

OLIN BUSINESS SCHOOL - GRADUATE

GRADUATE BUSINESS PROGRAMS

Due to various deadline constraints, the course information may not be complete in this Course Listings Book. However, complete up-to-date course information is maintained here: [Course Listing](#). Olin Business School reserves the right to remove students from courses, cancel or modify any course(s) listed.

Required Advising

Students must meet with their advisor before they register. To schedule your appointment it is recommended that you use the link in your adviser's email signature. You may also stop by during express registration advising hours.

ACADEMIC CALENDAR

Refer to the University calendar at the front of this book for dates and deadlines applicable to this semester. There are specific add/drop dates for graduate business courses. To add/drop any course, this online process should be completed prior to the second-class meeting. A drop will show as a deletion on your student record and not a withdrawal. Students who maintain enrollment beyond the deadline have accepted financial and academic responsibility for completion of the course. You may also access the graduate business specific calendar dates on [Campus Groups](#). Add/drop deadlines vary by school. Students should refer to specific school calendars (Law, University College, etc) for details.

REGISTRATION INSTRUCTIONS

Registration for spring 2020 will begin:
Monday, November 4, 2019 at 7:30 a.m. for 2Yr Full-time MBAs, Professional MBAs and Specialized Masters populations.

Tuesday, November 5, 2019 at 7:30 a.m. for 1Yr Full-time MBA students.

Students should register for Mini A, Mini B, short courses and full semester courses at this time by accessing the registration page, via [WebSTAC](#). Registration particulars can be found on [Campus Groups](#).

NOTES

- Olin full-time graduate students will be assessed a full-tuition charge for their course of study regardless if they student is enrolled in fewer than 10 units. (Exception PMBA, Part-time and third semester SMP students.
- Students can only retake a course if they failed the course due to poor academic performance, and with approval from the GPO.
- In addition to knowing the course information i.e., department, course and section numbers for each

class that you wish to register, you also need to know your WUJSTLKey and PASSWORD.

- Due to enrollment limits as well as appropriate quantity orders of book and packet orders, register as early as possible.
- All students seeking a MBA degree, select the Pass/Fail (P) grading option. All students seeking a Specialized Master degree select the letter grade (C) grading option unless your curriculum sheet has indicated otherwise for certain required courses.
- Auditing courses requires official registration and approval of the instructor prior to enrollment. Audit courses are included in total credit enrollment. Credits above the program total credit limit will incur a per-credit tuition fee. A grade of "L" is given for a successful audit. A grade of "Z" is given for an unsuccessful audit. Audit options does not apply toward degree requirements. Some courses are prohibited from audit. Graduate Business Programs prohibits students from sitting in on a course. You must be officially enrolled in a course to audit. You can NOT audit any short courses.
- Students in specified program have priority in their course listing. Example: PMBA students have priority in PMBA course listing and Olin full-time MBA have priority in courses offered on MBA course listing for the first two weeks of registration. Priority enrollment applies to the SMP courses. Olin graduate students have priority in all courses over all Non-graduate business students at all times.
- All prerequisites must be met prior to registering for a course.
- Due to high demand, students attempting to enroll in any short courses (weekend or weeklong) will automatically be placed on the waitlist.
- You may NOT be simultaneously enrolled for two classes that meet at the same time or overlap, excluding starting and ending times.
- If a class is full, you have the option of adding yourself directly to a waitlist. It is important that you keep a close eye on the waitlists, as your status will automatically change as space opens up.
- Non-graduate business students please refer to section referring to Non-MBA students for instructions on enrolling in a graduate business course.**

GENERAL REGULATIONS

The full-time MBA degree program is a 67-credit units program. Under no circumstances will the MBA degree be awarded to persons who have completed less than 58 semester units of coursework with the Olin graduate faculty. The additional units (beyond those required with Olin faculty) may be taken with the Olin faculty, may be approved transfer units (9 credit maximum) from an AACSB-accredited MBA program, or pre-approved Washington University graduate level electives. Approval will be granted where the coursework has a managerial orientation. **(Completion credit units requirement vary for joint degree, dual degree and 3+2 students. Please refer to conditions of enrollments.)**

Full-time MBA students may also take coursework that does not count toward the MBA degree (i.e., music, dance, physical education, etc.) as long as the total number of semester credits does not exceed the semester units limit (as outlined in conditions of enrollment) and the course is offered through the day division of our partner schools. However, if a student takes more than 9 units of MBA approved course work outside of Olin during their four semesters in the program, and if they are not a joint degree student, they will be billed on a per unit basis for each unit external to Olin that is in excess of the maximum allowed 9 units. Students are allowed to enroll in Washington University coursework outside the Olin Business School starting their second semester with the exception of University

College (For additional rules please refer to the condition of enrollment). See MBA academic advisor, if you need clarification.

The Professional MBA (PMBA) evening degree program is a 54-credit units program. Under no circumstances will the MBA degree be awarded to persons who have completed less than 45 semester units of course work in the PMBA curriculum with an Olin graduate faculty. The additional credits (beyond the credits with Olin faculty) may be taken with Olin faculty, may be approved transfer credits, 9 units maximum, from an AACSB-accredited MBA program, or with prior approval. A student may elect to take up to 6 units of coursework in other divisions of Washington University. The grades you earned must be "B" or better, and the Academic Review Committee judges the courses to equivalent to Olin graduate classes in quality and content. Submit the course syllabus and transcript to your advisor. See PMBA academic advisor, if you need clarification.

Students seeking the MBA degree should review the academic performance standards policy in Campus Groups.

The Specialized Master's program degree completion units requirements varies between the degree programs.

- MACC requires 33 graduate level course credits.
- MSFC requires 30.5 graduate level course credits.
- MSFQ requires 39 graduate level course credits.
- MSFWAM requires 30.5 graduate level course credits.
- MSSCM requires 36 graduate level course credits.
- MSA (all) requires 39 graduate level course credits.

- Summer Foundation courses must be completed but do not count toward the total degree requirement units. Under no circumstance will the degree be awarded to persons who have completed less than the required total units. Olin Business School may accept up to nine units of course work taken from an AACSB-accredited institution for any of the Specialized Master's degree programs, if the grades you earned or "B" or better, and the Academic Review Committee judges the courses to be equivalent to Olin graduate classes in quality and content. SMP students must earn a minimum of 3.0 overall grade porting average (GPA). See Specialized Masters Program academic advisor if you need clarification.

GRADING SYSTEM

MBA/Professional MBA Programs

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

For PMBAs, 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 Academic Review Committee considers such cases. Any combination of 6 credits of LPs or NPs in all MBA and related coursework will place the student in jeopardy of academic dismissal. The Academic Review Committee will consider the case.

In addition for full-time MBAs, receiving 2 NPs

Olin Business School does not calculate grade point averages (gpa) and semester class rankings for the full-time MBA and Professional MBA programs.

Specialized Masters Programs

The Specialized Master's degree programs uses the letter grade option. The program does calculate grade point average; it does not do semester class rankings. A minimum grade point average of 3.0 is required in all graduate coursework to remain in good standing.

TUITION FEES

Full-time MBA Students

\$31,025 per semester (\$1810 per unit if you exceed the maximum semester units, as outlined in your conditions of enrollment).

Professional MBA Students (Part-time)

\$1810 per unit (\$31,025/per semester if enrolled in 10 or more units).

Specialized Master Students

\$32,300 per semester (MACC)

\$31,050 per semester (MSSCM)

\$32,750 per semester (MSA)

\$33,800 per semester (MSF)

\$1810 per unit (if you exceed the 19.5 maximum units you will be assessed the program fixed semester rate).

Third semester students are charged 60% of the fulltime SMP tuition rate.

Professional Specialized Master Students (Part-time)

\$1810 per unit (if enrolled 10 or more units you will pay the fixed semester rate for that program).

Note: In all programs the tuition rate applies for audit courses. Courses can only be audit with the permission of the instructor, except for short courses. Short courses cannot be taken for the audit grade option.

TUITION PAYMENT/BILLING POLICY

A hold is placed on a student's record if he/she has an outstanding balance of \$100 with the University. This hold will block course registration for the next semester and prohibit the issue of transcripts or official verification of enrollment.

Payment is due the first day of the semester/mini "A" classes, no exception. Olin Business School does not accept tuition payments. If the full tuition is not paid by the first day of classes a 2% late fee will be assessed to the balance.

There are several methods of payment, please refer to [Student Accounting](#) website for complete list and details.

- Payment by mail to Washington University at PO Box 14627, St. Louis, MO 63150-4627.
- Payment in person with a check to Student Financial Services at North Brookings Hall, room 75 Lower Level, Monday-Friday, 8:30 am – 5:00 pm. No credit cards or cash.
- Bank Wire Transfer to Bank of America/Washington University: Please see the back of your bill or contact Student Accounting for wiring instructions and policies regarding wire limitations at 314 935-5274 or Student.Billing@wustl.edu.
- Third Party Billing – Have your employer or sponsor email Kristi Cunningham k.cunningham@wustl.edu from the University's Accounting office, with authorization for Washington University to bill your company for your tuition. Electronic communication is preferred, but a fax is acceptable (314-935-9798).
- Financial Aid - If you have filed all of the necessary loan paperwork, and your loans will cover your tuition balance, disregard the bill. However, if your loans are only covering a portion of your bill, you should pay any amount over and above what your loans are covering by the stated due date to avoid any late fees. Questions regarding the financial aid process, email olinfinancialservices@wustl.edu.

- Monthly Payment Plan - If you have questions regarding this plan, call Financial Services at 314-935-5900.
- Washington University Employee Remission Benefit – In order to get the University tuition reduction, contact the Human Resources Department at 314-935-5907.
- For specific information [contact](#) Student Accounting directly.

Note: Students who are assessed tuition on a per unit basis; tuition is determined by the division that offers the course.

ADD/DROP DEADLINE FOR NEW ADMITS

Newly admitted students please note that you add/drop dates differ from the main schedule. Do not follow the dates listed on the university's website. You should refer to your specific academic calendar (Core) for class meeting dates, located online. Please see the Graduate Program Office if you have questions.

TUITION REFUND SCHEDULE

Detailed information can be obtained on the Tuition and Financial Aid section on [Campus Groups](#) webpage. The tuition refund schedule pertains only to the Olin Business School classes (exception new first semester students).

SEMESTER COURSES

100% within the 1st week of class

75% after the 1st week and before the end of 3rd 50% after 3rd week and before the end of the 7th

25% after the 7th and before the end of the 8th

NO REFUND OR WITHDRAWAL AFTER THE 8th WEEK

MINI COURSES

100% refund within the 1st week of classes

75% refund within the 2nd week of classes

50% refund within the 3rd week of classes

25% refund within the 4th week of classes

NO refund or withdrawal after the 4th week of classes

SHORT COURSES

100% refund if dropped 24 hours prior to the first day of class.

NO refund or withdrawal after the drop deadline for short courses.

Students with loans should check with the Financial Aid advisor regarding minimum enrolled units for loans eligibility.

GRADUATION DEGREE CANDIDATES

Students planning on graduating must file an "Intent to graduate" form. This form is available online at [WebSTAC](#). May 15, 2020 graduates must file by December 20, 2019. If you are a joint/dual degree or 3+2 student, you must file an intent for each degree.

Degree information and Olin policies can be found on the [Olin Business School](#) website or Campus Groups. If there are any questions regarding the completion of graduation requirements, please see your advisor. You may access additional informational regarding Experiential Learning, WCC, faculty bios from this site.

WITHDRAWAL FROM OLIN

Should it become necessary for a graduate business student to withdraw from the University, an appointment should be made with the Graduate Business Programs office Assistant Dean and 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.

NON GRADUATE BUSINESS STUDENTS

Non-business students may enroll in non-MBA core courses only (3 digit course numbers) that are offered during the day, provided they meet the course prerequisites by completing a request for approval form. Students may be granted permission if all prerequisites are met, received permission from the Graduate Business Programs Office Registrar and the approval of your home school. If a student registers for a course without meeting the prerequisites or getting the proper approvals first, their registration will be dropped. **Please note that Olin graduate students have priority in all business classes.**