INTRODUCTION ......................................................................................................................... 3
ACADEMICS .......................................................................................................................... 4
   Expectations for the MBA Program ................................................................. 4
   Honor Code .............................................................................................................. 4
   Code of Professional Conduct ........................................................................... 5
   Study Groups .......................................................................................................... 7
   Curriculum Information ......................................................................................... 7
      Degree Requirements ....................................................................................... 7
      Concentrations .................................................................................................. 8
      Three-Two Programs ....................................................................................... 9
      Joint Degree Programs .................................................................................. 10
   Policies for Degree Completion ........................................................................... 10
      Graduation ........................................................................................................ 10
      Leave of Absence ............................................................................................. 11
      Time Limit ......................................................................................................... 11
   Grading System ...................................................................................................... 11
   Registration ........................................................................................................... 12
      Drop/Add and Withdrawal ............................................................................. 12
      Auditing a Course ............................................................................................. 13
      Course Waivers .................................................................................................. 13
      Coursework in Other Divisions ....................................................................... 14
   Advising and Academic Assistance ..................................................................... 14
      Academic Advising ........................................................................................... 14
      Help Sessions .................................................................................................... 15
      Tutoring ............................................................................................................. 15
   General Policies and Procedures ....................................................................... 15
      Independent Study ............................................................................................ 15
      Petition Procedures .......................................................................................... 16
      Transfer Credit .................................................................................................. 16
      Withdrawal from the University ................................................................. 17
      Videotaping Requests .................................................................................... 17
   Honors and Awards ............................................................................................... 18
      Beta Gamma Sigma .......................................................................................... 18
      Annual Awards ................................................................................................ 18
RESEARCH AND LEARNING CENTERS ........................................................................ 20
   Boeing Center for Technology, Information and Manufacturing (BCTIM) ........ 20
   Center for Research in Economics and Strategy (CRES) .................................. 20
   Management Communication Lab ............................................................... 20
The philosophy and approach of the Olin Business School MBA program are derived from several basic ideas:

The MBA program is concerned with the preparation of men and women for managerial responsibilities. Good management, whether it is of a business, a governmental unit, or a public or private nonprofit institution, requires individuals who have a broad grasp of the interrelated problems, functions and analytical tools of administration. A good manager, in contrast to the specialist, must have the ability to see problems, analyze them in their total setting and deal effectively with them.

Olin Business School is a professional school. We take for granted a healthy degree of maturity from our students. Enrollment should be viewed by the students and faculty alike as a key step in a professional career. High standards for personal values must be reflected in all aspects of the School.

The first of these principles determines the sort of curriculum which is offered; the second and third determine the attitudes which are an integral part of the relationship between faculty and students.
ACADEMICS

Expectations for the MBA Program

In the MBA program, emphasis is placed on the way a problem is approached and analyzed, and not on the “solution” recommended. Often there may be several equally good “solutions,” given the data; but what the faculty hopes primarily to develop is a habit of mind—the ability to state a problem clearly, determine its significant elements, get the facts, and evaluate them in arriving at a program of action.

As there is no one method of solving all the problems in the business world, neither is there one perfect method of teaching management. A variety of teaching techniques are used at Olin Business School. For a marketing course, field research, class reports, and discussion may be most appropriate; for a quantitative course, decision modeling techniques and problem solving, combined with lectures, might be more helpful. Depending on the requirements of a course, an instructor may choose from a number of teaching methods, such as simulation exercises, the case method, business games, role playing, field trips, research projects, lectures and seminars. The faculty often invite business leaders from the St. Louis area and around the country to speak to their classes.

We expect you to assume responsibility for self-appraisal and to take the initiative in going to the professor when you need additional help. In most cases, the professor can be most helpful where you have made a sincere effort to overcome the difficulties. At other times, it may be that a brief discussion with the professor can save hours of futile work. Use your best judgment as to when help or discussion is useful, and take advantage of the resources at your disposal.

Honor Code & Code of Professional Conduct

Honor Code

The Honor Code of the full-time MBA program at Olin Business School, written in the spirit of the Olin community, seeks to unify the students, faculty and administration by fostering the values and ethics of responsible adults, all of whom are mutually accountable to themselves and each other. The Honor Code cannot force a student to become honorable. It does, however, help the student realize the benefits of honesty and integrity both to the individual and to the academic community. Therefore, it is the responsibility of each
member of the Olin community to uphold the spirit, as well as the principles, of the Honor Code.

The Honor Code, a system developed and administered by the full-time MBA students, seeks to foster integrity, trust, responsibility, personal growth, and leadership within the Olin community. It ensures that students, faculty and administrators understand that the responsibility for upholding academic honesty at Olin lies with each individual and it fosters an understanding that academic dishonesty violates the profound trust of the entire academic community. Also, it seeks to clarify what constitutes academic or professional misconduct among students at Olin and what is expected of each individual by the institution, the faculty, and their peers. It seeks to cultivate an environment at Olin where academic dishonesty is not tolerated. Finally, the Honor Code is a signal to the business community that the graduates of Olin Business School adhere to the highest standards of ethical integrity.

**Code of Professional Conduct**

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

**Expectations – Professional Standards of Conduct**

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

**In the classroom**

**Attendance:** Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Students should never register for courses scheduled in conflict with one another.

**Punctuality:** Students are expected to arrive and be seated prior to the start of each class session. They should display their name cards in all classes at all times.
Behavior: Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
Preparation: Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.
Distractions:
  o **Exiting and Entering:** Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor.
  o **Laptop, PDA, and Other Electronic Device Usage:** Students are expected to use laptops, PDAs, and other electronic devices only with the instructors' consent and for activities directly related to the class session. Accessing e-mail or the Internet during class is not permitted as they can be distracting for peers and faculty.
  o **Cellular Phone and Pager Usage:** Students are expected to keep their mobile phones and pagers turned off or have them set on silent/vibrate during class. Answering phones or pagers while class is in session is not permitted.
  o **Other distractions:** specifically identified by individual instructors such as eating in the classroom.

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

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

MBA Faculty Statement of Shared Protocols and Expectations
Shared Protocols and Expectations for teaching in all MBA Classes:
- Members of the faculty teaching in the MBA programs will consistently and fully support the “Code of Professional Conduct”
which includes a uniform policy concerning behavior both in and outside of the classroom environment.

- All MBA Faculty members agree to treat students with professional courtesy and personal respect
- All MBA faculty members affirm that it is proper and appropriate to use the entire range of the existing grading system
- All MBA classes will include a final exam and/or other method(s) of individual evaluation
- Most MBA classes will use “cold calling” or similar techniques in the classroom and will, as appropriate, place grading value on class participation
- All MBA classes agree to employ a mid-course student feedback mechanism (for the exclusive benefit of the faculty member)
- Faculty members assigned to MBA classes will return assignments in a timely fashion and provide an appropriate level of feedback on graded coursework

All MBA students are provided with a complete copy of the Honor Code & Code of Professional Conduct during Orientation Week. It can also be found in Inside Olin under “Policies & Forms.”

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**Study Groups**

Many students find it helpful to form study groups to discuss in more depth the material covered in classes, and such groups are encouraged. In forming a study group, aim for diversity. Successful groups include persons with a range of views and backgrounds, thus fostering the generation of new ideas rather than the recycling of old ones. In some cases, professors require that written assignments be the product of individual rather than group effort, and students are expected to hand in their own work unless the professor has specifically assigned a group project. **You will have an assigned study group for your required courses in the first semester.**

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**Curriculum Information**

**Degree Requirements** (see the “Conditions of Enrollment” at the end of this handbook for complete details)

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. These credits must be composed as follows:
A minimum of 57 credits must be completed in 500-level MBA courses taught by faculty members of Olin Business School (the only exceptions are for Joint/Dual degree, 3/2 students, or semester-long International Exchange students – see the “Conditions of Enrollment” found at the end of this handbook for requirements specific to these populations.)

The remaining 9 credits may be comprised of:
- Additional Olin Business School MBA Electives, or,
- Pre-approved Washington University non-business, graduate-level electives taken after the student has begun study as an Olin MBA candidate, or,
- A maximum of 9 semester-credits of MBA courses from another AACSB-accredited MBA Program, if the grades earned are "B" or better and the Academic Review Committee judges the course to be equivalent to Olin MBA classes in quality and content.

2. Students must complete all required Core courses unless they receive written approval to waive such courses. Waiver request forms are available in the Office of MBA Programs. Waivers do not reduce the number of credits that a student must complete to earn the MBA degree. Waivers are intended to allow students to avoid redundant study of subjects already mastered. No student may waive more than two required Core courses, nor may they waive any of the following: either of the required strategy courses, the Critical Thinking for Leaders course, the organizational behavior courses, or the Integrative Case Experience (ICE) course.

3. Student academic performance is evaluated at the end of each semester and must be maintained at a level consistent with the standards established by Olin Business School. Specifics of performance standards and the modified Pass/Fail grading system employed at Olin are found on page 11 of this handbook.

Concentrations
At Olin you are not required to declare a major area of study. However, for those students interested in a particular field of study or a specific career path, the faculty has developed a series of “Concentrations” (listed below) that will help you to maximize the value of your time at Olin. These concentrations lay out a recommended series of elective courses that create the best fit and value for your interests. Beyond the coursework, the concentrations will also help you to identify student organizations, extracurricular activities, WCC (Weston Career Center) resources, and other means of enhancing the value of the overall Olin experience. Details about each concentration
are found on Inside Olin (https://insideolin.wustl.edu) under “Academic Resources.”

Finance Concentrations:
Investments and Asset Management
Corporate Finance and Banking

Marketing Concentrations:
Brand Management
Marketing Consulting/Strategy

Organizational Behavior Concentrations:
Organizational Leadership – Client Service
Organizational Leadership – General Management
Organizational Leadership – Human Resources Orientation

Operations and Manufacturing Management Concentration:
Supply Chain Management and Consulting

Management Strategy Concentration:
Strategy Consulting

Specialty Concentrations:
Accounting Analysis
Entrepreneurship
The Business of Healthcare

Three-Two Programs
Olin Business School has established programs with the Washington University College of Arts and Sciences and the School of Engineering and Applied Science whereby highly qualified students may be admitted to the MBA program upon completion of 3 years (90 semester credit hours) of undergraduate work. It is also possible for highly qualified undergraduates of Olin Business School to be admitted to the 3-2 program after 90 credit hours of undergraduate work. Degree requirements and other information related to tuition and scholarship matters for 3/2 students are outlined in the “Conditions of Enrollment” found at the end of this handbook.

Awarding of the undergraduate degree (BSBA, BS, or AB) may take place at the end of the fourth year of study, provided the student has satisfied all specific requirements for the undergraduate degree. Students must file an “Intent to Graduate Form” by the deadline established for the semester in which they wish to graduate.
Joint Degree Programs (Also called “Dual Degree”)
Olin Business School has established formal joint degree programs with the Schools of Architecture, Engineering and Applied Science (through the Department of Biomedical Engineering), Law, and Social Work of Washington University as well as the East Asian Studies Department in the College of Arts and Sciences. These programs are designed to couple graduate education in management with graduate training in these other disciplines.

Individuals who have previously completed an advanced degree prior to enrollment in the MBA program are not eligible for the joint degree program associated with their previous graduate degree.

Students in the joint degree programs typically take an entire year (approximately 35 credit hours) of the MBA program intact during one academic year. Subsequent business coursework is generally done in conjunction with coursework in the other division of the University. In effect, students take 51 credit hours of coursework in Olin Business School and apply 15 credit hours of coursework from the appropriate joint degree program toward overall MBA degree requirements.

Under no circumstances will the MBA degree be awarded to Joint Degree students with fewer than 51 credit hours taken in Olin Business School. More specific information about joint degree programs may be obtained from the Schools of Architecture, Engineering and Applied Science (Biomedical Engineering Department), Law, and Social Work.

Policies for Degree Completion

Graduation
The MBA degree is awarded upon completion of all degree requirements. Refer to the “Degree Requirements” section above for additional details. Every candidate for a degree must indicate the intent to graduate by filing an “Intent to Graduate” form by the communicated due date. This form is available on Webstac. The full-time MBA program Diploma and Awards ceremony takes place each May. The MBA degree is also awarded each August and December to degree candidates who deviate from the program schedule.

Exceptions to graduation requirements may be made in individual cases with approval of the Academic Review Committee.
Leave of Absence
Should a student find it necessary to take a leave of absence from the program, he/she should make an appointment with the Associate Dean & Director of the MBA Program. Leaves of absence are generally granted in the event of a prolonged illness or other personal circumstance.

Time Limit
There is a seven year time limit for completion of the MBA degree.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP</td>
<td>High Pass Up to top 20% of any section/course.</td>
</tr>
<tr>
<td>P</td>
<td>Pass Satisfactory performance.</td>
</tr>
<tr>
<td>LP</td>
<td>Low Pass Minimum level of acceptable performance.</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass If a required course, the course must be repeated.</td>
</tr>
</tbody>
</table>

Any combination of 3 or more LPs or NPs in the core courses, or in any single semester, puts the student in jeopardy of academic dismissal. The case will be considered by the Academic Review Committee.

Any combination of 6 hours of LPs or NPs in all MBA and related coursework will place the student in jeopardy of academic dismissal. The case will be considered by the Academic Review Committee.

Grade point averages and semester class rankings are NOT calculated.

Additional Grades
An “I” (for incomplete work) 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. 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 “no pass”.

A grade of “L” indicates a successful audit.

A grade of “N” indicates that the professor has not yet turned in a grade. If you feel this is an error, you should first contact the professor for the course. If he or she is unable to provide an explanation for the
unreported grade, contact Jacqueline Carter, MBA Registrar, for follow-up

A grade of “Z” indicates an unsuccessful audit.

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

**Registration**

Full-time MBA students are automatically registered for their first semester of classes by the Graduate Business Registrar. No action is necessary, therefore, on the part of the student for first semester registration. Students are responsible for their own course registration for their second, third and final semesters (and beyond, if applicable, for joint degree students.)

Complete registration instructions are distributed by the Graduate Business Registrar and Director of MBA Student Affairs in advance of the registration periods. Registration for spring semesters begins in mid-November. Registration for fall semester of year two begins in mid-April.

**Drop/Add and Withdrawal**

Students may drop or add a course to their registration during specified periods at the beginning of each term. These dates are indicated for each semester on Inside Olin under “Academic Resources.” Signature of a faculty member is not necessary to add or drop a class.

- The following policy exists for course add/drop/withdrawal:
- Within the first two weeks of a “mini” semester course and the first four weeks of a semester-long course it is possible to “drop” a course by completing the on-line Drop/Add procedure. “Dropped” courses will not appear on student transcripts. Beyond this point a student has accepted responsibility for completion of the course and it will remain on the student’s record.
- Between two and four weeks of a “mini” semester course and four and eight weeks of a full-semester course students may
“withdraw” from a course. “Withdrawn” courses remain student transcripts with an indication of “W.”

○ If extenuating health or other circumstances indicate a need to withdraw from a course after four weeks of a “mini” course or eight weeks of a full-semester course, a petition detailing the particular circumstances must be filed with the Academic Review Committee of the School (see Petition Policies and Procedures). If a student’s petition to withdraw from a course past the mid-point of the semester is approved by the Academic Review Committee, the student’s grade in the course will be “W.”

Auditing a Course
If you wish to audit a class, talk with the professor of the course to determine specific requirements for a successful/unsuccessful audit before you choose this option (grade option “A” when registering for the course). This varies with each course/professor. Auditing a course will not count as part of the 66 credits required to graduate, but will count as part of the maximum number of credits allowed each semester without paying additional tuition.

Course Waivers
Olin MBA students may obtain a waiver for any required course, with the exceptions of either of the required strategy courses, the Critical Thinking for Leaders course, the organizational behavior courses, or the Integrative Case Experience (ICE) course. However, no full-time MBA student may waive more than two required classes. In order to receive a waiver, the student must submit a petition to the instructor of the required course and obtain approval. Students must submit the signed waiver form to the MBA Programs office within the first two weeks of the class. Please note that a waiver will not reduce the student’s required hours to earn the MBA degree. Moreover, it will generally be presumed that instructor approval will be granted only where the student has previously completed substantially equivalent coursework during his or her prior education and/or demonstrated competency via work experience. Examples of student backgrounds for successfully waived courses include CPA designation (for the financial accounting core course), and/or an undergraduate business major and significant work experience in a particular field (for waiver of the core course in the same field.)

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

**Coursework in Other Divisions**
As stated in the “Conditions of Enrollment,” 57 credits of the 66 required for the degree, must be taken with the Olin Faculty, except for those students enrolled in a dual degree or 3/2 program. The additional credits (beyond the 57 credits with Olin faculty) may be taken with the Olin Faculty; may be approved transfer credits (9 credit maximum) from an AACSB-accredited MBA program; or with prior approval, graduate coursework in other divisions of Washington University. For approval to be granted for coursework in other Washington University divisions, the coursework must appear on the list of approved courses available in the MBA office or be reviewed for inclusion on that list.

MBA students may also take up to 10 hours of coursework that does not count toward the MBA degree (such as music, dance, physical education, etc.) Refer to the “Conditions of Enrollment” for additional details.

**Advising and Academic Assistance**

**Academic Advising**
As MBA student academic advisors, the Director and Associate Director of MBA Student Affairs are available to assist students with academic program planning. Students are encouraged to consult with an advisor on a regular basis to discuss course selection, to review their academic progress, and to discuss other matters which may be influencing academic performance. Students are also expected to consult with faculty and staff and their fellow students regarding elective courses which will best prepare them to fulfill individual educational and career goals.

The Director and Associate Director of MBA Student Affairs are available for academic advising. They are located in Suite 114, Simon Hall. Appointments may be scheduled by calling (314) 935-8205, or by visiting the MBA program front desk. When appropriate, advising can take place via phone or e-mail.
Help Sessions
Help Sessions are offered for most core classes (and for some electives as well). These sessions are generally scheduled for one to one-and-a-half hours per week. Although not required, many students find them extremely worthwhile.

Tutoring
Free tutoring may be arranged for any student needing extra help in required MBA courses. Requests for tutoring should be made only when a student feels the need for assistance over and above the help sessions and individual consultation with the faculty member. Requests can be made to either the Director or Associate Director of MBA Student Affairs.

General Policies and Procedures

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

Typically, a student will discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Because faculty members have a variety of commitments, a student should have an independent study project fairly well thought out prior to seeking a faculty sponsor. Projects may receive from 1.5 to 6 academic credit(s), but normally no more than 3 credits may be granted in any one semester. Students may apply a maximum of 6 hours of independent study credit toward the 66-hour degree requirement. This does not apply to Independent Study courses taken as part of Curricular Practical Training (CPT).

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

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

A partial list of considerations which fall under the purview of the petition process are as follows: (1) coursework to be taken at another institution, (2) independent study requests, (3) appeals of academic probation or academic suspension (disciplinary suspensions are handled by the Academic Review Committee on an appeal basis), and (4) requests for an exception to established School policy.

A petition for the Academic Review Committee should be submitted to an advisor. Petitions should include a clear and concise statement of what the student is attempting to do and the rationale which the student feels justifies the petition. Petition forms are available in the MBA Programs Office Suite 114.

**Transfer Credit**
As many as 9 units of transfer credit may be accepted toward Washington University MBA degree requirements provided that:

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

Students seeking acceptance of transfer credit should submit a transcript and statement requesting a review of the proposed coursework to an academic advisor.
Withdrawal from the University
Should it become necessary to withdraw totally from the University, an appointment should be made with the Director to discuss specific circumstances. The date on which a student’s written request is received or the date a student meets with the Director will be used in determining tuition adjustments. The amount of the refund for full-time students is determined in accordance with the following University schedule.

<table>
<thead>
<tr>
<th>Fall and Spring Semester</th>
<th>Refund as % of Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the 1st week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>After 1st week &amp; before end of 3rd week</td>
<td>75%</td>
</tr>
<tr>
<td>After 3rd week &amp; before end of 7th week</td>
<td>50%</td>
</tr>
<tr>
<td>After 7th week &amp; before end of the 8th week</td>
<td>25%</td>
</tr>
<tr>
<td>After the 8th week</td>
<td>no refund</td>
</tr>
</tbody>
</table>

No refund on any portion of the tuition fee will be made after the eighth week of the semester. No special fees are refundable after the second week.

In cases where students are forced to withdraw from the University because of an illness of such nature as to make attendance for the balance of the semester medically inadvisable, the University will make a pro-rata 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 the Student Health Services.

Videotaping Requests
These policies regarding videotaping requests in the full-time MBA program have been established over time by the MBA Programs Office, the MBA Committee, and the school’s Budget and Operations Office.

For the full-time MBA Program classes are videotaped under only two specific circumstances.

1) an unexpected and serious personal situation arises (accident, illness, family crisis, etc.) which precludes the student from attending class for a relatively short period of time
2) traveling for or with the sponsorship of the school such as representing Olin in a national case competition or attending a prospective student recruiting event at our request. (please
note that travel for job search or to attend conferences is not covered under this circumstance)

Any request for videotaping must be made by email or in writing and must be approved by the Associate Dean or Director of Student Affairs. Advanced notice is also appreciated if and when it is possible. It is sometimes impossible to make arrangements on last minute requests.

Honors and Awards

Beta Gamma Sigma
Graduating MBA students will be considered for nomination to Beta Gamma Sigma, the national business honorary, if they rank in the top 20 percent of their graduating class. The rankings are based upon the percent of credit hours of High Pass (HP). August, December, and May graduates are considered to be one graduating class for purposes of election to Beta Gamma Sigma. Nomination is in March.

Annual Awards
Olin Business School Annual Awards are given each spring at commencement to honor outstanding achievement. The individual awards presented may include:

The **Charles F. Knight Scholar Awards** are presented to the top ten MBA graduates. This distinction is based on the percent of credit hours of High Pass (HP).

The **Dean’s Special Service Award** is presented to those students or student organizations that have rendered extraordinary service to the School.

The **Dean’s Award for Corporate Social Responsibility** recognizes a graduating MBA student who has demonstrated outstanding scholarship, leadership and/or practice in the area of corporate social responsibility.

The **Hubert C. “Hub” Moog Prize** is awarded to the graduating MBA who in the opinion of his/her fellow students, best exemplifies qualities of character, leadership and service, and who also enjoys the respect, admiration and affection of his/her classmates.
The **John Wayne Latchum Memorial Award** is awarded to a graduating MBA who has best exemplified the qualities of integrity, loyalty, courage, and high standards of personal conduct as judged by the faculty.

The **Joseph W. Towle Prize in Organizational Leadership** is awarded to the student with the strongest academic achievement in the area of Organizational Leadership.

The **Milford Bohm Prize** is presented to an outstanding graduate student in the field of Marketing as judged by the marketing faculty.

The **Paul Cuffe MBA Award for Outstanding Leadership** is awarded to a graduating African-American MBA student for outstanding leadership, academic excellence, and involvement in Olin extracurricular activities.

The **Powell Niland Prize in Operations and Manufacturing Management** is awarded to the student with the strongest academic achievement in the area of Operations and Manufacturing Management.

The **Wall Street Journal Award** is presented to an outstanding student in the area of Finance.
Olin Business School has established research and learning centers to provide students and the greater community with unique learning opportunities. By definition, a center is a focal point for organizing diverse activities. These centers are interdisciplinary in character, drawing together people and ideas from a wide range of areas.

**Boeing Center for Technology, Information and Manufacturing (BCTIM)** [http://www.olin.wustl.edu/bctim](http://www.olin.wustl.edu/bctim)
The BCTIM is a center set up jointly by Olin Business School, the Boeing Company and other corporate partners, with a view to fostering a more meaningful, mutually beneficial interaction between industry and academia. The BCTIM seeks to better expose members of the academic community (both teachers and students) to world-class technology, operations and supply chain management practices.

**Center for Research in Economics and Strategy (CRES)** [http://www.olin.wustl.edu/cres](http://www.olin.wustl.edu/cres)
The Center for Research in Economics and Strategy’s objective is to advance understanding of firms and markets by supporting scientific research on such subjects, especially research employing analytical and/or empirical methods to address substantive questions. Research topics include business strategy, game theory and applications such as organization and incentive design, industrial organization, and pricing and industry evolution. Research at the interface of economics and strategy is of particular interest. For more information, visit the Web site at: [http://www.olin.wustl.edu/acadres/centers/cres.cfm](http://www.olin.wustl.edu/acadres/centers/cres.cfm).

**Management Communication Lab**
At Olin Business School’s Management Communication Lab, consultants are on-site to help students polish their written documents and presentations. A free service for all Olin Business School degree students, consultants can help:
- plan and polish briefs, case write-ups, business reports, memos and letters
- practice oral presentations, lectures and interviews
- develop effective PowerPoint slides

**Appointments:**
Register for a 25-minute appointment at [http://rich65.com/wustl](http://rich65.com/wustl). You can also reach the appointment site through Inside Olin. If we’re not busy with a previously scheduled appointment, we can accommodate drop-ins. However, we recommend making an appointment in
advance. Have a seat in the outer waiting area of Simon Hall’s suite 118C, off the flag hallway on the main level. A consultant will come out to greet you at your appointment time. Let us help you get more impact and results from your communications.

Lab location: Simon Hall, 118C  
Hours: Monday through Friday, details announced at end of August  
Phone: 314-935-3391  
Email: commlab@olin.wustl.edu  
Director: Sharon McMillen Cannon, PhD  
Lecturer in Management Communication

Skandalaris Center for Entrepreneurial Studies  
http://www.sc.wustl.edu/  
Funded by the generous contributions of the Skandalaris family, Olin’s program in Entrepreneurial Studies has become the most educational, innovative and compelling learning experience in entrepreneurship at any premier business school. Comprised of custom-designed coursework, multiple experiential opportunities, scholarships in entrepreneurship, and a seed capital fund, the program will foster links to the regional, national and international entrepreneurship community.

The centerpiece of the Olin entrepreneurship program is The Hatchery. Created in 1995, The Hatchery provides students an opportunity to write a business plan for their own idea, or that of a new business or expansion plan brought to Olin by strategic partners outside the Olin community. Students form their own teams and attend a series of custom-designed workshops taught by practitioners and faculty members with expertise in finance, venture capital and marketing. Each team is assigned a mentor from the business community to help them hone their analysis. At the conclusion of the course, students present a carefully analyzed business opportunity to a panel of business experts and Hatchery board members, and defend the analysis in a rigorous question and answer session.

Beginning in the 2002-2003 academic year, the Olin Cup Competition, formerly the concluding event of The Hatchery program, was opened to the entire University and outside entrepreneurs. Teams including at least one Olin student will compete in the business plan development competition for $70,000 of seed money.

Launched in 2001, the Seed Capital Fund provides start-up financing for student ideas, increasing the probability that Hatchery teams and
Olin Cup participants will actually initiate their own businesses upon graduation. Olin students serve as Hatchery Analysts, providing due diligence on the ventures and submitting a 3-page investment recommendation report to the Seed Fund Board of Directors.

Center for Experiential Learning (CEL)
http://www.olin.wustl.edu/cel
Olin’s experiential learning programs are designed to link the classroom with the dynamic world of business. Through the Center for Experiential Learning, organizations benefit from students’ business expertise, and students have the opportunity, with the support of our faculty, to apply leading-edge practices and practical management solutions to real business challenges. The following four programs represent learning opportunities available through the CEL.

Taylor Community Consulting Program
Anyone who has experience with not-for-profit organizations knows how much our community depends on their services. They feed our hungry, care for our sick, preserve our wildlife, and bring us art and entertainment. These organizations are founded on the principle that good works are more important than a strong bottom line, yet they still need sound business practices to operate effectively. All too often, limited resources prevent the implementation of strategies that would enable them to become more successful in their endeavors. The Taylor Community Consulting Program (TCCP) was founded in 1992 to better the St. Louis community by helping these organizations operate more effectively.

Olin students bring their education and professional expertise to serve as temporary consultants for not-for-profits, working in teams of two to four members. Projects have included marketing research and advertising materials, feasibility studies for expansion, infusing technology into billing and reporting activities, and strategic plans for the long-term success of organizations. Students have had the opportunity to demonstrate a wide variety of personal and professional skills while organizations have correspondingly received assistance tailored to meet their needs.

Olin alumni complete the assistance process by supporting students and challenging them to maximize their own learning process and the effectiveness of their recommendations to the not-for-profit organizations. These volunteer consultants generously donate their time and provide an extra resource for the program.
**Investment Praxis**
The Investment Praxis course allows students to gain hands-on investing experience with actual monies. The focus is on the same institutional restrictions that are faced by professional managers, and students experience firsthand the issues and considerations of managing investments for the benefit of others. At the conclusion of the course, students present their fund performance to the Investment Praxis Advisory Board.

**The Practicum**
In this innovative consulting program, student teams work directly for a sponsoring company on a wide array of business and management problems in areas such as marketing, operations, finance, and organizational design. Faculty advising and strong performance incentives ensure strong results for sponsoring organizations and an invaluable learning experience for participating students. Many corporations return year after year with additional projects, testimony to the Practicum's effectiveness.

**Global Management Studies**
When considering the impact of business principles on emerging companies in our world, sometimes it is necessary to stretch beyond the borders of the classroom. Sometimes, it is necessary to move beyond the borders of the country. GMS is an international business project, which combines traditional classroom instruction with guest lectures, and culminates in an overseas trip to conduct field research in a foreign country. Through the CEL, Olin offers up to three GMS courses per academic year, each focusing on a different region of the world and encompassing a different area of study.

GMS is a unique Olin program, which recognizes the changing dynamics of international business and strives to put them into a meaningful academic context. Students are active participants in these endeavors, playing key leadership roles and helping to select the destination countries. In conjunction with the business project, students learn about each country’s history, government, and social customs through faculty lectures and experienced senior level executives familiar with business practices in the region. Upon the conclusion of GMS, students make presentations to the faculty and the international advisory board in addition to submitting a comprehensive written report and participating in roundtable discussions.
Olin’s GMS courses have included Argentina, Belgium, Brazil, Chile, China, Cuba, England, Estonia, France, Germany, Greece, Hungary, India, Japan, Korea, Latvia, Lithuania, Malaysia, Peru, Poland, Russia, Singapore, Thailand, The Netherlands, Turkey, and Vietnam. Classroom instruction occurs during Spring A (the first half of the Spring semester), and the field trip portion of the course takes place during the MBA travel week and Spring Break.

STUDENT ACTIVITIES

Student Clubs and Organizations

Olin has a wealth of student organizations that provide networking, professional development and leadership opportunities for MBA students. Each club has a Web site that can be found at http://www.olin.wustl.edu/academicprograms/MBA/studentLife/Pages/StudentOrganizations.aspx and on InsideOlin→Student Life.

Graduate Business Association (GBSA)
The GBSA is the representative voice for all full-time MBA students at Olin Business School. Officers meet regularly with interested students to plan events, discuss issues of concern, and generate new ideas for improving student life. The GBSA also plans and sponsors a number of social events throughout the year, including the weekly “Friday Afternoon Club.” GBSA also provides general oversight and funding of the student organizations.

Career Clubs
Entrepreneurship and Venture Capital Association
General Management Association
Healthcare and Life Sciences Club
Olin Entertainment and Media Association
Olin Finance Club
Olin International Business Association
Olin Strategy and Consulting Association
Olin Marketing Association
Supply Chain and Operations Club
Technology Management Club

Special Interest Clubs
Business Minority Council
Greater China Club
Joint Ventures Club
Korean Olin Student Association
Olin BranchOUT
National Association of Women MBAs
Net Impact
Olin Cares
Olin Golf Club
Olin India Club
Olin Japan Association
Olin Speakers’ Forum
Olin Wine Club
Olin Veterans Association
Olin Young Leaders Association
Runners Mean Business

Special Events

The David R. Calhoun, Jr. Memorial Lecture
Co-sponsored by Olin Business School and the Center for the Study of American Business, the lecture brings distinguished speakers of national and international prominence to the campus.

The Kellwood Lecture and Excellence in Business Award
Supported by the Kellwood Company, the Kellwood Lecture brings to campus prominent leaders of major corporations who have demonstrated notable success in business. The Excellence in Business Award recognizes a company or person who has demonstrated exceptional leadership in marketing and management.

Welcome Cookout
A welcome cookout for all Olin students is held during the first several weeks of classes. Olin faculty and staff host the event with Dean Gupta working the grill.

Century Club Breakfasts
Each academic year, Olin’s Century Club sponsors a series of continental breakfasts, featuring prominent business leaders. Over 200 students, alumni, and friends attend each program. Among Olin’s recent speakers are Charles I. Clough, Chief Investment Strategist, Merrill Lynch; John E. Jacob, Executive Vice President and Chief Communications Officer, Anheuser-Busch Companies, Inc.; J.W. Marriott, Jr., Chairman of the Board and President, Marriott International, Inc.; and Herbert Kelleher, Chairman, President, and CEO, Southwest Airlines.
SUPPORT SERVICES AND FACILITIES

Olin Administration

Staff members of the Olin MBA Program are located in the MBA Programs Office. A complete list of MBA Programs staff is listed below.

MBA Programs – Simon Hall Suite 114

Stephanie Bartelt  Associate Director of MBA Admissions
Evan Bouffides  Assistant Dean and Director of MBA Admissions and Financial Aid
Jacqueline Carter  Graduate Business Registrar
Kyle Cronan  Assistant Director of Financial Aid
Joe Fox  Associate Dean and Director of MBA Programs
Kevin Kiley  Senior Associate Director of MBA Admissions
Sarah Miller  Director of MBA Student Affairs (Full-Time)
Claire Patterson  Administrative Assistant for MBA Programs
Gina Poe  MBA Database Marketing Coordinator
Joya Shepard  MBA Admissions Coordinator
Jan Snow  Director of PMBA Student Affairs
Mark Kelley  MBA Records Assistant
Mary Pat Sueme  Assistant Director of MBA Admissions
Sharon Yoon  Associate Director of MBA Student Affairs
Danielle Young  MBA Records Assistant

The Dean’s Office of Olin provides administrative support to the faculty and students of the School. The current senior administrators and department office locations are listed below. A complete list of Olin staff can be found on the Olin Directory in Inside Olin (https://insideolin.wustl.edu) under “Olin Resources”.

Alumni & Development – Alumni House

Karen Margo  Senior Director of Development

Center for Experiential Learning – Simon Hall Suite 100-101

Mark Soczek  Director

Dean’s Office – Suite 200

Mahendra Gupta  Dean
Anjan Thakor  Senior Associate Dean
Ron King  Senior Associate Dean
Kristin Filev  Special Assistant to the Dean
Marketing and Communications – Knight Center
Karen Branding  Associate Dean and Director of Marketing and Communications

Information Systems – Simon Hall Suite 6
Tony Balsamo  Director of Information Services

Kopolow Library – Simon Hall Suite 290
Ron Allen  Director and Asa F. Seay Librarian

Skandalaris Center for Entrepreneurial Studies – Simon Hall Suite 100-101
Ken Harrington  Managing Director

Weston Career Center – Simon Hall Suite 10
Mark Brostoff  Associate Dean and Director

Recruiting and Employer Relations
Bill Behr
Sara Decker
Karen Heise
Barbara Klein-Dressler

Student Services
Christina Altholz
Greg Hutchings
Cindy Jensen
Brad McLeod
Rick Michniok
Anne Petersen
Sally Pinckard
Marcie Schumert
Julie Srouji
Simona Tripodi

Operations
Linda Goez
Shari Kern
Molly Mulligan

Additional Student Resources
Computing Resources
Olin Business School provides various computing resources, which help to create a more productive work environment for Olin students. All students are eligible for network accounts which include an e-mail address, secured network storage for class work, a personal Web site and the ability for remote access to the Olin Network. Students can logon and access these resources from computers throughout Olin or from their own laptop at one of several network ports in Simon Hall or via wireless technology.

The computer lab, located in the lower level of Simon Hall, contains more than 70 computers for student use. There are also enclosed rooms available for group use, each with their own computer and network ports for laptop use. Microsoft Office is available on every workstation along with other course specific software necessary for Olin students to complete their work. Olin also provides several “express” labs on the first floor (a place to check e-mail and print homework before classes) and additional study rooms throughout Simon Hall. Information Services at Olin are undergoing constant change, and the staff welcomes any suggestions students may have to improve the computing experience and help them to be more productive. Web site:
http://www.olin.wustl.edu/computing/

Please note that full-time MBA students are required to have their own laptop when they start their program. For the laptop configuration, please see the following Web site:
http://www.olin.wustl.edu/computing/purchasing/std-student.cfm

The Weston Career Center
The Weston Career Center (WCC) assists students seeking summer internship and full-time employment by providing a variety of services to both students and employers. The scope of services varies if a student is corporate-sponsored.

In addition to teaching the required Olin Professional Development Program (ProDev) course, the WCC staff provides one-on-one career advising, résumé consulting, interview preparation, and workshops and seminars on topics determined by employer needs and student interests. Other events providing exposure to both alumni and corporate representatives are planned throughout the year. Additionally, a career library of current information on careers, companies, and contacts provides students with resources to support
their individual career management strategies. Web site: 

Inside Olin
Inside Olin (https://insideolin.wustl.edu) is the current student intranet, a one-stop-shop for information about academic and career events, announcements, and resources.

Student Mail Files
Individual student mail files are located in the student lounge area. Students should check their mail folders regularly for messages from faculty, administration, or other students. Information put in the mail files is considered to be confidential, and students are asked to respect this confidentiality.

Classrooms, Study Rooms and Conference Rooms
Required and elective courses offered by Olin Business School are taught in Simon Hall. Small rooms for students to meet in study groups are available, as are several conference rooms. If you wish to reserve a classroom or conference room, please consult the Resource Scheduler found in Inside Olin under “Olin Resources > Plan an Event” to find an available room, and then e-mail Olin’s General Services staff at: services@olin.wustl.edu to make the reservation. Group study rooms may not be reserved; they are available on a first-come, first-served basis for groups or individuals (priorities go to groups.)

Student E-Mail Accounts
One of the primary ways that the administration communicates with students is via e-mail and Inside Olin, the current student intranet: https://insideolin.wustl.edu/. New full-time MBA students receive their e-mail and network accounts after the MBA Programs Office receives their tuition deposits. These accounts were sent via e-mail to the address the office had on file for the new student. Students are asked to check their e-mail and Inside Olin (https://insideolin.wustl.edu) at least once daily for messages from faculty, staff and students for up-to-date information about Olin.

Case Competitions
MBA programs from across the country host MBA case competitions. Olin provides financial assistance to participating teams. For additional information, see the Associate Director of MBA Student Affairs.

The Al & Ruth Kopolow Business Library
The Kopolow Library provides resources and services in support of Olin Business School students and faculty.

**Kopolow Resources on the Web**

http://www.olin.wustl.edu/acadres/kopolow.cfm

The library offers a dynamic collection of electronic resources that evolves to meet the needs of Olin users. (At least half a dozen new databases have been licensed this year.) These resources provide a wealth of information, current and historical, domestic and global, including:

- the full-text of articles in thousands of publications
- company directories, annual reports, financials, investment reports, profiles, and news
- country and international marketing information
- economic data for the U.S. and elsewhere
- market research reports


You may access them from outside Simon Hall only by establishing a connection to Olin’s IP addresses. Find instructions for proxy setup through the “Remote Access” link in the black horizontal bar at the base of the Kopolow web pages.

**Kopolow Resources in Simon Hall**

1. **In-House Databases**
   
   **Type of Information**: 
   **Can Be Found In**:
   
   *Real-time stock quotes*, 
   *Bloomberg or Bridge databases*
   
   *more company financials, news, and brokerage reports*
   
   *Time series for economic, currency, interest rate, and equity data, etc.*
   
   *Details of M&A transactions or IPO’s* 
   *SDC Platinum* 

2. **Print Resources**
Consulting a book for information remains the best choice in many instances.

First Level: Reference material and assistance; Recent periodicals and newspapers; New books in the Sidney Cohen Reading Room

Second Level: Circulating books; Bound volumes of 400+ periodicals

University Resources and Services

The Washington University Libraries
The WU Libraries’ Web site offers more full-text resources and databases for you to consult plus guides to resources in many subject areas that have been created by WU librarians. See our Web site at http://library.wustl.edu

Online Catalog
The Kopolow Business Library is one of several libraries (art, biology, law, music, etc.) on campus. The online catalog includes records for all of them. You may link to the catalog from the KBL Web site or directly at http://catalog.wustl.edu.

Note: When you search the catalog and encounter the location “Olin Library” it refers to the main library east of Simon Hall just beyond Graham Chapel.

Student Health and Counseling – Wellness Programs and Health Insurance
A student health fee is implemented to improve the health and wellness of the entire Washington University community. The student health fee provides for universal health insurance coverage for all full-time students, including improved on-campus health and counseling services, as well as wellness programs. The insurance product provides benefits while you are at the University, as well as provides benefits when you are off campus, such as when on breaks or traveling abroad.

The Washington University Student Health Insurance Plan provides coverage on campus at Student Health and Counseling Service (SHCS), located in the Nathan Dardick House on the “South 40” (across Forsyth from Simon Hall.) This clinic serves all full-time students and their spouses/domestic partners (if enrolled). There is a visit fee for all SHCS visits (excluding nutrition and some counseling
appointments which are free), however the Student Health Insurance Plan will pay all but a co-payment. Any laboratory work completed in the Student Health facility is free to students and dependents enrolled in the Student Insurance Plan. There are fees for all lab work sent out to be completed at outside labs; our fees for outside lab work are generally lower than community rates.

All full-time Washington University students are automatically enrolled in the Student Health Insurance Plan. Your tuition statement will be billed. Complete information about the coverage, enrollment procedures, and dependent coverage options are found on the student health services Web site http://shs.wustl.edu.

Please note that you must be a full-time student to be covered through the Student Health Insurance Plan.

A well-equipped Fitness Center is available in Wohl Center, featuring cardiovascular and circuit training equipment. The Fitness Center offers special classes and programs to encourage a healthy lifestyle. In addition, Washington University believes an essential component to learning is healthy eating. As a result, the University hired a full-time dietician to work with students who have dietary restrictions and medical problems, as well as students who want advice on eating healthier, or vegetarian diets. In addition to improved wellness programming, students will also see improved Student Health & Counseling Services. These are just a few examples of the new initiatives underway to enhance wellness on campus.

Parking
Parking permits are required of all students with cars or motorcycles who drive to the campus or live in the residence halls. Permit decals may be purchased at the Transportation Office at 700 Rosedale (WU’s North Campus) or online at http://parking.wustl.edu/permits.htm. These entitle the bearer to park in designated areas, at designated times, on the main campus during the academic year.

U-Pass
Washington University in St. Louis and Metro will provide free Metro passes for full-time students that can be used for both Metro buses and the MetroLink light-rail system. For more information and instructions on how to obtain a “UPass”, visit http://transportation.wustl.edu/wustlmetro_pass.html
Candidates for the Master of Business Administration degree who enter study in Fall 2010 are advised that they are subject to the following degree requirements and conditions of study:

SECTION I
Conditions apply to ALL candidates, including joint/dual* degree and 3/2 candidates.

1. All MBA students are allowed to enroll in a maximum of 18.5 credit hours per semester (with the exception of the fall semester of year one, when students are enrolled in 22 hours) for the fall and spring semesters before additional tuition charges are applied. If a student exceeds 18.5 credit hours in any given semester they will be charged the per credit rate for all hours beyond the 18.5 allowed – first applying the rate for any credit hours external to Olin and then Olin’s internal rate.

2. Full-time MBA students are allowed to enroll in Washington University coursework outside the School of Business that does not satisfy degree requirements at no additional charge subject to the rules stated in #1 above and the following limitations:
   - No such course may be taken during the first semester of the program.
   - Courses must be selected from the day division of our partner schools (courses offered through University College or in evening divisions are not eligible.)
   - Students must be in good academic standing.

3. Student academic performance is evaluated at the end of each semester and must be maintained at a level consistent with the standards established by the Olin School. Specifics of performance standards and the modified Pass/Fail grading system employed at Olin are available in the Student Handbook.

4. Students must complete all required Core courses unless they receive written approval to waive such courses. Waiver request forms are available in the Office of MBA Programs. Waivers do not reduce the number of credits that a student must complete to earn the MBA degree. Waivers are intended to allow students to avoid redundant study of subjects already mastered. No student may...
waive more than two required Core courses, nor may a student waive any of the following: either of the required strategy courses, the Career Navigator course, the Critical Thinking for Leaders course, the organizational behavior courses, or the Integrative Case Experience (ICE) course.

5. Full-time MBA candidates are not in residence during the summer term between the first and second year of the MBA program. No classes (including those in the PMBA program) are available to full-time MBA students during the summer.

6. Full-time students are generally expected to attend day sections of courses during the Fall and Spring terms. Evening course sections are offered primarily for students in the PMBA program, and therefore PMBA students will have first-priority access to seats in those courses.

7. Full-time MBA students should not be employed outside of the Olin School during the first year of the program. All students are expected to make the financial arrangements necessary to assure that they will not have financial need of employment during the academic year. The program is extremely rigorous and students are expected to devote their full-time energy and attention to Olin courses and activities.

8. Washington University is required to provide accurate information in response to any legal inquiry made by a company that a student is approaching for employment. If you are not a citizen of the United States and you do not have a work permit, we must disclose that information to employers if they ask for it.

9. All students, staff, and faculty are required to conduct themselves within the guidelines of the Olin Code of Professional Conduct and the MBA Honor Code. Students are asked to read these documents before entering the Olin School and conduct themselves according to these policies during their entire period of study. Ignorance of the contents of these Codes is not an acceptable excuse for a breach of conduct. Copies of these documents will be included in your orientation materials when you arrive on campus.

10. Requests to transfer from the full-time MBA program to the professional program (PMBA) cannot be considered prior to the completion of the first semester of the full-time program, or after the start of the second year of the full-time program. Such requests are
considered on a case-by-case basis. Student must be fully employed prior to transferring from full-time to part-time status.

SECTION II
Conditions apply to all candidates except joint/dual* degree candidates and 3/2 program candidates.

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. These credits must be composed as follows:
   - A minimum of 57 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School.
   - The remaining 9 credits may be comprised of:
     - Additional Olin School MBA Electives, or,
     - Pre-approved Washington University non-business, graduate-level electives taken after the student has begun study as an Olin MBA candidate, or,
     - A maximum of 9 semester-credits of MBA courses from another AACSB-accredited MBA Program, if the grades earned are "B" or better and the Academic Review Committee judges the course to be equivalent to Olin MBA classes in quality and content.
   - Students studying in an approved semester-long international exchange partner program must complete a minimum of 51 credit hours in 500-level courses taught by faculty members of the Olin School. The remaining credit hours (a maximum of 15) will be applied from the pre-approved partner school.

2. The full-time MBA program requires four semesters of full-time enrollment, two Fall and two Spring, and payment of full-time tuition for four semesters. The program may not be reduced to less than four semesters of full-time study.

3. Olin’s merit-based scholarships are awarded during the admissions process. The awards are for four semesters, two Fall and two Spring, in the full-time program only, and they require the student to remain in good academic standing. **Merit-based scholarship awards are not reevaluated for returning second-year students.** This policy ensures that our students may plan their finances, and where appropriate, secure their visas, with complete and final financial information. Students must re-submit materials annually for need-based assistance.

SECTION III
Conditions apply to joint/dual* degree candidates only.

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. These credits must be composed as follows:
   - A minimum of 51 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School.
   - The remaining 15 credits will be applied from the pre-approved joint/dual degree program.

2. Persons who have already completed a graduate degree at Washington University or any other university are not eligible for joint/dual degree candidate status. Persons currently earning another graduate degree at a university other than Washington University are not eligible for joint/dual degree status. Persons currently earning another graduate degree at Washington University are not automatically eligible for joint/dual degree status. Joint/dual degree status requires separate admission to each of the partnering programs which must be obtained, at the latest, by the completion of your first academic year in either of the Joint/Dual* degree programs.

3. Students pursuing a joint/dual degree are required to spend three semesters of full-time enrollment at the Olin School and are responsible for three semesters of full-time MBA program tuition.

4. Olin’s merit-based scholarships are awarded during the admissions process. The awards are for three semesters out of the six total (MBA/MSW, MBA/MA East Asian Studies, MBA/March, and MBA/MS Biomedical Engineering) or eight total (MBA/JD) of the joint program. They require the student to remain in good academic standing. **Merit-based scholarship awards are not reevaluated for returning second-year students.** This policy ensures that our students may plan their finances, and where appropriate, secure their visas, with complete and final financial information. Students must re-submit materials annually for need-based assistance.

**SECTION IV**

Conditions apply to 3/2 candidates only.

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. Credits must be composed as follows:
• **3/2 Engineering and Arts & Sciences candidates:** A minimum of 51 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School. The remaining 15 credits will be applied from the 3/2 degree partnering program.

• **3/2 BSBA candidates:** A minimum of 51 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School. Six (6) upper-level undergraduate credits will apply. The remaining 9 credits may be comprised of:
  o Additional Olin School MBA electives, or
  o Pre-approved Washington University non-business, graduate-level electives taken after the student has begun study as an Olin MBA candidate.

2. Students enrolled in any of the approved 3/2 programs will pay MBA level tuition for each of their 4th and 5th years of study. Any undergraduate scholarship will remain in effect for the 4th year of study only.

*The Olin pre-approved Joint/Dual degree programs are MBA/JD, MBA/MSW, MBA/MA East Asian Studies, MBA/MArch, and MBA/MS Biomedical Engineering.*

*Washington University reserves the right to change, without notice, any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses. Should changes occur, applicants will be informed promptly.*

**Joseph P. Fox, Associate Dean for MBA Programs**

[fox@wustl.edu](mailto:fox@wustl.edu) or 314-935-6322
<table>
<thead>
<tr>
<th>Emails sent from</th>
<th>Who can send emails from it</th>
<th>Purpose of this distribution</th>
<th>Examples of the kinds of emails to be sent from this person/address</th>
</tr>
</thead>
</table>
| “Graduate Business Student Association” | GBSA Communications VP                 | To communicate with the student body business related to the GBSA and announce GBSA-related events | - Items related to GBSA business (e.g. vote for senators)  
- Invitations to GBSA events (e.g. FAC, Halloween party)  
- Items related to GBSA VP and Senate activity (e.g. honor code, meetings, academic feedback forum, etc) |
| “Open” Lists (“BU MBA Open List Class of 2011,” “BU MBA Open List Class of 2012”) | All students                          | These lists exist as an avenue for the students to easily communicate with one another regarding items generally *unrelated to school* or items that are otherwise “unofficial.” NOTE: Students can unsubscribe to these lists. Therefore, messages sent to these lists may not reach all students. | - I’m having a party Saturday night  
- Has anyone seen my laptop?  
- Books/furniture for sale  
- Please complete this survey… |
| Student Organizations (e.g. Olin Finance Club, Net Impact, Olin Cares) | Appointed Club Officers               | To announce club events or other club-related details to club members or student body          | - Finance Club meeting this Wednesday  
- Register for SuperAd Bowl  
- Club Speaker Event this Friday |
| MBA Programs Staff (Joe Fox, Sarah Miller, Sharon Yoon) | Joe, Sarah, Sharon, or other members of the faculty and/or staff | Staff members have permissions to send the official student, faculty and staff distributions lists (permissions that individual students do not have.) | - Please respond to this survey regarding the MBA Lounge  
- Preview Weekend information from the student leaders |
Email lists to which Student Organizations are permitted to send are listed below. To avoid “spamming”/email abuse, Student Organizations may send **NO MORE THAN ONE (1) email** per event/subject to these distribution lists. There is no limit to the number of emails Student Organizations can send to their own club distribution lists (e.g “Olin Cares (members),” “Olin Finance Club (members)”). Clubs can and should advertise their events repeatedly via the weekly email from GBSA (send relevant information to the GBSA Communications VP.)

<table>
<thead>
<tr>
<th>List Title in Outlook</th>
<th>Who receives it</th>
</tr>
</thead>
<tbody>
<tr>
<td>“MBA Class of 2010”</td>
<td>All students in class of 2010</td>
</tr>
<tr>
<td>“MBA Class of 2011”</td>
<td>All students in class of 2011</td>
</tr>
<tr>
<td>“Olin Students (MBA)”</td>
<td>“MBA Class of 2010” and “MBA Class of 2011”</td>
</tr>
<tr>
<td>“MBA Programs”</td>
<td>MBA Office staff, including Admissions, Student Affairs, and Specialized Masters Programs staff</td>
</tr>
<tr>
<td>“Olin Students (MACC)”</td>
<td>Master of Accounting Students</td>
</tr>
<tr>
<td>“Olin Students (MSF)”</td>
<td>Master of Science in Finance Students</td>
</tr>
<tr>
<td>“Olin Students (MS/SCM)”</td>
<td>Master of Science in Supply Chain Management</td>
</tr>
<tr>
<td>“Weston Career Center MBA Advising”</td>
<td>All MBA advisors and Mark Brostoff</td>
</tr>
<tr>
<td>“Olin Faculty (All)”</td>
<td>All faculty</td>
</tr>
<tr>
<td>“Olin Staff”</td>
<td>All staff, including undergraduate programs staff and others that are not directly associated with the MBA program</td>
</tr>
</tbody>
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