the research as described by the thesis committee.

There is no hard-and-fast-rule regarding how much of the thesis must be completed before a proposal defense is scheduled. Some disciplines require that the thesis be more fully developed at the proposal defense than do other disciplines. A rough rule of thumb is to schedule a proposal defense before 50% of the research on the dissertation has been completed. This presumes that the student has been receiving guidance on the direction and scope of the research from the thesis committee.

### Deadlines

Students are required to propose no later than the initial deadline of June 30 in their fourth year (i.e., the end of their fourth academic year in the program). Failure to propose by this deadline may result in academic probation and, if so, a letter to that effect will be sent to the student. If a signed Title, Scope and Procedure form, which signals a successful proposal defense, is not submitted to the Doctoral programs office by the second deadline of September 30th of the Fall semester of the 5th year, the student will be mandatorily placed on probation, and there may be additional consequences such as dismissal from the program.

### Research Advisory Committee

The Research Advisory Committee consists of three tenured or tenure-track Washington University faculty members from the student's area. The committee members sign the Notice of Title, Scope, and Procedure of Dissertation before the student begins the dissertation and serves as the first three readers for the dissertation and as members of the student's Dissertation Examination Committee.

The faculty members attending the proposal defense confer with the prospective Research Advisory Committee, which recommends to the committee chair what the student must do to produce a completed dissertation. The chair collects the

committee's recommendations, ensuring that all committee members agree on the direction and approach, and submits a written document to the Doctoral Programs Office and the student within two weeks of the proposal defense.

### Title, Scope, and Procedure of Dissertation Form

If the recommendation is positive, the Research Advisory Committee formally approves the proposal by signing the Notice of Title, Scope, and Procedure of Dissertation form. The form can be obtained from the Doctoral Programs Office.

The project's "scope," as the student has described on the form, defines its limits—what the student intends to cover and what will not be covered. The "procedure" describes the manner in which the student intends to conduct the research. By defining the scope and procedure of the dissertation, the student provides an initial outline or model for use in researching the topic.

The form also serves as a contract between the student and the student's Research Advisory Committee. It is understood that the scope, procedure, and even the title of the dissertation may change during the course of the research. The student is not required to file an amended form reflecting these types of changes with the program office however, securing the committee's written approval of the changes is probably well advised.

### Oral Dissertation Defense

The dissertation must be approved by the Research Advisory Committee before the defense can be formally scheduled and announced. Approval ensures that the dissertation is developed adequately and ready to be brought to defense.

### Preliminary Paperwork

There are four forms that the student must file well before the completion of the dissertation and the scheduling of the dissertation examination:

1. **Title, Scope, and Procedure form** — The Title, Scope, and Procedure form (titled "Notice of Title, Scope, and Procedure of Dissertation") is to be filed with the Program Office as soon as it is signed off by the faculty.
2. **Intent to Graduate** — Candidates for a degree must file their "Intent to Graduate" for the semester in which they intend to graduate. You may complete this after logging onto WebSTAC and clicking on "Intent to Graduate" from the menu. If you are unable to access this, contact the Office of Student Records. Please note that, if you do not finish by the time you had originally stated in your first Intent to Graduate form, you must file a subsequent intent for the semester when you now intend to complete your work.
3. **Dissertation Examination Committee approval** — Prior to scheduling the dissertation defense, the candidate must submit a "Dissertation Defense Committee" form for approval by the Director of Doctoral Programs.

4. **Satisfaction of Teaching Requirements** — Olin PhD students must meet department teaching requirements, including demonstrating competency in teaching at both a basic and advanced level and submit documentation.

### Dissertation Examination Committee

The Dissertation Examination Committee is composed of the student's Research Advisory Committee and at least two additional faculty members. Of the five faculty members, four must be tenured or tenure-track (three of the five must come from the student's degree program; at least one of the five must not).

In most cases, the chair of the student's Research Advisory Committee serves as the chair of the student's Dissertation Examination Committee. Approval of the dissertation by the Research Advisory Committee is necessary to bring it to the defense.

### Dissertation Defense

The defense is open to faculty and doctoral students, who may attend as observers rather than participants. Typically, the Dissertation Examination Committee solicits evaluations from the faculty attending the defense before making a decision as to the student's success in defending the dissertation. However, only the Dissertation Examination Committee is permitted to vote.

At least two weeks prior to the defense, the regular faculty is informed of the date and location of the defense and the composition of the Dissertation Examination Committee.

**Students are required to submit their written thesis to their committee members at least 30 days before the scheduled date of the defense.** The committee will respond at least 2 weeks before the defense with substantial requested changes. These changes will be expected to be complete and resubmitted to the committee before the defense.

A typical defense follows these procedures:

- Presentation by the candidate lasting about one hour. Candidates are not expected to repeat the detail presented in the workshop.
- Committee chair asks for questions from non-committee faculty who are present.
- Chair asks for questions from the Dissertation Examination Committee.
- Chair asks for questions from the Research Advisory Committee.
- Chair excuses all attendees except the Dissertation Examination Committee, which deliberates and makes a determination on the success of the defense.
- Upon approval of the defense, all members of this committee, as well as the chair of the department or program, sign the **Examination Approval Form**.

### Doctoral Dissertation Submission

After the defense, the student must submit an electronic copy of the dissertation online to the university. The submission website requires students to choose among publishing and copyrighting services offered by ProQuest ETD Administrator, but the university permits students to make whichever choices they prefer. Students are asked to submit the Survey of Earned Doctorates separately. The program office is responsible for delivering the final approval form, signed by the committee members at the defense and then by the program chair or director. Students who defend their dissertations successfully have not completed their PhD requirements; they finish earning their degree only when their dissertation submission has been accepted by the program office.

### Transfer Credit

As many as 12 units of transfer credit may be accepted toward the Olin PhD degree requirements provided that:

- The credits are for graduate-level courses that the student took while a doctoral student at a business school program accredited by the Association to Advance Collegiate Schools of Business (AACSB) and are relevant to the Olin PhD degree.
- The relevant area faculty, in consultation with the Olin Doctoral Programs Office, has determined (using course syllabi and other information) that the course work taken in the other business school program is comparable in content (for required courses) to required courses offered in the Olin doctoral program or acceptable in quality (for elective courses).
- A grade of "B" or higher was achieved in the course work for which transfer credit is requested.

In addition, credits petitioned for transfer must not have been used to satisfy the requirements of another degree. Credits for courses in which the student received no letter grade or credits earned through either correspondence courses or courses or experiences offered under the auspices of proprietary schools, business or industrial training programs, or schools conducted by federal agencies such as the Department of Defense, are not considered for transfer.

Students seeking acceptance of transfer credit must complete and submit a Transfer Credit Evaluation Form along with a copy of the official transcript from the institution where the credits were earned, a description of and syllabus for each course for which transfer credits are being requested, and course equivalency information.

Approved transfer credits are included on the student's official transcript as credits accepted in transfer. Letter grades from transfer credits are not reflected on the transcript, nor are they considered in the determination of grade-point average.

## Human Subject Research

Students who plan to conduct research involving human subjects must understand and follow university protocols and guidelines set by the Human Research Protection Office (<https://hrpo.wustl.edu/>).

## Placement

Students begin to seek employment during the recruiting season after the dissertation proposal has been accepted and should discuss their job search plans with their advisor. Although job search strategies will vary by discipline, it is never too early for the student to begin developing a network of individuals with the student's discipline who have similar research interests.

A limited amount of funding is available from the Doctoral Programs Office to support students' job search activities. Interested students should contact the Doctoral Programs Office for information on how to apply for this funding.

## 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/olinfinancialservices/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/olinfinancialservices/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/olinfinancialservices/>) 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 2022 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.

## Olin PhD Research Grant

Olin PhD students can apply for up to \$500 to help support research projects. This funding can be used for things like purchasing databases or providing honorariums for projects involving human research participants. Students may only be awarded this grant once per year, and the applications must be approved and signed by the student's area coordinator. The PhD Office will provide this award to up to 10 students per year. Application forms may be requested from the program office.

## 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.

## External Funding

Working outside of the school or obtaining external grants and fellowships may be other sources of funding for students.



## Teaching Outside of the School

Students are encouraged to limit their teaching and research experiences to areas within Olin Business School and, more broadly, Washington University. Knowledge gained from interacting with faculty on research and teaching projects enhances the formal curriculum and, ultimately, the caliber of the student's learning during their PhD program. Olin doctoral students are therefore required to obtain explicit permission from their area coordinators and the Doctoral Programs Office to teach outside of the university during the first five years, since such assignments may distract students from acquiring the knowledge and skills needed to successfully complete the PhD program.

## External Grants and Fellowships

Olin encourages all students to apply for external grants and fellowships. Students should regularly read the brochures and applications that the Doctoral Programs Office posts on bulletin boards in doctoral suites. Students are also encouraged to speak with their advisors or the grant development specialist regarding grants and fellowships in their specific fields. Most awards are directed to individuals who have prepared a dissertation proposal or pre-proposal, with only a limited number of awards available to students at the pre-candidacy level.

Because external grants are awarded in a variety of ways, it is not possible to set a standard regarding how the Olin funding available to a student receiving an external award will be adjusted. However, the program is committed to ensuring that there is a financial advantage for PhD students who receive such awards.

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

## Administration

### Olin Leadership

#### Mark P. Taylor

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

#### Andrew Knight

Vice Dean, Education and Globalization  
Professor of Organizational Behavior

#### Todd Milbourn

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

#### Robyn LeBoeuf

Vice Dean, John M. Olin School of Business  
Professor of Marketing

## Area Chairs

#### Stephen Ryan

Myron Northrop Professor of Economics

#### Stephen Nowlis

August A. Busch Jr. Distinguished Professor of Marketing

#### Lingxiu Dong

Professor of Supply Chain, Operations, and Technology  
Frahm Family Chair of Supply Chain, Operations, and Technology

#### Daniel Elfenbein

Professor of Organization and Strategy

#### Hillary Elfenbein

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

#### Xiumin Martin

Professor of Accounting

#### Fuqiang Zhang

The Dan Broida Professor of Supply Chain, Operations, and Technology

#### Durai Sundaramoorthi

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. 97).
- The Skandalaris Center (p. 98) 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 advisor, 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 advisor 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 hub of creativity, innovation, and entrepreneurship at Washington University. We believe everyone can be entrepreneurial. Skandalaris provides programming where anyone can explore their creative and entrepreneurial interests, develop an entrepreneurial mindset, and go from ideation to launch.

### Mission

The Skandalaris Center fosters and empowers an inclusive community that finds opportunities in problems and transforms ideas into action. We build an ecosystem of education, research, and resources that engages all WashU students, faculty, alumni, and staff as entrepreneurial leaders and collaborators.

### 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 and Resources

- **Experts on Call (<https://skandalaris.wustl.edu/resources/experts-on-call/>)**  
This program provides an opportunity for the WashU community to connect with experts in the Skandalaris Center or remotely, free of charge.
- **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.
- **In-Residence Program**  
This program provides WashU students, faculty, staff, and alumni with the opportunity to learn from and work with professionals with extensive industry experience.
- **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.
- **Pivot 314 Fellowship**  
The Pivot 314 Fellowship is a year-long program presented by the Office of the Provost and the Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship. Pivot 314 offers graduate students curated programming focused on professional development and on strengthening leadership and communications skills, as well as internship opportunities.
- **Resources (<https://skandalaris.wustl.edu/resources/>)**  
The Skandalaris Center, Washington University, and external services and resources are available to support innovators and entrepreneurs.
- **Skandalaris Spaces**  
Our collaboration space is available for hosting meetings or events. Requests should be made a week in advance.
- **Skandalaris Startup Webinars, Panel Discussions, and Workshops**  
These webinars provide an exciting way for alumni to reconnect and share their experiences with entrepreneurship. We also offer free, noncredit workshops designed to encourage creativity, innovation, and entrepreneurship.
- **Startup Venture Promotion**

The Skandalaris Center is happy to help Washington University in St. Louis students, faculty, staff, and alumni with promoting their startup ventures.

- **Student Entrepreneurial Program (StEP) (<https://skandalaris.wustl.edu/sc-programs/step/>)**  
StEP provides a unique opportunity for students to own and operate a business on campus that serves the WashU community. Student owners can supplement the valuable business and entrepreneurial skills they learn in the classroom while gaining real-world experience as they manage and lead their own businesses.
- **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.
- **Venture Development**  
The WashU community is invited to set an appointment with a member of our team for help with ideas and businesses at any stage. We will work with these individuals to brainstorm ideas, strengthen financial models, draft business plans, perfect pitches, and more.
- **Washington University 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.

## Competitions

- **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 frequently throughout the fall and spring semesters.
- **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 and alumni (within one year of graduation) with an early-stage venture or idea
  - **Award:** Up to \$22,500
- **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

## 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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