Olin Business School Reinstatement Application

Returning to Olin Business School from Time Away
Students who have left Olin Business School and wish to return and resume their program of study must apply for readmission or for reinstatement, as described by the policies outlined below:

Readmission
The Graduate Programs Admissions Office must approve students applying for readmission to their degree program. Readmission is required for return from:

- *Academic Dismissal*: students who have been dismissed for academic or student conduct reasons by Olin Business School.
- *Voluntary Withdrawal*: students who elect to withdraw from Olin Business School and permanently discontinue their program of study.

If you are applying for readmission, your first point of contact will be olingradmissions@wustl.edu.

Reinstatement
The Graduate Programs Student Affairs Office must approve students applying for reinstatement to their degree program. Reinstatement is required to return from:

- *Administrative Financial Withdrawal*: students who have been administratively withdrawn from Olin Business School due to failure to pay tuition and/or fees, or other outstanding balances on the student’s account.
- *Administrative Withdrawal (Non-financial)*: students who miss one semester of registration during the course of their program who have been discontinued and administratively withdrawn from their program.
- *Personal Leave of Absence*: students who elect to temporarily interrupt their progress toward degree completion for any reason other than personal medical.
- *Medical Leave of Absence* (requires additional approval from Student Health Services or the student’s personal physician): students who, voluntarily or involuntarily, must temporarily interrupt progress toward degree completion due to a personal physical or mental health need.

If you are applying for reinstatement, your first point of contact will be the Student Affairs contact for your program listed on Page 3 of this document.

All Students Applying for Readmission or Reinstatement:

**Accounting Holds**: Students with accounting holds must clear their balance before readmission or reinstatement is considered.
Academic Review: Students applying for readmission must have their academic record reviewed by the Admissions Office. Students applying for reinstatement must have their academic record reviewed by the Student Affairs Office.

Progress toward Degree Completion
Students seeking reinstatement must be able to complete their degree requirements within seven years from the original date of matriculation.

Credits for previous Olin Business School coursework taken prior to a student’s return may be given and must be reviewed by the Student Affairs Office. Olin Business School coursework completed more than seven years prior to readmission or reinstatement will not be considered for credit.

Decisions regarding readmission or reinstatement may be based on the applicant’s academic status when last enrolled, activities while away from campus, length of absence, the perceived potential for successful completion of the program, the ability of the department to support the applicant both academically and financially, as well as other relevant factors or considerations. While the Graduate Programs Office will make every effort to ensure students are able to return from leave and resume degree progress, there is no guarantee of approval for reinstatement, nor a guarantee of enrollment in required courses during the first semester of return. However, this does not preclude students from needing to finish the degree requirements.

If an application is approved for readmission or reinstatement, the student is responsible for completing the stated degree requirements of the program at the semester of return, which may differ from the degree requirements when the student first matriculated.

Readmission and Reinstatement Application Deadlines

Readmission: Students must adhere to the application dates and deadlines that are set by the Graduate Programs Admission Office for the next intake of the program. You can access the current graduate application for your program by contacting olingradadmissions@wustl.edu.

Reinstatement: Students requesting to resume enrollment in any full-time degree program must submit a completed Reinstatement Application to the Graduate Programs Office at least six weeks prior to the start of term in which enrollment is requested. Students requesting to resume enrollment in any part-time degree program must submit a completed Reinstatement Application to the Graduate Program Office at least one week prior to the start of term in which enrollment is requested. Requests submitted after these dates will be processed for the subsequent term.
Resources

**Student Affairs**
Ashley Macrander, Assistant Dean and Director, Graduate Program
[ashleymacrander@wustl.edu](mailto:ashleymacrander@wustl.edu)

Cory Barron, Associate Director of Student Affairs and Advising, EMBA
[cory.barron@wustl.edu](mailto:cory.barron@wustl.edu)

Timothy Dugan, Associate Director of Student Affairs and Advising, Specialized Master’s Programs
[timothy.dugan@wustl.edu](mailto:timothy.dugan@wustl.edu)

Hayley Huffman, Associate Director of Student Affairs and Advising, FT MBA-PMBA
[hayley.huffman@wustl.edu](mailto:hayley.huffman@wustl.edu)

**Olin Graduate Admissions**
[olingradmissions@wustl.edu](mailto:olingradmissions@wustl.edu)

**Olin Graduate Financial Services**
[olinfinaclservices@wustl.edu](mailto:olinfinaclservices@wustl.edu)

**Habif Health & Wellness Center**
[https://students.wustl.edu/habif-health-wellness-center/](https://students.wustl.edu/habif-health-wellness-center/)
[https://students.wustl.edu/medical-leave-absence/](https://students.wustl.edu/medical-leave-absence/)
Application for Reinstatement

Instructions: Use this application only if you wish to return to the same degree program in which you were last enrolled.

Name:______________________________________________________________

Student ID #:________________________________________________________

Degree Program:____________________________________________________

☐ I am returning to a Part-Time degree program.

I am returning from a:

Administrative Financial Withdrawal Administrative Withdrawal (Non-financial):

Personal Leave of Absence Medical Leave of Absence

*Reinstatement from an approved Medical Leave of Absence will not be considered until receipt of a recommendation from Washington University Student Health and Counseling Services or the student’s personal physician is received.

Semester Admitted:__________ Last Enrolled Semester:__________

(semester/year) (semester/year)

Expected Return:______________

(semester/year)

Good Academic Standing at time of separation: ☐ Yes ☐ No ☐

Current Address:

Telephone Number: (____)_____________ Email Address: _______________________

Reasons for leaving the Olin Business School (check all that apply):

☐ Academic ☐ Financial ☐ Personal ☐ Medical

☐ Other (please be specific)_____________________

☐ Work commitments (for Part-Time programs only)
Reinstatement Application Requirements
In addition to the application for reinstatement, you will need to submit the following to the Olin Business School Student Affairs Office for review:

Transcripts from other Institutions: If you have completed any coursework at another institution during your leave, please arrange for an official transcript from that institution to be mailed to the Student Affairs Office directly. Please note that transfer credits, if applicable, are subject to approval of the Olin Business School.

Questionnaire:
NOTE EXCEPTION: Students returning to part-time programs who took a leave solely for the purposes of fulfilling work requirements do not need to complete a questionnaire.

1. What factors contributed to your time away from Olin Business School? Please be sure to include what interfered with your academic success.

2. Please describes the action steps you took during your time away that demonstrates your readiness to return. Please address all factors that you listed above.

3. What is your strategy for success at Olin Business School? Please include support structures you plan to engage to ensure successful completion of a degree.
STUDENT ACKNOWLEDGEMENT OLIN BUSINESS SCHOOL REINSTATEMENT POLICIES AND
DEGREE PROGRAM HANDBOOK

I have completed all application questions and plan to complete my degree. I understand that Olin Business School may require me to provide additional documentation for full consideration of this application. If approved for reinstatement, I understand that I am responsible for the current degree requirements in the Olin Handbook for my degree program. At the discretion of my program, my revised degree requirements may entail the completion of additional courses, and/or other requisites for the completion of my degree. If approved and to avoid a subsequent loss of student status, I agree to register/enroll by no later than the first Add/Drop deadline of my reinstatement semester.

Date:__________________ By signing below, I confirm that I have read, understand, and agree to the above policy and procedures for reinstatement or readmittance to Olin Business School.

STUDENT SIGNATURE:

_________________________________________