INTRODUCTION

This **HANDBOOK** is a compilation of the policies, procedures, and general descriptive information about the program titled the “Professional MBA Program” which leads to conferral of the Master of Business Administration (MBA) degree by the faculty of the Olin Business School, Washington University. Please read it thoroughly and use it as a reference guide for any questions related to the Professional MBA Program.

Should questions arise related to interpretation of any aspects discussed in this **HANDBOOK**, or any areas not covered, please feel free to talk with the program director for clarification and/or further information.
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THE PROFESSIONAL MBA PROGRAM

The philosophy and approach of the Olin Business School Professional MBA program are derived from a few basic ideas:

The PMBA program is concerned with the preparation of fully-employed 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.

The 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.
EXPECTEDATIONS 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 is used in Olin. For a marketing course, field research, class reports, and discussion may be most appropriate; for a quantitative course, computer 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 faculties 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.

Follow-up
Another important side of graduate work is what may be called the “follow-up.” Put simply, what we have in mind is this: If your work—your reports, papers, examinations—does not “measure up” as indicated by your professor’s comments and grades, you should see that professor about it promptly. The faculty is here to work with you but you must take the initiative. Every member of the faculty has office hours. If you can see your professor during these hours, it will save time for both of you. However, if you cannot come during office hours, the professor will be glad to make an appointment at a mutually agreeable time.
Oral and Written Reports
Ideas and knowledge are of little value unless you can present them effectively. You must be able to communicate with others clearly, hold their interest, and carry conviction. You must be able to explain, direct, inform, guide and inspire. This requires mastery of the art of communication—the achievement of skill in both the oral and written presentation of ideas. In large part these skills can be acquired with practice and helpful criticism. You will be given the opportunity to practice through many written and oral reports in class. You are encouraged to contribute thoughtfully and constructively in class. Quality counts.

Study Groups
During the “core” phase of the program students are organized and assigned to study groups. After the core many students find it helpful to form their own 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 during your first four semesters of required courses.

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

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

Jan Snow, the Director of PMBA Student Affairs, is your academic advisor. She is available to assist students with academic program planning and elective course selection. The first four semesters of your program consist of required core courses—there are no choices to be made. The MBA Registrar will register you for all of these classes. There is room, however, in the fourth semester for one elective that you may choose. The Advisor will hold an advising session prior to the time students may register for their classes to offer advice and guidance in making those choices. Students are expected to consult with the 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 encouraged to consult with faculty and staff regarding elective courses which will best prepare them to fulfill individual educational and career goals.

Jan Snow’s office is located in Suite 114, Simon Hall. Office hours are 10:30 am to 6:30 pm Monday through Thursday and noon to 5:00 pm on Friday when classes are in session. Appointments may be scheduled by calling the MBA Programs Office at (314) 935-7301 or by emailing Jan Snow directly at snow@wustl.edu.

GENERAL REGULATIONS

Graduation
The Professional MBA (PMBA) degree program is a 54-credit hour program. Unless you are transferring credit from another AACSB-accredited business program (9 credit maximum), you will be expected to complete 48 semester credits of course work in the PMBA curriculum with Olin graduate faculty. The additional credits, beyond the 48 credit minimum with Olin faculty, may be taken with Olin faculty; may be transfer credits (9 credit maximum); or may be approved graduate courses taken in other colleges of Washington University (6 credit maximum). If you are transferring the maximum of 9 credits, you will be expected to complete the remaining 45 semester credits of course work in the PMBA curriculum with Olin graduate faculty. Candidates for the MBA degree must complete the prescribed courses for the degree within a seven-year period. Exceptions to graduation requirements may be made in individual cases with approval of the Academic Review Committee. Every candidate for a degree must indicate intent to graduate by filing an Intent to Graduate form via WebSTAC near the beginning of the semester in which the degree is to be conferred.

Course Work in Other Divisions
The School recognizes that students may wish to take course work outside Olin in order to achieve individual education. Students may elect to take course work
in other divisions of Washington University, providing the course work is acceptable for graduate credit; has a managerial orientation; and there is prior approval of the course work by the Academic Review Committee. Please check in the MBA Programs Office for the list of Approved Outside Courses.

**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 program accredited by the Association to Advance Collegiate Schools of Business (AACSB).
2. It can be demonstrated (by course syllabi, etc.) that the course work taken is comparable in content (for required courses) or acceptable in quality (for elective courses) to Washington University courses.
3. A grade of “B” or better was achieved in the course work for which transfer credit is requested.

Students seeking acceptance of transfer credit should submit a transcript and statement requesting a review of the proposed course work to Jan Snow, your academic advisor. A student who must leave the St. Louis area when within 9 credit hours of completing MBA degree requirements may be considered for acceptance of transfer credit. In this case, the student, with prior approval, may receive up to 9 hours of transfer credit from another institution. Approval of this transfer credit requires the filing of a petition with descriptions of proposed courses with your academic advisor for processing by the Academic Review Committee.

**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 that an exception be made 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) course work to be taken at another institution, (2) independent study requests, (3) appeals of academic probation or academic suspension (disciplinary suspensions are handled by the Disciplinary Committee on an appeal basis), and (4) requests for an exception to normal School policy.

A petition for the Academic Review Committee should be submitted to Jan Snow, your academic 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.

Transfers between Full- and Part-time MBA Programs
Students interested in making such a transfer should contact Jan Snow, their academic advisor. Students should be in good academic standing to make such a transfer. These transfers are not encouraged but may occasionally be feasible after completion of the first four semesters of required course work.

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

A separate refund schedule for Professional MBA students is available online via InsideOlin at https://insideolin.wustl.edu/TUITIONANDFINANCIALAID/Pages/Welcome.aspx
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 University Health Service.

GRADING SYSTEM

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<td>HP</td>
<td>High Pass Up to top 20% of any section/course</td>
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<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>
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<td>There is no credit for NP.</td>
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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 coursework satisfying MBA degree requirements 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 cannot be calculated.

No Credit
A grade of NCR indicates one of the following:
Withdrawal from a course later than halfway through the period scheduled for the course without the approval of the Academic Review Committee. The mid-point of a course is determined by taking the total number of class sessions scheduled for the course (exclusive of the final exam) and dividing by 2.

Or:

Disciplinary proceeding penalty

Incomplete Grade
An “I” (for incomplete work) may also be given to a student where extenuating circumstances preclude the satisfactory completion of course work during the semester in which a particular course is taken. With permission of the instructor, students have 60 days after the final exam in which to make up incomplete work. After 60 days, the grade automatically is changed to “no pass”. The instructor has discretion regarding the 60 day limit.

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

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

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

Dropping and Adding a Course
Drop-Add changes should be completed in a timely manner consistent with the printed deadlines maintained by Olin’s Registrar. Signature of a faculty member is not necessary to add a class.

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

Dropping a course is a very costly decision and should be avoided except as a last resort. Not only does dropping a course have potential tuition implications, but it may also disrupt the integrated flow of the required curriculum by creating difficulties in elective study. Prior to dropping a course, talk with the professor involved.
If extenuating health or other circumstances indicate a need to drop after the midpoint, a petition detailing the particular circumstances may be filed with the Academic Review Committee of the School (see Petition Policies and Procedures). If a student’s petition to drop a course past the deadline is approved by the Academic Review Committee, the student’s grade in the course will be “W.”

COURSE WAIVERS

Policy
Olin MBA students may obtain a waiver for any required course, with the exceptions of the strategic management courses. In order to receive a waiver, the student must submit a petition to the instructor of the required course and obtain approval. 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 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 are free to substitute other MBA elective coursework for which the stated prerequisites are met. Jan Snow, the Director of PMBA Student Affairs, is available to assist students in finding appropriate substitute courses, and to answer questions about the waiver and substitution procedures.
SPECIAL CURRICULUM OPPORTUNITIES

Independent Study (Management 513) Special Topics in Management
Independent study under the direction of a faculty member is available on a selective basis. The purpose of independent study is to provide an opportunity for students to pursue subject matter beyond the specific course offerings found in the 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). 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 be received from 1 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 54-hour degree requirement.

Once a project is agreed upon between student and professor, the student must submit a petition to the academic advisor 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.

Student Non-Candidate for Degree (SNCD)
Students may be allowed to enroll in the Business School as students non-candidate for degree (SNCD) for a maximum of 9 hours of coursework under the following conditions:

SNCD status is designed primarily for those who hold the MBA degree or a Master’s degree in a related field. Those holding an MBA degree from an AACSB—accredited Master’s Degree Program—may apply by submitting an official transcript indicating the date of the MBA degree, an SNCD application, and a nonrefundable application fee. Applications will be reviewed by the Admissions Committee.

Enrollments as SNCD will be allowed only if there is space available in the course. SNCD students will be required to meet the normal requirements of the course in which they are enrolled.

A maximum of 9 hours may be taken under SNCD status. The waiving of a prerequisite for an SNCD student does not constitute fulfillment of that
requirement if the individual should be admitted to the MBA program at a later date.

All courses must be taken for credit—no audits are allowed.

SNCD status does not guarantee later admission to the MBA program. Written permission must be requested for each course a student wishes to take under SNCD status. SNCD status must be approved for each semester of enrollment.

SPECIAL OPPORTUNITIES FOR LEARNING

The 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.

Center for Research in Economics and Strategy (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.

Boeing Center for Technology, Information and Manufacturing (BCTIM)
The BCTIM is a center set up jointly by the 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. It aims to provide industry with access to cutting-edge applied research and up-to-date educational and instructional material dealing with such issues. Finally, the BCTIM helps the pool of graduates - that the center’s industrial partners routinely recruit from - become more “tech-savvy” and knowledgeable than they might have otherwise been.
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.

Community Programs
The 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 professional expertise and 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.

Corporate Programs
Investments Praxis
The Investments 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 Investments 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.

International Programs
Today’s increasingly global business environment demands that managers have an international perspective which enhances their knowledge and skills. The International Business Program in the Center for Experiential Learning manages a variety of activities which help a student to develop this international perspective. The most visible of these activities is the Global Management Studies course.

Global Management Studies
Global Management Studies (GMS) is an experiential course which is offered each spring semester. It centers on a project in which students explore a specific international business issue. This issue could be a functional, industrial, geographical, cultural, and/or topical in nature. In order to complete the project, students conduct field research in one or more countries during the two-week spring break. The field research includes such activities as lectures, factory tours, and meetings with company managers, social events, and cultural visits. The project culminates in a formal presentation to members of the Olin community at the end of the semester.

SKANDALARIS CENTER FOR ENTREPRENEURIAL STUDIES

Funded by the generous contributions of the Skandalaris family and the Ewing Marion Kauffman Foundation, Olin’s program in Entrepreneurial Studies promises to become the most educational, innovative and compelling learning experience in entrepreneurship at any premier business school. Comprised of custom-designed course work, multiple experiential opportunities, scholarships in entrepreneurship, and a seed capital fund, the program fosters 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. The Hatchery is an elective course offered during both semesters, open to juniors, seniors, and MBAs. Students prepare for the Hatchery by forming teams in Olin’s Introduction to Entrepreneurship Course, the Start-Up • Game. 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 defend the analysis in a rigorous question and answer session. Students also work with outside entrepreneurs on projects.

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. This promotes the addition of students from other parts of the campus to Olin Cup teams. Teams including at least one Washington University student compete in the business plan development competition for seed funding. 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 be able to open their businesses upon graduation.

The YouthBridge Social Enterprise and Innovation Competition (SEIC), the first of its kind in the region, was launched in the fall of 2005 as a partnership between Washington University and the YouthBridge Community Foundation. The competition has awarded over $600,000 in grants and in-kind services, and also includes a $5,000 student cash prize.

The competition promotes the development of innovative approaches to social problems to enhance sustainability and increase capacity of mission-based organizations, moving these social ventures beyond traditional dependence on philanthropy and government. Throughout the competition, participants receive feedback from a panel of social investors and judges who are experts in social entrepreneurship and innovation.

For additional information regarding the Skandalaris Center curricular and co-curricular activities, please see http://sc.wustl.edu/. 
DEAN’S OFFICE AND ADMINISTRATION

The Dean’s Office of the School of Business provides administrative support to the faculty and students of the School. The current administration and office locations are as follows:

Center for Experiential Learning and Skandalaris Center for Entrepreneurial Studies – Suite 100

Ron King Director, Center for Experiential Learning
Ken Harrington Director, Skandalaris Center for Entrepreneurial Studies

Dean’s Office – Suite 200

Mahendra Gupta Dean
Kurt Dirks Senior Associate Dean
Nick Argyres Senior Associate Dean
Joyce Montgomery Director of Academic and Administrative Affairs

Information Systems – Suite 6

Tony Balsamo Director, Information System (Knight Center)
Scott Ladewig Manager, Networking and Operations

Kopolow Library – Suite 290

Ron Allen Director and Asa F. Seay Librarian

Marketing and Communications - Knight Center

Paula Crews Associate Dean and Director

MBA - Program Director, Admissions and Student Services – Suite 114

Joe Fox Associate Dean and Director of MBA Programs
Evan Bouffides Assistant Dean and Director of Admissions and Financial Aid
Jan Snow Director of PMBA Student Affairs
Sarah Miller Director of MBA Student Affairs (Full-Time)
Laura Fogarty Associate Director of MBA Student Affairs
Kevin Crimmins Associate Director of MBA Admissions
Andrew Toussaint Associate Director of MBA Admissions
Kyle Cronan Associate Director of Graduate Business Financial Aid
Jacqueline Carter Graduate Business Registrar
Gina Poe MBA Records Coordinator
Mark Kelley MBA Records Assistant
Joya Shepard MBA Admissions Coordinator
Claire Patterson Administrative Assistant for MBA Programs

Weston Career Center – Simon Hall, Lower Level

Mark Brostoff Associate Dean & Director of WCC
Cindy Jensen PMBA Career Advisor
STUDENT CLUBS AND ORGANIZATIONS

Part Time Advisory Board (PMAB)
The evening student body elects representatives each year. These representatives provide feedback about the program to Olin’s administration and make recommendations regarding the academic program and student life of the evening student.

ARCH at NIGHT
ARCH@Night, is a Student-led recruiting organization for the PMBA program. It offers an opportunity to network among students, staff, and future Olin students. As a member of ARCH@Night you will have the opportunity to: host prospective students as they attend class; be an integral part of the admissions process; host tours; be involved in making company presentations; assist prospective students in their enrollment decision making process. Check out the web site for more information.
SUPPORT SERVICES

MBA Programs Office - Simon Hall, Room 114
Student files and records are kept in this office. Questions about a student’s official record should be directed to this office. Students may also request assistance at this location. The office staff will help you with the following:

- Student registration
- Course additions, deletions, or withdrawals
- Grade changes
- Student activities
- General questions

Student Mail Files
Individual student mail files are located in the MBA Student Lounge. Students should check their mail folders regularly for messages from faculty, the Dean’s Office, or other students. Responses made by the Registrar to individual student inquiries will be found in the student mail files. Information put in the mail files is considered to be confidential, students are asked to respect this confidentiality.

Classrooms
Required and elective courses offered by Olin are taught in Simon Hall.

Student E-Mail Accounts
One of the primary ways that the administration communicates with students is via e-mail and the Olin intranet: https://InsideOlin.wustl.edu. New PMBA students will receive their e-mail address and network accounts via email from Scott Ladewig in our Information Systems office. Students are asked to check their e-mail frequently for messages from faculty, staff, and students for up-to-date information for Olin.

Computing Resources
http://apps.olin.wustl.edu/computing/
Olin 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 network ports, or wireless “hot spots,” throughout Simon Hall.

Located on the lower level of Simon Hall is a computer lab available for business student use. The Art and Marge McWilliams Computing Center has over 45 workstations. Each workstation has a networked PC with high speed internet access as well as additional power and data connections for personal laptop use. High speed network printers are available as well as scanners and a color laser
printer. There are seven enclosed “group rooms” for students working in teams. In addition to this main computer lab, two small “express” labs are located on the first floor. Also, all student lounge and study areas throughout Simon Hall have data ports and wireless access (wireless coverage includes the Lopata Courtyard).

Information Services at Olin are undergoing constant change, and the group welcomes any suggestions students may have to improve the computing experience and help them to be more productive.

The Weston Career Center

The Weston Career Center (WCC) assists students seeking full-time, part-time, or summer employment by providing a variety of services to both students and employers. The scope of services varies depending on whether or not a student has completed Career Navigator, a prerequisite for use of the WCC.

The Center 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.
UNIVERSITY 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.

Document Delivery
1. Request
   If you want a book from another campus library, you may have it delivered to Kopolow. Simply click on the green REQUEST button as you view the record for the desired item.

2. Mobius Union Catalog
   If the book you want is checked out to someone else, or not listed in the catalog, you may have it delivered to Kopolow if it is available from another academic library in Missouri. Click on the green Mobius Union Catalog button to request it.

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. For a comprehensive overview of the library, go to: http://apps.olin.wustl.edu/acadres/kopolow.cfm

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
- Locate annual reports and other corporate documents such as proxies, 10-Ks, etc.
- 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
• ABI/Global – for scholarly articles and industry information
• EBSCO - Business Source Premier – for *Harvard Business Review* and other scholarly journals, working papers, company profiles, etc.
• Bloomberg (not available remotely)
• Hoover’s.com (premium service)
• 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 two dozen business databases are available remotely to students.

**For information on remote access to databases:**
*http://apps.olin.wustl.edu/computing/remote/proxy.cfm*

**Parking**
*http://parking.wustl.edu/
Parking permits are required of all students with cars or motorcycles who drive to the campus or live in the residence halls. Permits may be purchased at the Transportation Office at Washington University’s North Campus at 700 Rosedale in University City. These entitle the bearer to park in designated areas, at designated times, on the main campus.

**Other**
Information about the University libraries, computing facilities, athletic programs, art gallery, and other services may be obtained by inquiring directly at these facilities.
HONORS AND AWARDS

Beta Gamma Sigma
Graduating MBA students will be considered for election to Beta Gamma Sigma, the national business honorary, if they rank in the top 20 percent of their graduating class. August, December, and May graduates are considered to be one graduating class for purposes of election to Beta Gamma Sigma. Election is in April.

Awards Ceremony
Olin’s Professional MBA Awards Ceremony is held in conjunction with PMBA graduation ceremonies in May and December to honor outstanding achievement. The awards presented include:

The Charles F. Knight Scholar Awards are presented to the top ten PMBA graduates. The Knight Scholars are announced each May during Olin’s Graduate Business commencement ceremony.

The Peer Recognition Award is awarded to the graduating Professional 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 Professional Achievement Award is presented to the Professional MBA student who has best exemplified the qualities of integrity, loyalty to friends and country, courage, intelligence and high standards of personal conduct as judged by the faculty.

The Hiram and Mary Neuwoehner Prize is awarded to the Professional MBA student who has made the most substantive addition to the evening program by way of contributions in the classroom and excellence in preparing written papers and examinations.
SPECIAL EVENTS

The David R. Calhoun, Jr. Memorial Lecture
Co-sponsored by the 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.

Welcoming Barbecue
A welcoming barbecue for all Olin students is held the first Wednesday of undergraduate classes in the fall. Olin faculty and staff host the event with Dean Gupta working the grill.

Thanksgiving Dinner
Students, faculty, staff, and their families are invited each year to join Dean Mahendra Gupta and his wife Sunita Garg for a traditional Thanksgiving dinner at Olin.

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 Dan Hesse, CEO, Sprint Nextel; Walter Robb, Co-CEO, Whole Foods Market; Dennis Muilenburg, President and CEO, Boeing Defense, Space & Security; Daniel Ludeman, President and CEO, Wells Fargo Advisors; Carlos Brito, CEO, Anheuser-Busch InBev; and Mahendra Gupta, Dean of the Olin Business School.
Code of Conduct

CONDUCT STANDARDS

Olin Business School
Statement of Community Conduct

Philosophy
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 which 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.

Please refer to the Code of Conduct for specific responsibilities, guidelines and procedures regarding academic integrity.