INTRODUCTION

The *Olin Undergraduate Handbook* includes general academic policies and procedures for the undergraduate programs of Olin Business School at Washington University. Please read and refer to the guide to answer your questions about the undergraduate business program. If you have questions about the interpretation of the policies and procedures, or topics not covered, please see your academic advisor.

University personnel make every effort to ensure the timely communication of degree requirements, academic policies and procedures. In most cases, students are obligated to fulfill requirements and policies in effect at the time of matriculation into the BSBA Program. The faculty, however, has and reserves the right to make changes to degree requirements, policies and procedures, including modifying or adding new requirements, policies and procedures, at any time.
| **Undergraduate Programs Office** | Simon Hall 118  
https://olin.wustl.edu/EN-US/academic-programs/bs-business-administration/Pages/default.aspx  
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# Table of Contents

ADVISING ASSISTANCE ..................................................................................................................................................... 5  
Individual Advising ......................................................................................................................................................... 5  
On-Call Advising .............................................................................................................................................................. 5  
Academic Advisors ........................................................................................................................................................... 5  
Faculty Members .............................................................................................................................................................. 6  
Career Development and Placement ............................................................................................................................... 6  
Graduate Programs ........................................................................................................................................................... 6  
CURRICULUM INFORMATION ........................................................................................................................................ 7  
Distribution Requirements .................................................................................................................................................. 7  
Advanced Electives ............................................................................................................................................................. 7  
General Requirements ....................................................................................................................................................... 7  
Core Business Requirements (42 units minimum)* ........................................................................................................ 7  
Professional Electives (18 units minimum) .................................................................................................................... 7  
Majors ................................................................................................................................................................................ 7  
Global Mindset ................................................................................................................................................................. 8  
BSBA Degree General Policies ........................................................................................................................................ 8  
GENERAL POLICIES, PROCEDURES AND GUIDELINES .................................................................................................... 10  
Integrity Matters: The Olin Codes of Conduct .................................................................................................................. 10  
Accommodations ............................................................................................................................................................... 10  
Professional Conduct for Career-Related Activities ...................................................................................................... 10  
Course Attendance Policy ................................................................................................................................................... 10  
BSBA Policy on Missing Classes and Exams for Interviews ............................................................................................ 11  
Drops and Withdrawals ..................................................................................................................................................... 11  
Grading System ................................................................................................................................................................. 12  
Pass/Fail Grade Option ....................................................................................................................................................... 12  
Audits .................................................................................................................................................................................. 13  
Incomplete Grades .............................................................................................................................................................. 13  
Repeating a Course .............................................................................................................................................................. 13  
Grade Changes ................................................................................................................................................................. 13  
Academic Probation ........................................................................................................................................................... 13  
Petition Procedures ............................................................................................................................................................ 13  
Transfer Credit ................................................................................................................................................................. 14  
Transfer between Divisions of the University .................................................................................................................. 15  
Residency Requirement ....................................................................................................................................................... 15  
Leave of Absence ............................................................................................................................................................... 15  
Additional Academic Regulations ........................................................................................................................................ 15  
GRADUATION AND HONORS ........................................................................................................................................ 16  
Statement of Intention to Graduate .................................................................................................................................. 16  
Final Honors ...................................................................................................................................................................... 16
Dean’s List ........................................................................................................................................................................... 16
Beta Gamma Sigma Honors Society ........................................................................................................................................... 16
Honors and Awards Ceremony ...................................................................................................................................................... 16

SPECIAL CURRICULUM OPPORTUNITIES .......................................................................................................................... 17
Combined Majors ........................................................................................................................................................................ 17
Combined Undergraduate Degrees ............................................................................................................................................... 17
Minors – Outside of Olin ............................................................................................................................................................... 17
Minors – In Olin ............................................................................................................................................................................. 17
Olin Independent Study ................................................................................................................................................................. 18
Internship Opportunities .............................................................................................................................................................. 18
Management 450A – Internship in Business .......................................................................................................................... 18
Graduate Level Coursework ......................................................................................................................................................... 18

INTERNATIONAL OPPORTUNITIES .................................................................................................................................................. 19
International Internship Programs through Olin ........................................................................................................................ 19
Semester Exchange and Study Abroad Programs ...................................................................................................................... 19
INTL 300A and 300B Courses ....................................................................................................................................................... 20
Summer Programs ........................................................................................................................................................................... 20
Courses with Study Abroad Experience .................................................................................................................................... 20
Other Study Abroad Options .......................................................................................................................................................... 20

STUDENT ORGANIZATIONS ............................................................................................................................................................... 21
Olin Undergraduate Programs ......................................................................................................................................................... 21
Weston Career Center ....................................................................................................................................................................... 21
Center for Experiential Learning (CEL) ....................................................................................................................................... 21
The Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship ........................................................................ 21
Student E-Mail Accounts ............................................................................................................................................................... 22
Computing Services .......................................................................................................................................................................... 22
Tutoring Services ............................................................................................................................................................................... 22
The Al & Ruth Kopolow Business Library ................................................................................................................................... 22
Graduate Opportunities For BSBAs ............................................................................................................................................... 23

CAMPUS RESOURCES ......................................................................................................................................................................... 23
ADVISING ASSISTANCE

From time to time, undergraduate business students will need advising assistance about a wide variety of topics: registration, adding or dropping courses, tutorial help, special educational opportunities and careers. Olin Business School takes a multiresource approach to advising.

This approach utilizes extensive printed and electronic information (such as this Handbook, detailed registration materials, etc.), administrative staff who advise students on a one-to-one basis, faculty, and various specialized offices on campus such as Student Health Services, Student Support Services (Cornerstone), Weston Career Center, and the Graduate Programs Office. This blend of resources provides a consistent and comprehensive approach to responding to student questions and concerns.

Individual Advising

Olin assigns primary advisors to all undergraduate business students. There will be some occasions throughout the academic year when the advisor may initiate contact with a student, but as an overriding principle, students are expected to take the initiative in seeing their assigned advisor if they need assistance or have questions.

Students should see their advisor for the following:
• Choosing electives
• Registering for classes
• Difficulty with a course and the need for tutorial help
• Any problems that may interfere with academic performance
• Any other questions or problems of a general nature
• Verifying class absence caused by illness or emergency circumstances
• Declaring a major
• Declaring a minor
• Clarifying degree requirements or the curriculum
• Pursuing an independent study or study abroad program
• Transferring coursework from another institution

Students are responsible for seeking such help, especially in cases when they are in academic trouble. The earlier a student asks for help, the better. Our desire is to see each student succeed in their chosen academic path. Please do not hesitate to seek out the proper assistance if you are having difficulty. To make an appointment with your advisor, utilize our online scheduling system here: https://olinundergrad.wustl.edu/student-resources/set-up-a-meeting/

On-Call Advising

An on-call Academic Advisor will be available throughout the week. On-call advising times will be announced at the start of the semester and will be available online at https://olinundergrad.wustl.edu/student-resources/on-call/

Academic Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Paige LaRose</td>
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<td><a href="mailto:picone@wustl.edu">picone@wustl.edu</a></td>
</tr>
</tbody>
</table>
Faculty Members
Faculty members’ office hours are regularly published on course syllabi. If you cannot go during regular office hours, feel free to contact the faculty member to make an appointment at a mutually convenient time.

Career Development and Placement
Career Coaches in the Weston Career Center (Knight Hall Suite 210, 935-5950) address questions related to business careers or job placement. For additional information about services provided by the Weston Career Center, see page 21. https://olin.wustl.edu/EN-US/partners-resources/weston-career-center/Pages/default.aspx

Graduate Programs
Staff in the Graduate Programs Office (Knight Hall Suite 310, 935-7301) address questions related to Olin’s graduate degree programs, including the Master of Business Administration (MBA), Master of Accounting (MACC), Master of Science in Finance (MSF), Master of Science in Supply Chain Management (MSSCM) and Master of Customer Analytics (MSCA) programs. https://olin.wustl.edu/EN-US/academic-programs/Pages/default.aspx
Students pursuing a BSBA degree are required to complete at least 48 units of general education courses in addition to core business courses. You may access the BSBA degree requirements for your class of entry (by graduating year) at [https://olin.wustl.edu/EN-US/academic-programs/bs-business-administration/academics/Pages/majors.aspx](https://olin.wustl.edu/EN-US/academic-programs/bs-business-administration/academics/Pages/majors.aspx).

**Distribution Requirements**

In making long-range scheduling plans, a student should keep distribution requirements in mind when selecting electives. Distribution requirements must be taken through the day division program. University College courses do not count toward your Distribution Requirements or overall credits. Students can check if a course fulfills a distribution requirement—and which one—on Course Listings by opening class “Details” and viewing the “Attribute(s)” listed after “BU.” Distribution requirements include:

- Behavioral Analysis (BA) 3 Units
- Ethics and Values (ETH) 3 Units
- Physical and Life Sciences (SCI) 3 Units
- International Studies (IS) 6 Units
- Humanities (HUM) 3 Units

**Advanced Electives**

Advanced electives (numbered 300 or above) must be taken outside of the business school; 12 units are required. Advanced electives can be taken through the College of Arts and Sciences, School of Engineering and Sam Fox School of Art and Architecture. University College courses do not satisfy advanced elective requirements.

**General Requirements**

Students working toward the BSBA degree will have an opportunity to take about 40% of their coursework at Washington University outside of Olin. All remaining nonbusiness required units must be completed to earn a minimum total of 48 units. Students should select courses in other university divisions that will maximize their total educational experience at Washington University. Courses vary somewhat each semester in content and methodology, depending upon which professor teaches a particular course. Students are encouraged to talk with other students and faculty members about courses that might be of interest. Students who have questions about any course requirement should see their academic advisor.

**Core Business Requirements (42 units minimum)**

- MGT 100 Individual in a Managerial Environment**
- MGT 150A Foundations of Business
- MGT 201 Management Communication
- MEC 290 Microeconomics
- MEC 292 Global Economy or Econ 1021
- DAT 120 Managerial Statistics I
- DAT 121 Managerial Statistics I
- ACCT 2610 Principles of Financial Accounting
- ACCT 2620 Principles of Managerial Accounting
- FIN 340 Capital Markets & Financial Management
- MKT 370 Principles of Marketing
- OB 360 Organization Behavior within the Firm
- OSCM 356 Operations Management

*The number of Core Business Requirements is dependent on the BSBA degree requirements for your class of entry (by graduating year). Please refer to your degree requirements for specific information.

**Transfer students entering Olin may take MGT 380 to satisfy this requirement.

**Professional Electives (18 units minimum)**

Professional electives are nonrequired business courses offered by Olin Business School that may or may not lead toward a specific business major. While not required to declare a specific major, almost all BSBA students declare at least one major. The choices are listed below.
Majors
Formal majors are an option for business students. While some students may opt not to pursue a formal major within the business curriculum, others may choose to complete more than one major. Students may choose majors from the following fields of business study:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Economics &amp; Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurship</td>
<td>Finance</td>
</tr>
<tr>
<td>Financial Engineering*</td>
<td>Healthcare Management</td>
</tr>
<tr>
<td>Marketing</td>
<td>Operations &amp; Supply Chain Management</td>
</tr>
<tr>
<td>Organization &amp; Strategic Management</td>
<td></td>
</tr>
</tbody>
</table>

If students do wish to pursue a specific business major, they must declare their business major during the spring semester of the sophomore year. A listing of specific requirements for each major is available online at https://olin.wustl.edu/EN-US/academic-programs/bs-business-administration/academics/Pages/majors.aspx

*The financial engineering major is offered only as a second major option. Therefore, students in the BSBA program must select another business major in order to be eligible to pursue this major. Students interested in this second major must complete the application and have a 3.3 or higher grade point average to pursue this second major; this includes the cumulative GPA, the Business GPA and the Engineering GPA.

Global Mindset
Beginning with the BSBA Class of 2025 and beyond, a Global Mindset component will be part of the degree requirement. The Global Mindset component for the undergraduate BSBA degree is designed to support the Olin Pillars of providing world-changing business education, research and impact. Through a Global Mindset experience, students will have the opportunity to expand their intellectual curiosity, gain confidence in their ability to make decisions under pressure and enhance their leadership advantage in a rapidly changing global society. Students will be able to satisfy the Global Mindset component of their degree through a variety of experiences that expose them to new academic and professional ideas, peoples, cultures and philosophies. This could be done through study abroad or with a carefully curated set of domestic experiences.

BSBA Degree General Policies
- You may earn a maximum total of two business majors (or one business and one nonbusiness) and one minor (outside of Olin) or one business major and up to two minors.
- The deadline to declare your business major is in February of the sophomore year.
- If you substitute a nonbusiness course for a business requirement, you will be required to enroll in another business course to make up the credit to earn the minimum number of Olin credits required for graduation. Please refer to your specific degree requirements based on your class.
- Transfer students must earn the final 60 units toward their degree at Washington University.
- BSBA students may enroll in one physical education course per semester.
- AP credit for Math 2200 will not satisfy your DAT 120 requirement for the BSBA degree. All BSBA students must still take DAT 120.
- BSBA students may enroll in Finance 343 (Personal Finance); however, this course will not count toward the 120 units required for your degree nor will it factor into your WU GPA.
- A BSBA who transfers into Olin with credit for Econ 1011 may take Econ 4011 or MEC 290 to satisfy the MEC 290 requirement.
• A maximum of 15 units of prematriculation credit may be counted toward graduation. Prematriculation sources include Advanced Placement (AP), International Baccalaureate (IB), British Advanced (A) Levels and college courses taken after the junior year in high school (excluding dual degree programs; See Transfer Credit for full policy). These units will count toward the 120 credits but will not satisfy any distribution requirements, advanced elective requirements or degree requirements*. If a student takes a course in residence in which AP credit has already been awarded, the AP credit will be removed from the student’s record. For a transfer student, prematriculation credits will be included as part of the 60 maximum credit limit. *The calculus requirement can be fulfilled by prematriculation credit.

• Any nonbusiness course that can satisfy a distribution requirement, an advanced requirement and a requirement for one of the interdisciplinary business majors may satisfy only two of the three aforementioned requirements. The credits will count only as nonprofessional units even if it is satisfying a business requirement. For example, a course cannot satisfy a distribution requirement, advanced elective and a Healthcare Management elective.

• Business courses may not count toward a distribution or advanced elective requirement.

• Military Science – Only ROTC units numbered 300 or above will count toward the student’s 120 units for graduation. These credits may count toward the Advanced Elective requirements provided the course is taken for a grade.

• University College (Evening Division) – University College courses will not count toward graduation credits or GPA.
  • You may enroll in one UC course per semester.
  • No academic advisor approval required.
  • This UC course will not count toward degree requirements.
  • UC courses will not count toward your GPA.

• For additional important Academic Regulations visit https://bulletin.wustl.edu/undergrad/business/policies/
**GENERAL POLICIES, PROCEDURES AND GUIDELINES**

**Integrity Matters: The Olin Codes of Conduct**

The 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 learning and personal growth for 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 in 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.

For details regarding the Code of Conduct, please refer to Integrity Matters: Olin Business School Code of Conduct available online at [https://bulletin.wustl.edu/undergrad/business/policies/](https://bulletin.wustl.edu/undergrad/business/policies/)

**Accommodations**

Course instructors will make reasonable accommodations for students with verifiable disabilities. Students who qualify for accommodations must register through Washington University’s Disability Resources. Their staff members will assist the instructor(s) in arranging appropriate accommodations. They can be reached at 314-935-5970 or disabilityresources@wustl.edu.

**Professional Conduct for Career-Related Activities**

The Weston Career Center (WCC) seeks to maintain and enhance the reputation of Olin Business School and Washington University with our corporate partners, prospective employers and the community at large. Students are expected to conduct themselves with professionalism, honesty and decorum for every contact with an employer and will conduct their job search in an ethical fashion at all times.

The following guidelines were developed for this purpose.

1. Students will always represent themselves accurately to the employer with factual data about GPA, academic achievement, skills and all other information. Students are responsible for keeping their information current in all systems.

2. Students will be well prepared and appropriately dressed for all recruiting activities, including company information sessions, informational interviews, job interviews and follow-up activities.

3. Students are expected to conduct appropriate and thorough research about a company prior to an interview. Failure to do so demonstrates the candidate’s lack of interest and reflects poorly on all students.

4. Scheduling an interview is a formal commitment between the student and the employer. Nothing damages a reputation with employers more than failing to show up for a scheduled interview. Students will be considered a “no-show” if they do not appear for their interview and risk suspension from further interviewing.

5. Students should promptly acknowledge invitations for office visits (scheduled visits to a company’s place of business) and to indicate whether they accept or reject these invitations. Unexcused absence from an office visit is subject to the no-show policy.

6. Acceptance of an offer, whether verbal or in writing, is considered binding. It is unacceptable to continue interviewing and making office visits after accepting an offer. If a student reneges on an accepted offer, the WCC reserves the right to take appropriate action.

7. Students will promptly report all offers and status (i.e., holding, rejected or accepted) in a timely manner and update their offer status appropriately.

**Course Attendance Policy**

We expect students to attend classes unless health considerations dictate otherwise. Lack of attendance distracts from learning and affects performance. Each professor establishes specific attendance standards for her/his courses, including policies on make-up work, if allowed, and the impact of unexcused absences on grading for assignments and/or the course. Students with health problems should go to Student Health Services. Students who expect to miss several sessions of their classes have an obligation to inform their professors, as well as their academic advisor.
BSBA Policy on Missing Classes and Exams for Interviews

We strongly advise that BSBA students schedule job and internship interviews around their class times and exam schedules. Employers understand that academics are your top priority. For off-campus interviews at the employer’s site, most will accommodate a student who needs to schedule an interview around a class or exam. For on-campus interviews, you should sign up quickly—as soon as possible—since these timeslots are fixed and are available on a first-come first-served basis only. In the event that an interview conflicts with a scheduled class, you must notify the professor in advance; the sooner you do that, you demonstrate professional courtesy and a sense of commitment to the professor. How the professor treats the absence is at the professor’s discretion in accordance with the course syllabus or other means of communication. An interview conflict is not a valid reason for an exam excuse, and the BSBA program will not issue an exam excuse on this basis. If you experience or anticipate problems, you should seek advice from Weston Career Center Career Coaches.

Drops and Withdrawals

We expect students to complete any business course in which they enroll. Dropping a course or withdrawing should be the last resort to addressing problems and should always be an exception rather than the norm.

Students who believe that it is necessary to drop a course should discuss their situation with both their instructor and their advisor. A student may be able to continue in a course with additional resources.

If a course drop is necessary, then the following guidelines apply:

• Until the end of the semester’s drop deadline, no record of the course enrollment will be printed on the student’s official transcript.

• After the drop deadline passes and until the withdrawal deadline, a “W” grade (designating Withdrawal) will be recorded on the official transcript.

• After the withdrawal deadline, a student may not withdraw from a class without petitioning and receiving approval from the Academic Review Committee with support of the course’s instructor.

• For international students, a minimum of 12 units per semester is necessary. Do not drop below 12 units unless you have received prior approval from the international student advisor at the Office for International Students and Scholars. When considering dropping or withdrawing from a class, you must keep this minimum requirement in mind.

Note: Courses for which the duration is less than a full semester follow a different drop schedule that is proportional to a full semester.
Grading System

Final grades on Washington University and Olin Business School transcripts are interpreted using the following grade point system:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F (Failure)</td>
<td>0.0</td>
</tr>
</tbody>
</table>

P (Pass)—nonbusiness courses only; no grade points recorded
I (Incomplete)—temporary grade
W (Withdrawal)—no grade points recorded

A minimum of 2.0 overall grade point average (GPA) in coursework taken at Washington University and 2.0 GPA in all professional coursework taken at Olin Business School must be achieved to satisfy BSBA graduation requirements. “D-” is the lowest grade for which credit will be granted for on-campus coursework. In the event that more than 120 units are taken, all units will be counted toward the determination of minimum GPA, except coursework transferred from other universities.

Pass/Fail Grade Option

A student may take a maximum of one course per semester on a pass/fail/audit basis. A grade of P# (pass) indicates that credit has been awarded but the work was not subject to finer evaluation. The following policies were put into effect fall 2021. Courses taken previously will not retroactively be changed.

- A maximum of 9 units of distribution or advanced electives can be taken pass/fail. The pass/fail course may only count toward one requirement. In other words, a single pass/fail course cannot be double counted toward a distribution and an advanced elective.
- Pass/fail cannot be used for Math 131, Math 132, College Writing, or the Ethics and Values distribution requirement.
- A maximum of 6 Olin units may be taken as pass/fail after a student has completed six full-time semesters of enrollment or if the student is in their senior year.
- Olin courses taken pass/fail cannot count toward the 60 required business units. However, they will count toward the 120 units required for graduation.
- All Olin professional, major and minor courses must be taken for a letter grade. This includes any non-BU courses counting toward Olin’s professional coursework (e.g., Econ 1021 as a substitute for MEC 292). For second majors and minors outside of Olin, students should speak with their second major or non-Olin minor advisor.
- Not all courses have the pass/fail option. Please check the course listings.

*Courses taken pass/fail during the spring 2020 semester are eligible to count toward requirements, electives and extra credits if the student completed the course with a P (Pass). The one-course pass/fail limit did not apply during the spring 2020 semester.*
Audits
A student may take a maximum of one course per semester on a pass/fail/audit basis. Students may not audit a business course. However, a student may take nonbusiness courses for audit with the approval of the professor. An audited course does not count toward the student’s degree requirements. A grade of “L” indicates the satisfactory completion of an audit; unsatisfactory completion results in a grade of “Z.” Fees for auditing a course are assessed at the same rate as for all other courses.

Incomplete Grades
An “I” (Incomplete) grade in an Olin course may be given to a student where extenuating circumstances preclude the satisfactory completion of coursework during the semester in which a particular course is taken. While Incompletes are sometimes appropriate, the student should make every effort to avoid the accumulation of incomplete grades. Incomplete grades are expected to be finished. Failure to finish courses in which Incomplete grades were earned by the end of the following semester will result in a failing grade.

Repeating a Course
A student may retake a course if a higher grade is required or desired under the following stipulations:

• Both courses and respective grades remain on the student’s record.
• Credit is given only once when taking the same course.
• Only the higher grade is computed in the student’s GPA.
• The course with the lower grade will permanently show an “R” next to it.
• Student must select the same grading option.
• This course must be taken in residence (at Washington University in St. Louis) to be considered as a retake.

Grade Changes
If a student questions or disputes a grade received for either an assignment or a course, then the student must consult with the course instructor. Only the instructor who initially assigned the grade may initiate a grade change.

Academic Probation
Approximately three weeks after the end of a semester, the Academic Review Committee reviews the record of each enrolled student. Students must attain and maintain a minimum 2.0 GPA in professional (business) and general courses to be in good academic standing. Failure to achieve minimum standards may result in the student being placed on academic probation or becoming ineligible for future registration in Olin Business School. Failure on the part of a student to meet the conditions of probation during the following semester may result in dismissal from the school.

Another cause for probationary action or dismissal is failure on the part of a student to complete professional requirements within a reasonable time period. Students who fall behind in completing requirements should make an appointment to see their primary advisor to work out a plan for making up the work at the earliest possible time. Registration is restricted to a maximum of 15 credits for students on academic probation.

Petition Procedures
Students wishing to request exceptions to established regulations or procedures must petition the Academic Review Committee. Considerations that fall under the purview of the petition process include but are not limited to the following:

• Required coursework outside of prescribed sequence.
• Appeals of academic probation or academic suspension.

A student submits a written petition to her/his academic advisor who, in turn, presents the petition to the Academic Review Committee during meetings that occur on a weekly basis. The petition consists of a clear, concise statement of the student request and the rationale for it. The decision of the Academic Review Committee is final.
Transfer Credit

There are two circumstances in which credit from another educational institution is evaluated for possible acceptance to Olin: (1) credit taken prior to beginning classes at Washington University and (2) credit taken during the summer, or at another time, after a student has enrolled at Olin.

Olin is responsible for evaluating all work for possible acceptance toward specific BSBA degree requirements. Any questions about the acceptability of transfer work should be discussed with your advisor.

Credit taken prior to beginning classes at Washington University must meet the following requirements:

- The course is one for which credit would normally be awarded at Washington University.
- The course is taken at a fully accredited college or university.
- The course –
  - was a college course taught for credit on the campus of a college or university.
  - was enrolled primarily by duly matriculated college students.
  - was taught by a regular college faculty member.
  - will not meet a distribution requirement.

Transfer credit must meet all of the above criteria, with the following documentation submitted before credit will be granted:

- The application for College Course Work Completed Prior to High School Graduation (incoming first-year students only).
- A course description (or syllabus upon request).
- An official transcript sent directly to Washington University, care of your academic advisor, not to the student.

Students who are enrolled at Olin and wish to receive transfer credit for coursework subsequently taken at another institution must receive approval from their advisor prior to the time the course is to be taken. General guidelines are as follows:

- The institution must meet accreditation requirements.
- No coursework may be taken at a two-year institution after a student has accumulated 60 credit hours of work.
- Credit will not be given for coursework taken at another institution during a student’s last 30 credit hours.
- A catalog description for each course must be submitted with the petition for review.
- No credit will be granted for coursework taken online through another university.
- A maximum of 6 units may be taken during a summer program from another university.
- 54 of the 60 professional units must be taken in residence.
- All business major coursework must be taken in residence. Although major coursework can be taken through an approved study abroad program, only one course will be counted for each business major.
- No transfer credit will be accepted for courses taken while a student is suspended from Washington University for violations of the University Student Conduct Code or Academic Integrity policy.

The Olin School expects that all business courses will be taken at Washington University. Under certain circumstances, permission may be granted for a student to take a business course from another university with accreditation from the Association to Advance Collegiate Schools of Business (AACSB) International. For consideration to be given, a syllabus showing the text used must be submitted. However, a BSBA student must still complete 54 of their 60 business units in residence. Any course counting toward a business major must also be taken in residence.

No transfer credit (including coursework taken through a Washington University–approved study abroad program) will be accepted with a grade of less than “C.”
Transfer between Divisions of the University

Any student wishing to transfer divisions must submit their transfer application through WebSTAC by the last day of the semester.

The application can be found under the “Change Schools” menu item.

We recommend that a BSBA student interested in transferring to another division of the university schedule an appointment with the perspective Dean in the other division. Once a BSBA student submits their transfer application, the student will need to schedule an exit interview with the Director of Undergraduate Programs in Olin and schedule a meeting with the prospective Dean in the other division.

Nonbusiness students interested in transferring into Olin should apply online via WebSTAC under Change Schools on the dropdown menu and follow the processes outlined. Applications from students who wish to transfer into Olin are reviewed at the end of each semester after all final grades are entered. To be eligible to transfer into Olin, a student must have at least a 3.5 grade point average in both their Olin coursework and cumulative work. Students must also have completed a minimum of two business courses as well as Calculus II (or higher) for a letter grade. Specific requirements for transferring are located on our website: https://olinundergrad.wustl.edu/academic-programs/internal-transfer-candidates/.

Residency Requirement

- **Olin First-Year Students:** Business students who started at Washington University in St. Louis their first year must complete their final 30 credits at Washington University or in a WU-approved program (e.g., Study Abroad). The Academic Review Committee must approve any exceptions to this requirement.

- **Olin Transfers:** Students transferring to Olin must complete their final 60 credits at Washington University.

Leave of Absence

If you are an undergraduate in good standing at the completion of a term, you are eligible to apply to take a leave of absence from Olin Business School. You should first contact your academic advisor to discuss your situation. You must submit your request for a Leave of Absence to your four-year academic advisor. Students on an approved leave of absence should submit their Reinstatement Form by March 1 for a fall semester return or October 1 for a spring semester return.

A student wishing to take a medical leave of absence (MLOA) should first talk with a representative from Student Health Services. Then, you should submit your MLOA petition to Student Health Services (SHS). A student’s request for the MLOA or reenrollment from an approved MOLA will be reviewed by SHS once the recommendations are received. The decision on whether or not to grant the request for a medical leave of absence or reenrollment will be communicated to the student by the B.S.B.A. Programs Office. If you are considering a medical leave of absence, you should first contact Student Health Services to initiate this leave.

In either case, you must complete the Leave of Absence or the Medical Leave of Absence form and submit it to the appropriate office for consideration.

A student who wishes to formally withdraw from the university should meet with their business school advisor to file a Withdrawal Petition. In the event that a student wishes to return after formally withdrawing from Olin, a student must reapply for admission if they wish to return to the university.

Additional Academic Regulations

https://bulletin.wustl.edu/undergrad/business/policies/
**GRADUATION AND HONORS**

**Statement of Intention to Graduate**

Every candidate for a degree must indicate their intention to graduate by submitting an Intent to Graduate form on WebSTAC by the appropriate deadline specified by the university. Once filed, the student may amend information on the form. Students are responsible to ensure that all graduation requirements are met by meeting with their advisor at least one semester in advance of their intended graduation. However, behind the scenes, advisors audit their advisees’ progress over the winter break of the senior year and after the drop period of their senior year. Therefore, all issues should be resolved to ensure graduation requirements are met. Only the final semester should be in contention.

Graduation exercises occur in May and December. August, December and May graduates are cordially invited to both the university-wide and Olin ceremonies in May.

**Final Honors**

Graduating honors are based upon the student’s overall record at Washington University. Olin awards Final Honors based upon percentages rather than specific GPAs. All candidates for the BSBA degree in August, December and May will be considered as one group for purposes of final honors. Honors are determined in May for all graduates. Determination of final honors will not be calculated until the day of graduation, and the graduating class will be notified about honors designees the following week.

- **Summa cum laude**: top 5% of their graduating class based on their overall record at WU
- **Magna cum laude**: next 10% of their graduating class (6%–15%) will graduate magna cum laude

These designations are recorded on the official university transcript.

**Dean’s List**

Undergraduates who have completed at least 14 graded credit hours and achieve a semester grade point average of 3.6 or above (with no outstanding incomplete courses or “N” grades) earn Dean’s List recognition. Calculation of Dean’s List determination occurs approximately 30 days after the end of the semester to allow time for record updates. Dean’s List recipients will be notified by email from Dean LaRose. Notation of this designation will be made on their transcript.

The College of Arts and Sciences also follows the same requirements for earning Dean’s List designations. At present, the Engineering School and the Sam Fox School of Visual Arts and Design follow different standards for earning Dean’s List.

**Beta Gamma Sigma Honors Society**

Beta Gamma Sigma is the honor society serving business programs accredited by AACSB International. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International.

Olin Business School’s chapter, established in 1921, invites the top 7% of the junior class and the top 10% of the senior class for induction. Eligibility requires completion of a minimum of 30 credit hours at WashU. Note: all undergraduate coursework will be factored into this process as BGS requires all coursework be considered into their GPA calculation.

**Honors and Awards Ceremony**

Olin School’s Annual Awards Ceremony honors outstanding student achievements during the May commencement ceremony. Specific awards vary from year to year. Students will be notified in early May about these awards.

Additional information Regarding Academic Honors & Awards [https://bulletin.wustl.edu/undergrad/business/honors/](https://bulletin.wustl.edu/undergrad/business/honors/)
SPECIAL CURRICULUM OPPORTUNITIES

Combined Majors

Olin students may earn a maximum of two majors to include: two business majors or one business major and one major outside of Olin. For example, a student could earn a BSBA degree with a major in finance and a major in English literature from the College of Arts and Sciences. Students must complete the specific courses required for the second major but are not required to complete the general requirements for the second degree. They should consult with their academic advisor for additional information. Students would declare their major online through WebSTAC. Students can also close their major online through the WebSTAC account.

Combined Undergraduate Degrees

Business students have the opportunity to earn two undergraduate degrees simultaneously. While working on their BSBA degree, they may also work toward another undergraduate degree offered at the university. The student follows the internal transfer process and must be admitted to the other degree-granted program (if they were not admitted as a dual degree student when they entered the university) as the student must be admitted to the other degree-granting program. The student must meet specific degree requirements for both schools. Typically, this option requires additional semesters to complete all requirements. For example, combining a business degree with a degree from the College of Arts and Sciences requires a minimum of 150 units between the two disciplines. Of the 150 units, at least 90 units must be from the college and at least 60 units from Olin. Some courses may be used to satisfy both degree requirements simultaneously. Because requirements for a second degree vary from discipline to discipline, students should talk with their primary advisor to plan their program.

Dual degree students are assigned a prime and joint division. The University has predetermined the prime/joint assignments by the size of the college. The smaller of the two schools will be the prime division. Therefore, Olin will be the prime division for dual degree students in the College of Arts and Sciences and Engineering School. In cases where a student is dual degree with Art and Architecture, Olin will be listed as joint division. In those where a policy is not consistent between the two schools, the policy as outlined by the prime division will be followed.

Minors – Outside of Olin

Ordinarily a minor consists of 15–24 units in a specific field outside the business school. Each department has established its own guidelines for their specific minor, and students should check with the departmental office’s website to obtain a list of requirements. Economics minors should consult their advisor early in their program as some Olin courses may satisfy minor requirements.

You can search for the most current information about minors in the online bulletin: bulletin.wustl.edu.

Business students must declare their intention to minor by the end of their junior year. The “minor designation” will appear on the student’s final transcript but not on the student’s diploma. To declare a minor, a student needs to declare a minor online through WebSTAC. If a student has declared a minor—then decides that they don’t want to complete the minor, the student can deactivate their minor through WebSTAC.

Minors – In Olin

BSBA students may not earn a minor in any field of business except International Business, the Business of Sports, the Business of Entertainment, the Business of Social Impact or the Business of the Arts.
Olin Independent Study

The purpose of independent study in Olin is to provide an opportunity for students to pursue subject matter beyond the specific course offerings found in Olin School of Business. It is not viewed as a vehicle for getting credit for something in which the student may already be involved (e.g., a job or project in another course) but rather as an opportunity to obtain more in-depth exposure to an area of interest under the supervision and direction of faculty.

1. The student should discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Once a project is agreed upon between the student and the professor, the student must submit a petition to their advisor. The petition should outline the topics to be covered, texts or other research material to be used, and research methodology to be employed.

2. Students must be in residence at the university when completing an Independent Study.

3. Students must be at least a junior and have completed at least six units (the core requirement and one advanced elective) in the appropriate major field.

4. Projects may be completed for one to six unit(s), but no more than three units may be granted in any one semester.

5. Students may apply a maximum of six units of independent study credit in business and six units outside of the School toward the 120 units required for their degree.

6. The student must submit an Independent Study Petition no later than the end of the second week of classes to their academic advisor, who will approve it and send it to the Registrar to enter in SIS.

7. Independent study coursework will not serve as a substitution for a major course requirement.

Internship Opportunities

Olin juniors or seniors who have completed the core requirement and one advanced elective in the appropriate major field may apply to receive credit for internship experience. Students must work under the direction of a faculty member to complete an academic paper/project and complete an Internship Petition form that must be submitted to their academic advisor by the end of the second week of the academic semester.

Several departments on campus offer other special internship opportunities. With the exception of the International Internship Programs, a maximum of six units of internship coursework may be applied toward the BSBA degree. Students may only register for a maximum of three units of internship credit in any given semester.

Management 450A – Internship in Business

MGT 450A is a 1.5 credit pass/fail online course for Olin students, Olin second majors and Olin minors. It is designed to deepen the overall learning from an internship. The course, credit and pass/fail grading are transcript notations, but the credits do not count toward the 120 hours minimum needed for graduation.

Prior to enrolling in this course, a student must consult with and get approval from Chelsey Hundley in the Weston Career Center (WCC) to ensure the internship meets the requirements listed below:

- Be supervised. An internship must be based in an office and a student must meet in person with a supervisor at least once a week to discuss progress, challenges, etc. (this is conditional based on the commitment of the organization to meet at regularly scheduled times). Your internship must be at least 10 hours per week.
- Have a meaningful learning component that complements their studies in Olin and/or adds to professional development. In other words, an internship cannot be simply busy work.
- Have project-oriented work. They must have responsibility for a relevant business project from start to finish.
- Be related to the further understanding of career fields and/or coursework.
- Increase employability in the field of the internship.

Graduate Level Coursework

Undergraduate students may request to take graduate level courses in their senior year; both graduate programs and professor approval is required. Students may take up to three credits per semester. Students should talk with their four-year academic advisor for more information.
INTERNATIONAL OPPORTUNITIES

Business students have the opportunity to participate in various study abroad programs offered both through Olin Business School and the Overseas Programs Office through a minor/second major outside of business. Business students interested in studying abroad should make an appointment with their academic advisor to discuss course planning, which in some cases may include foreign language study or summer school.

Costs: Most semester programs cost approximately the same amount as being on campus, with the main difference being the cost of living in the host city. On semester-long programs, all students pay WashU tuition. Depending on the program, students pay housing fees to WashU or the host university, international medical insurance, and accrue additional expenses at the discretion of the individual’s spending habits. Some programs, such as those with Study Tours and short-term programs, charge additional fees. Students may use financial aid, grants, loans and scholarships as if they were on campus, and additional scholarships are available through the Glazer Scholarship Fund. Students can also apply for external scholarships to studying abroad.

Credit: Students are limited in the number of business credits that they may earn while on an abroad program. The number varies depending on whether a student is a BSBA prime, second major, minor or participating on a non-Olin program. Visit the Olin Global Programs website for policy details: https://olinundergradglobal.wustl.edu/academic-credit-policy/.

Website: sa.wustl.edu ; https://olinundergradglobal.wustl.edu/

International Internship Programs through Olin

The Olin International Internship Programs offer students the opportunity to combine classroom learning with an internship experience in London, Sydney, Hong Kong, Singapore or Tel Aviv. Participants in any of these programs earn 15 units of academic credit by completing:

• Six to nine units of academic credit in appropriate areas (e.g., language study in non-English Speaking locations).
• Full-time internship placement of approximately 10–12 weeks.
• Significant research project in conjunction with the work experience.
• Experimental learning through participation in study tours or colloquia.

The International Internship Programs are open to all Olin juniors and seniors who have completed the equivalent of four semesters of coursework (60 units). A minimum 3.0 GPA in overall coursework and a 3.0 in professional coursework are required for internship program consideration.

Space is limited in some programs and meeting minimum GPA requirements does not guarantee acceptance.

Semester Exchange and Study Abroad Programs

Traditional study abroad opportunities are available to Olin students through academic exchange or visiting student arrangements with institutions in the following locations:

Barcelona, Spain
Dublin, Ireland
Hong Kong, China
Madrid, Spain
Paris, France
Singapore
Vallendar, Germany

Copenhagen, Denmark
Herzliya, Israel
Maastricht, The Netherlands
Milan, Italy
Seoul, South Korea
South America (Argentina & Chile)
Sydney, Australia

Olin students apply to participate in these programs for the junior year with some semester opportunities available during their sophomore year. Students usually enroll in 12–16 credits for that semester. Criteria for admission will differ from program to program. Olin students interested in any of these programs should talk with their academic advisor early in their academic career.
INTL 300A and 300B Courses
BSBA students who are studying abroad during the spring semester in an Olin program are required to take INTL 300A prior to going abroad and INTL 300B when they are abroad. Students studying abroad in the fall semester will not be required to take INTL 300A, but they must attend any mandatory orientation meetings. Students studying abroad in the fall semester will be required to complete INTL 300B.

Summer Programs
Olin students may also study abroad in the summer for 3–6 credits on carefully selected programs that range from 2–8 weeks. These programs are available as soon as the summer after freshman year. Olin currently offers three summer options: Israel Summer Business Academy (ISBA), Entrepreneurship & Startups in the EU, and European Capitals of Culture, and offers students the opportunity to study abroad on selected partner institution summer programs.

Courses with Study Abroad Experience
Students also have the opportunity to do a short-term faculty-led immersive program (usually 1–2 weeks) that is embedded in a course. Examples of these experiences, which have been offered before, include Venture Consulting in Israel.

Other Study Abroad Options
The College of Arts and Sciences offers numerous study abroad programs. Interested students should contact the Overseas Programs Office in McMillan Hall 138 or visit their website at https://overseas.wustl.edu/. Students must apply through their second major or minor in the college or complete a departmental petition, and it is expected that the majority of courses taken abroad will be related to that second major/minor.

Any liberal arts credit generally accepted by the College of Arts and Sciences will be acceptable as elective credit toward the BSBA degree. With proper planning, a student may spend a semester abroad and still complete the BSBA degree requirements in four years.
STUDENT ORGANIZATIONS

Student groups are a valuable way for students to learn real-world skills, gain leadership experiences, pursue specific interests, and network and meet other students. An updated list of student organizations is available on Campus Groups at https://olinundergrad.wustl.edu/student-activities/.

SPECIAL OPPORTUNITIES FOR LEARNING & RESOURCES

Olin Undergraduate Programs
The Olin Undergraduate Programs Office is located in Simon Hall Suite 118. Any questions about a student’s official record should be directed to this office. Official university transcripts are not sent from this office. Official transcripts may be requested online from WebSTAC by visiting the registrar’s website for more information. https://registrar.wustl.edu/student-records/transcripts-2/

Weston Career Center
The Weston Career Center (WCC), located in Knight Hall Suite 210, offers a full range of career planning and job search services and resources for students in Olin Business School. Among the services provided are individual career advising on such topics as job search strategies; preparation for interviews and resume review; workshops and labs on resume writing; networking, interviewing and other job search techniques; on-campus recruiting and an event and job posting system; and salary negotiation.

The Weston Career Center offers a multitude of online resources and information to help students in researching industries, companies, contacts and jobs. Students can find resources including information about salary and compensation research, interview question database, the Career Guide, industry analyses and much more on olincareers.wustl.edu.

Students have the opportunity to apply with a wide variety of firms who interview on campus for summer intern and full-time positions in accounting, consulting, financial services, healthcare management, governmental services, manufacturing, retail merchandising and management, marketing, sales and more. Companies who recruit Olin students represent the top tier of Fortune 500 global businesses.

Students may schedule an appointment to meet with a career advisor by visiting the WCC front desk or online at https://olincareers.wustl.edu.

Center for Experiential Learning (CEL)
The Center for Experiential Learning (CEL) executes real-world, team-based and faculty-guided projects with organizations regionally, nationally and globally. Each year, the CEL oversees more than 125 engagements with more than 550 student opportunities. The projects are conducted for organizations in both the public and private sectors including St. Louis nonprofits, startups and multinational corporations. The functional areas addressed in these projects include accounting, finance, marketing, strategy and general management. Experiential learning complements classroom learning by reinforcing theories and techniques studied in the classroom. Students are encouraged to read updated information on the CEL’s activities on the web at: https://sites.wustl.edu/olincel/.

Olin’s experiential learning programs require team and client meetings during normal business hours, and require a substantially greater time commitment than a regular elective class. We recommend students consider their schedule flexibility, course load and extracurricular activities when applying to these competitive programs. Opportunities within the CEL include the CEL Practicum, Small Business Initiative, CEL Entrepreneurial Consulting Team (CElect), Taylor Community Consulting Program (TCCP), Metrics Clinic, and Madagascar Sustainability Initiative.

The Skandalaris Center for Interdisciplinary Innovation and Entrepreneurship
Entrepreneurship activity began at Olin Business School in 1988. Interest in the discipline grew over the years, and in 2003 the campus-wide Skandalaris Center was established with support from Robert and Julie Skandalaris and the Ewing Marion Kauffman Foundation. In 2016, the Skandalaris Center moved to its own location—a state-of-the-art coworking space in the heart of the Danforth Campus where WashU startup teams and clubs can meet any time, any day. This space, and the center in general, acts as a hub of creativity, innovation and entrepreneurship on campus, in partnership with initiatives in each of the schools.
The Skandalaris Center serves all students in all schools and all degree levels. The Center believes that entrepreneurship is not limited by discipline; rather, it requires a blend of multiple disciplines and strengths in order to be successful. This is why all Skandalaris Center programs encourage interdisciplinary teams and backgrounds, and resources are available to all students, faculty, staff and alumni.

Additional information about the Skandalaris Center programs and activities may be found on the website at http://skandalaris.wustl.edu.

**Student Email Accounts**

One of the primary ways that the administration communicates with students is via email and the BSBA Newsletter https://olinundergrad.wustl.edu/newsletter/. Students are asked to check their email frequently for messages featuring up-to-date Olin information from faculty, staff and students.

**Computing Services**

Olin Business School provides various computing resources that help to create a more productive work environment for Olin students:

- Wireless accessibility throughout Olin Business School (all four buildings).
- Computers for student use through the Business School Library (Kopolow Library).
- Group Study Rooms equipped with their own computers and network ports for laptop use.

Olin updates Simon Hall information technology each year, and the IT staff welcomes any suggestions students may have to improve the computing experience and help them to be more productive.

**Tutoring Services**

Olin offers a free tutoring service to undergraduates for specific Olin courses. If you have questions about tutoring services, please contact Analisa Ortiz at analisaortiz@wustl.edu. The Learning Center, located on the Lower Level of Mallinckrodt Center, coordinates and arranges services for many courses outside of Olin. Find out more information about the Learning Center at https://learningcenter.wustl.edu/.

**The Al & Ruth Kopolow Business Library**

The business library is located on the second floor of Simon Hall, but many of its resources are also available online from remote locations.

Use the library to:

- Find articles, market research reports, statistical information, etc. that are in online databases but not available using Google, Yahoo or other search engines.
- Use Bloomberg and other online resources for finding comprehensive information on stocks, bonds, commodities and other business information.
- Explore the library’s large collection of books in all areas of business.
- Get wireless access to the internet, plug in your Ethernet cable or use one of the library’s machines to surf the web.
- Study in a quiet, comfortable environment.
- Obtain help for class projects and reports, company information for job interviews, stock information and more from librarians trained in business research.
Some examples of online resources available in the business library and remotely:

- Factiva - for full text articles in the *Wall Street Journal, New York Times* and thousands of other business and general news sources
- EBSCO - Business Source Premier – for *Harvard Business Review* and other scholarly journals, working papers, company profiles, etc.
- Bloomberg (not available remotely)
- LexisNexis - similar coverage as Factiva with thousands of full text articles including those in the *New York Times*
- ISI Emerging Markets
- Economagic.com - download economic time series

Most of our more than 55 business databases are available remotely to students.

For information on remote access to databases: [http://www.olin.wustl.edu/computing/remote/proxy.cfm](http://www.olin.wustl.edu/computing/remote/proxy.cfm)

**Graduate Opportunities For BSBA*s**

For a full list of programs and more information, visit [https://olin.wustl.edu/EN-US/academic-programs/Pages/default.aspx](https://olin.wustl.edu/EN-US/academic-programs/Pages/default.aspx)

**CAMPUS RESOURCES**

- Arts and Science Academic Advising: [https://artsci.wustl.edu/resources/undergraduate-advising](https://artsci.wustl.edu/resources/undergraduate-advising)
- Campus Life: [https://students.wustl.edu/campus-life/](https://students.wustl.edu/campus-life/)
- Disability Resources: [https://students.wustl.edu/disability-resources/](https://students.wustl.edu/disability-resources/)
- Financial Services: [https://financialservices.wustl.edu/](https://financialservices.wustl.edu/)
- Gary M. Sumers Recreation Center: [https://students.wustl.edu/sumers-rec-center/](https://students.wustl.edu/sumers-rec-center/)
- Habif Health and Wellness: [https://students.wustl.edu/habif-health-wellness-center/](https://students.wustl.edu/habif-health-wellness-center/)
- Office of the University Registrar: [https://registrar.wustl.edu/](https://registrar.wustl.edu/)
- Sam Fox School Academic Advising: [https://insidesamfox.wustl.edu/students/advising/](https://insidesamfox.wustl.edu/students/advising/)
- Student Technology Services: [https://sts.wustl.edu/](https://sts.wustl.edu/)
- The Learning Center: [https://ctl.wustl.edu/learningcenter/](https://ctl.wustl.edu/learningcenter/)
- University Bulletin: [https://bulletin.wustl.edu/](https://bulletin.wustl.edu/)
- WashU Career Services: [https://students.wustl.edu/career-center/](https://students.wustl.edu/career-center/)
- Weston Career Center: [https://olin.wustl.edu/EN-US/partners-resources/weston-career-center/Pages/default.aspx](https://olin.wustl.edu/EN-US/partners-resources/weston-career-center/Pages/default.aspx)