Policies

MBA Policies

Academic Probation/Suspension

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

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

Grades

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

Additional Grades

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

Grade Changes

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

Satisfactory Academic Progress

The minimum GPA requirements needed to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The full-time MBA program requires, at a minimum, no more than three LP grades, no more than two NP grades, and/or less than 6 credits of NP and LP grades.

Professional/Academic Integrity

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

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

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

Course Waivers

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

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

• MGT 5311 Intro to Management and Strategy
• MGT 5305 The Global Business Environment in the 21st Century
• MGT 560P Business Models in a Global Context
• MGT 560Q Implementing Strategy through Global Operations
• MGT 560R General Management Practice for International Business
• MGT 560T Effective Communication for Business Leaders
• MGT 560U Global Institutions and Values
• MGT 560V Values-Based/Data Driven Decision Making
• OB 500F Foundations for Impactful Teamwork
• OB 5603 Diversity, Equity and Inclusion
Transfer Credit

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

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

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

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

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

Curricular Practical Training (CPT)

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

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

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

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

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

Independent Study

Graduate students who wish to enroll in independent study must submit a petition and written proposal to their sponsoring faculty member and to their academic adviser for evaluation and approval by the Academic Review Committee. Students must be in good academic standing to be approved for independent study.

Leave of Absence (LOA)

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

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

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

### Mini-Term Courses

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

### Semester Courses

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

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

2
Prior to taking a leave of absence, a student will be required to work in conjunction with the Graduate Programs Office and the enrollment management team to complete a leave of absence form, which will identify the student's remaining courses and provide information about any scholarships available and the tuition required to complete the program.

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

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

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

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

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

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

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

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

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

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

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

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

Transfer Credit
As many as 9 units of transfer credit may be accepted toward Olin PMBA degree requirements, provided that the following have occurred:
The credits were taken at the graduate level at another business school program accredited by the Association to Advance Collegiate Schools of Business (AACSB).

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

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

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

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

**Petition Procedures**

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

Graduate programs petitions should be submitted to the academic adviser. Petitions should include a clear and concise statement of what the student is attempting to do and the rationale that the student feels justifies the petition. Petition forms are available in the Graduate Programs Office (Knight Hall, room 310) or by contacting the academic adviser.

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

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

**Leave of Absence (LOA)**

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

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

**Withdrawal From the University**

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

When students are forced to withdraw from the university due to an illness, which makes attendance for the remainder of the semester medically inadvisable, the university will make a prorated refund of tuition as of the actual date of withdrawal, provided that such withdrawal occurs prior to the twelfth week of the semester and that medical certification is made or verified by Student Health Services.

**Grades**

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

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

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

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

**No Credit**

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

- Withdrawal from a course later than halfway through the period scheduled for the course without the approval of the Academic Review Committee (The midpoint of a course is determined by taking the total number of class sessions scheduled for the course [exclusive of the final exam] and dividing by 2.)
- A disciplinary proceeding penalty
Incomplete Grade
An "I" (for incomplete work) may be given to a student when extenuating circumstances preclude the satisfactory completion of course work during the semester in which a particular course is taken. With permission of the instructor, students have 60 days after the final exam in which to make up incomplete work. After 60 days, the grade automatically is changed to "NP." The instructor has discretion regarding the 60-day limit.

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

Grade Changes
A nondisciplinary grade may be changed only by the professor in whose course the grade was initially given.

A faculty member may change a grade from NCR providing that the work is made up within 60 days of the completion of the course. Exceptions to the 60-day limit must be discussed with the faculty member and/or the academic adviser.

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

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

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

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

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

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

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

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

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

Typically, a student will discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Because faculty members have a variety of commitments, the student should have an independent study project fairly well thought out prior to seeking a faculty sponsor. Projects may receive from 1.5 to 6 academic credits, but normally no more than 3 credits are granted for any one semester. Students may apply a maximum of 6 units of independent study credit toward the 54-unit degree requirement.
Once a project is agreed upon between the student and the professor, the student must submit a petition to the academic adviser for evaluation and approval by the Academic Review Committee. The petition should outline the topics to be covered, the texts or other research material to be used, and the research methodology to be employed. Students must be in good academic standing to be approved for independent study.

**Student Non-Candidate for Degree (SNCD)**

Students interested in enrolling as SNCD should contact the Graduate Programs Office.

**SMP Policies**

**Academic Performance Standards**

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

**Grading Scale**

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

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

**Additional Grades**

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

**Satisfactory Academic Progress**

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by the specific program of study. In each case, per the requirements of 34 C.F.R. 668.34(a)(4)(ii), the federal student aid program requires a minimum of a C average to maintain eligibility for aid, but an individual degree or certificate program may have a higher minimum GPA for federal Satisfactory Academic Progress. The Specialized Masters Programs require, at a minimum, a cumulative GPA of 3.00.

**Grade Changes and Retaking a Course**

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

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

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

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

Students may not retake courses that they do not fail. A student with a personal or medical emergency may submit a graduate programs petition to their academic adviser.

**Course Waivers**

Waivers are intended to allow students to avoid the redundant study of subjects already mastered. However, they do not reduce the number of credits required to earn the degree. The waiver request form is available in the Graduate Programs Office and can also be distributed by the academic adviser.
SMP program policies state that no more than two required SMP core courses can be waived.

**Transfer Credit**

As many as 6 units of transfer credit may be accepted toward Olin SMP degree requirements, provided that the following have occurred:

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

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

**Course Registration**

**Prior to Registration**

- Students should review the degree requirements (https://olin.wustl.edu/EN-US/academic-programs/specialized-masters-programs/Pages/default.aspx) for their program.
- Students should review the lists of courses offered during the upcoming semester.
  - Courses offered to SMP students are found on the “SMP Required Courses” and “SMP Elective Courses” lists of the corresponding semester.
  - SMP students may enroll in certain “PMBA Elective Courses” on a space-available basis, so that listing should be reviewed as well.
  - Students should carefully review the “Notes” section of each course listing.
  - SMP students may not register for courses/sections found only on the listings for Executive MBA (EMBA) programs.
  - Unless special permission is granted, SMP students do not take Olin undergraduate (BSBA program) courses (course levels 100-400) or courses with department code B5X. SMP-level courses are all 500-level courses under department code B6X.
- Students should review course descriptions for details about course content and any prerequisite requirements.
- Students are subject to removal from courses in which they do not meet prerequisite requirements.

- Students may use WebSTAC’s "Registration Worksheet" tool for planning purposes. However, course registration must be completed separately in the "Registration" section once the registration period begins. Schedules planned in the "Registration Worksheet” do not automatically transfer to the "Registration" section.
- Students must schedule an appointment with an academic adviser at least once per semester.
  - Appointments can be made using the adviser’s ScheduleOnce link, via email, or by stopping at the front desk of the Graduate Programs Office.
- Students should register as early as possible for both Mini A and Mini B courses to minimize the likelihood of being placed on waitlists. This also helps to ensure timely book and packet orders.
- Students need to be sure to include any required courses in their planning:
  - Required courses often have multiple sections offered simultaneously. Students must enroll in an open section of the course. If they try to enroll in a section that is full, they will be removed from the waitlist and asked to enroll in a section with open seats.
  - Students may not enroll in one section of a class and remain on the waitlist for another section of the class.
- **Note:** Some students prefer certain sections to others. If a student desires a specific section of a course, they should be sure to register for classes as soon as they are able to do so.

**Registration Instructions**

WebSTAC (https://acadinfo.wustl.edu/) is Washington University’s system for course registration. It also allows students to check their enrollment status, view their grades, view their billing and account information, and update their contact information. Logging in to WebSTAC requires a WUSTL Key and a password. WebSTAC has a feature that allows passwords to be reset after a passphrase and hint are established. Students who have not yet set up a passphrase and hint should be sure to do so prior to the start of registration.

- Once logged on to WebSTAC, students should select the “Registration” item from the menu to register for courses. Students may also go to a completed “Registration Worksheet” and select from there the courses in which they would like to enroll.
- Students must pay close attention to the specific class section for which they are registering (i.e., 01, 02 or 03).
- Students should select the “C” (letter grade) grading option. This grading option corresponds with the SMP grading system. SMP students may not select the “P” (pass) option, and courses taken on a pass/fail basis may not count toward the SMP credits required for graduation.
Students wishing to audit a course (grade option “A”) must first speak with the professor of the course to determine if auditing is an option and, if so, to learn the specific requirements for a successful audit. If approval is granted, the student should then request that the course instructor email the Olin Academic Affairs Office; a registrar will change the grade option for the course from “C” to “A.” Audited courses do not apply to the credits required to graduate, but they do apply to the maximum credits allowed each semester without paying additional tuition. Audited courses are listed on student transcripts. A grade of “L” is given for a successful audit, and a grade of “Z” is given for an unsuccessful audit. Audited courses do not meet prerequisite requirements. For example, if Course A is listed as a prerequisite for Course B and the student has audited Course A, then that student has not met the prerequisite requirement for Course B. In this case, instructor permission would be required in order for the student to take Course B.

WebSTAC is designed to prevent students from being simultaneously enrolled for two conflicting classes. However, it treats all courses as “semester” courses, so it may return a “time conflict error” when a student attempts to enroll in Term A and Term B courses that meet on the same day of the week at the same time. If this error message appears, verify that the classes actually do not conflict and then override the message to enroll in both courses.

If a course has reached capacity, students are asked if they wish to be placed on the waitlist. Students on waitlists are automatically enrolled in the class as seats open up. It is the student’s responsibility to monitor their waitlist status and to make any necessary adds or drops. During the first two weeks of registration, students enrolling in short (weekend and weeklong) courses and selecting other courses will automatically be directed to the waitlist. Students should review the “Notes” section of the elective course listings for complete details.

**Curricular Practical Training (CPT)**

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

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

**Enrolling in CPT**

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

1. Report the offer to the Weston Career Center.
2. Request that the company mail or email an offer letter on company letterhead to the student or directly to the staff adviser.
   - Status: Part-time work is considered up to 20 hours/week. Full-time work is considered 21 to 40 hours/week. Students are permitted to work part-time during the academic year (fall and spring semesters), but they can work part-time or full-time during the summer semester.
   - Length of internship: Four weeks is the minimum for part-time internships; eight weeks is the minimum for full-time internships.
3. Complete the CPT application form, which can be accessed in the Graduate Programs Office or by contacting the academic adviser. (Students should not sign and date this form; the student’s signature will be added when they pick up their I-20 from the OISS at the end of this process.)
4. Submit the completed form and a copy of the offer letter to their adviser in the Graduate Programs Office for their signature. The adviser will return this form to the student within 24 hours. When this occurs, the student will be enrolled in B63 MGT 513 Special Topics in Management for the current term.
   - Credit units = 0.5; grading method = pass/fail
   - **Note:** Students will not be charged tuition for this 0.50-credit course during the summer term.
   - If students choose to continue CPT after the summer term, the 0.50 credit will count toward their semester total.
   - These credit units do not count toward the student’s degree total credit requirements.
   - **This course is tied to semester dates. Therefore, if employment extends beyond one semester, this entire process must be repeated before the new semester begins.**
   - A summary paper or final project must be submitted at the end of the semester for the student to successfully complete the course.
5. Submit the signed CPT application form to the OISS. The OISS will issue the student a new I-20 based on the offer letter’s dates of employment. These must fall within the semester dates listed above.
6. Pick up the new I-20 from the OISS before starting the internship. The new I-20s will be ready two to five business days after the CPT application form has been received by the OISS. The entire process, after the submission of the offer letter, will take three to seven business days. Students will need to present the I-20 to their employer on their first day of work.
7. Read the important information about CPT Employment & Training (https://oiss.wustl.edu/students/employment-training/) on the OISS website.

**Intent to Graduate**

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

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

**Filing Deadlines (dates subject to change)**

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Intent to Graduate Filing Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/2021</td>
<td>08/02/2021</td>
</tr>
<tr>
<td>01/09/2022</td>
<td>10/29/2021</td>
</tr>
<tr>
<td>05/20/2022</td>
<td>12/17/2021</td>
</tr>
</tbody>
</table>

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

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

**After Filing the ITG Form**

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

**Add/Drop and Audit Policy**

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

**Adding a Course**

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

**Dropping or Withdrawing From a Course**

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

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

Students may withdraw from a course after the drop deadline by contacting their academic adviser.

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

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

**Withdrawal and Federal Loans**

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

**Auditing a Course**

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

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

**Independent Study**

Independent study under the direction of a faculty member is available on a selective basis. The purpose of independent study is to provide an opportunity for students to pursue subject matter beyond the specific course offerings found in the business school. Independent study is not viewed as a vehicle for getting credit for something in which the student may already be involved (e.g., a job, a project in another course). Rather, it is an opportunity for the student to get more in-depth exposure to an area of interest under the supervision and direction of a faculty member.
Typically, a student will discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Because faculty members have a variety of commitments, a student should have an independent study project fairly well thought out prior to seeking a faculty sponsor. Projects may receive from 0.5 to 6 academic credits, but normally no more than 3 credits are granted for any one semester. Students may apply a maximum of 6 units of independent study credit toward their minimum degree requirements, with prior approval. This does not apply to independent study courses taken as part of CPT.

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

**Leave of Absence (LOA)**

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

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

**Group Study Room Policies and Reservations**

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

**Group Study Room Reservation Policies**

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

**Room Usage Policies**

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

Reservation Instructions
• Rooms in Bauer Hall, Knight Hall, and Knight Center (first floor only) are reserved through the Graduate Programs Office.
• Reservations for the current day are displayed on the monitor outside each Knight Hall/Bauer Hall group study room. Reservations will also display on the GO WUSTL calendar of the student who has made the reservation on behalf of the group. First floor Knight Center study rooms are not equipped with a monitor outside of the room, but reservations will appear on the GO WUSTL calendar of the student who made the reservation.
• Reservations may be made up to two weeks in advance. Any reservations made in advance of two weeks will be charged a fee.
• Reservations are limited to a period of two hours in length.
• Maximum occupancy should be noted prior to making a reservation. Group size should not exceed the maximum.

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

Advance notice is appreciated if and when it is possible. It is sometimes impossible to make arrangements with the audiovisual team for last-minute requests, but we will all do our best to assist. If a student is making a last-minute request, they should contact their academic adviser.

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

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

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

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

• Lockers must be reserved on a first-come, first-served basis by filling out an online form, which can be accessed by contacting the Graduate Programs Office.
• Signing up online only reserves the student's spot for a locker. In order to get their locker assignment, students must go to the Graduate Programs Office, located in Knight Hall 310, to sign the locker policy and receive their locker assignment. If the student does not sign the locker policy, their locker reservation will be canceled and the spot will open back up.
• Lockers are reserved on a semester basis only.
• Students must supply their own locks.
• Lockers will be monitored on a regular basis. A lock found on a locker that has not been assigned by the Graduate Programs Office will be cut off by General Services, and any contents will be removed. If, after completing the checkout process, a student finds that their assigned locker is in use (i.e., a lock is on it and/or contents are found inside), they should report this to the Graduate Programs Office immediately.
• Contents and locks must be removed by the first Monday after the end-of-semester final exam period. After that time, locks will be cut off and contents held at the Graduate Programs Office for approximately three weeks. After that time, contents will be surrendered to Campus Police. Students who have reserved a locker will be reminded of this via email and posted signs in the locker area several weeks before the end of the year.
• Olin Business School is not responsible for the loss, theft, or damage of items left in lockers.
• For the safety of materials and personal possessions, reserved lockers must be locked at all times.
Items that emit noises or smells may not be placed in lockers.

Lockers are also located on the mezzanine level of Simon Hall. These lockers are available on a first-come, first-served basis and do not require a reservation process.

Awards and Honors

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

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

Online Programs Policies

Academic Performance
The following standards apply to students who start an online degree or certificate program in September 2021 or later. Students must maintain a cumulative grade-point average of 3.0 or higher. The academic performance of every student is evaluated at the end of each semester to determine continuation eligibility. All attempted and completed course work will be reviewed. When a student’s cumulative performance falls below a 3.0 GPA, they will be placed on academic probation. Continued performance below a 3.0 cumulative GPA will result in consideration for further academic action from the Academic Review Committee.

Grading Scale

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

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

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

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

Grade Changes and Retaking a Course
A nondisciplinary grade may be changed only by the professor in whose course the grade was initially given. A faculty member may change a grade from an “N” or “I” to a letter grade provided that the work is made up within 60 days of the completion of the course. Exceptions to the 60-day limit must be discussed with the Associate Dean and the Director of Graduate Student Affairs.

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

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

Upon passing completion of a retaken course as a result of failure due to an academic integrity violation, a student’s transcript will show the grade for each taking of the course. The grades earned during both the initial and the retaken attempts of the course will affect the student’s cumulative GPA.
Students may not retake courses that they do not fail. A student with a personal or medical emergency may submit a graduate programs petition to their academic adviser.

**Course Waivers**

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

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

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

**Intent to Graduate**

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

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

**After Filing the ITG Form**

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

**Olin Code of Conduct**

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

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

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

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

**Time Limit**

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

**Degree Progression**

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

**Leave of Absence (LOA)**

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

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