INTRODUCTION

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

University personnel make every effort to ensure the timely communication of degree requirements, academic policies and procedures. In most cases, students are obligated to requirements and policies in effect at the time of matriculation into the BSBA Program. The faculty, however, has and reserves the right to make changes to degree requirements, policies and procedures, including modifying or adding new requirements, policies and procedures, at any time.
UNDERGRADUATE PROGRAMS – Simon Hall Suite 12

Undergraduate Programs General Information
935-6315  https://olinwustl.campusgroups.com/bsba/

Steve Malter  Associate Dean & Director for Undergraduate Programs
935-7159  malter@wustl.edu

Lanna Skadden  Assistant Dean and Director of Academic and Student Services
935-4758  skadden@wustl.edu

Yoon Groves  Associate Director of Academic and Student Services
935-3328  yoon.groves@wustl.edu

Konnie Henning  Associate Director of Academic and Student Services
935-5775  henning@wustl.edu

Paige LaRose  Director of Student Development and Strategic Initiatives
935-7774  plarose@wustl.edu

Cyndy Newell  Undergraduate Business Registrar
935-6543  newell@wustl.edu

Tammy Orahood  Director of International Programs and Global Initiatives
935-3569  orahood@wustl.edu

Elizabeth Snell  International Programs Manager and Academic Advisor
935-9237  snell@wustl.edu

Audrey Plump  BSBA Student Services Coordinator
935-7773  audrey_plump@wustl.edu

BJ Warren  Academic and Student Services Advisor
935-4691
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVISING ASSISTANCE</td>
<td>5</td>
</tr>
<tr>
<td>Individual Advising</td>
<td>5</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>6</td>
</tr>
<tr>
<td>Career Development and Placement</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>6</td>
</tr>
<tr>
<td>CURRICULUM INFORMATION</td>
<td>6</td>
</tr>
<tr>
<td>Distribution Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Advanced Electives</td>
<td>7</td>
</tr>
<tr>
<td>Core Business Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Professional Electives/Majors</td>
<td>8</td>
</tr>
<tr>
<td>BSBA General Policies</td>
<td>8</td>
</tr>
<tr>
<td>Specific Policies for Class of 2017</td>
<td>10</td>
</tr>
<tr>
<td>Other Regulations</td>
<td>10</td>
</tr>
<tr>
<td>GENERAL POLICIES, PROCEDURES AND GUIDELINES</td>
<td></td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Course Attendance Policy</td>
<td>14</td>
</tr>
<tr>
<td>BSBA Policy on Missing Classes and Exams for Interviews</td>
<td>14</td>
</tr>
<tr>
<td>Drops and Withdrawals</td>
<td>15</td>
</tr>
<tr>
<td>Grading System</td>
<td>15</td>
</tr>
<tr>
<td>Pass/Fail Grade Option</td>
<td>16</td>
</tr>
<tr>
<td>Audits</td>
<td>16</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>16</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>17</td>
</tr>
<tr>
<td>Grade Changes</td>
<td>17</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>17</td>
</tr>
<tr>
<td>Petition Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>18</td>
</tr>
<tr>
<td>Transfer Between Divisions</td>
<td>19</td>
</tr>
<tr>
<td>Residency Requirement</td>
<td>19</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>20</td>
</tr>
<tr>
<td>Dress Codes</td>
<td>20</td>
</tr>
<tr>
<td>GRADUATION AND HONORS</td>
<td></td>
</tr>
<tr>
<td>Statement of Intention to Graduate</td>
<td>21</td>
</tr>
<tr>
<td>Final Honors</td>
<td>21</td>
</tr>
<tr>
<td>Dean’s List</td>
<td>21</td>
</tr>
<tr>
<td>Beta Gamma Sigma</td>
<td>22</td>
</tr>
<tr>
<td>Honors and Awards Ceremony</td>
<td>22</td>
</tr>
<tr>
<td>SPECIAL CURRICULUM OPPORTUNITIES</td>
<td></td>
</tr>
<tr>
<td>Combined Majors</td>
<td>22</td>
</tr>
<tr>
<td>Combined Undergraduate Degree</td>
<td>22</td>
</tr>
<tr>
<td>Minors</td>
<td>22</td>
</tr>
<tr>
<td>Independent Study</td>
<td>23</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Internship Opportunities</td>
<td>23</td>
</tr>
<tr>
<td>Management 450A – Internship in Business</td>
<td>24</td>
</tr>
<tr>
<td>Master of Accounting (MACC)</td>
<td>24</td>
</tr>
<tr>
<td>Master of Science in Finance (MS/FINANCE)</td>
<td>25</td>
</tr>
<tr>
<td>Master of Science in Supply Chain Management (MS/SCM)</td>
<td>25</td>
</tr>
<tr>
<td>3/2 BSBA/MBA Program</td>
<td>26</td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td>26</td>
</tr>
<tr>
<td>International Internship Programs</td>
<td>26</td>
</tr>
<tr>
<td>Exchange Programs</td>
<td>27</td>
</tr>
<tr>
<td>Washington D.C. Program</td>
<td>27</td>
</tr>
<tr>
<td>Other Study Abroad Options</td>
<td>28</td>
</tr>
<tr>
<td>SPECIAL OPPORTUNITIES FOR LEARNING</td>
<td></td>
</tr>
<tr>
<td>The Skandaloris Center for Entrepreneurial Studies</td>
<td>28</td>
</tr>
<tr>
<td>Center for Experiential Learning</td>
<td>29</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td></td>
</tr>
<tr>
<td>Student Services Office/Registrar</td>
<td>30</td>
</tr>
<tr>
<td>Student E-Mail Accounts</td>
<td>30</td>
</tr>
<tr>
<td>Student Mail Files</td>
<td>30</td>
</tr>
<tr>
<td>Computing Services</td>
<td>30</td>
</tr>
<tr>
<td>Weston Career Center</td>
<td>31</td>
</tr>
<tr>
<td>Kopolow Business Library</td>
<td>32</td>
</tr>
<tr>
<td>Management Communication Lab</td>
<td>32</td>
</tr>
<tr>
<td>Tutoring Service</td>
<td>33</td>
</tr>
<tr>
<td>STUDENT ORGANIZATIONS</td>
<td>33</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>36</td>
</tr>
</tbody>
</table>
ADVISING ASSISTANCE

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

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

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

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

Students are responsible for seeking such help, especially in cases when they are in academic trouble. The earlier a student looks for help, the better. Our desire is to see each student succeed in her/his chosen academic path. Please do not hesitate to seek out the proper assistance if you are having difficulty. To make an appointment with your advisor, call Student Services at 935-6315, visit Simon Hall Suite 12 or visit our Campus Groups Website to view your advisor’s availability.
Academic Advisors
Yoon Groves 935-3328 yoon.groves@wustl.edu
Konnie Henning 935-5775 henning@wustl.edu
Paige LaRose 935-7774 plarose@wustl.edu
Tammy Orahood 935-3569 orahood@wustl.edu
Lanna Skadden 935-4758 skadden@wustl.edu
Elizabeth Snell 935-9237 snell@wustl.edu
BJ Warren 935-4691

Academic advisors will be available daily on both a walk-in and appointment basis. Walk-in advising times will be announced at the start of the semester.

Faculty Members
Faculty members’ office hours are regularly published on course syllabi and are available in the Faculty Support Offices (Rooms 220 and 242) in Simon Hall. If you cannot go during regular office hours, feel free to contact the faculty member to make an appointment at a mutually convenient time.

Career Development and Placement
Undergraduate Advisors in the Weston Career Center (Simon Hall Suite 10, 935-5950) address questions related to business careers or job placement. For additional information about services provided by the Weston Career Center, see page 31.

Graduate Programs
Staff in the MBA Programs Office (Simon Hall Suite 114, 935-7301) address questions related to Olin’s MBA degree programs. Staff in the Specialized Master’s Programs Office (Simon Hall Suite 118, 935-8469) addresses questions related to Olin’s Master of Accounting, Master of Science in Finance and Master of Science in Supply Chain Management programs.

CURRICULUM INFORMATION
Students pursuing a BSBA degree are required to complete at least 48 units of general education courses in addition to a battery of core business courses. You may access the BSBA degree requirements for your class of entry (by graduating year) at https://olinwustl.campusgroups.com/bsba/documents/.

Printed materials outlining curricular requirements by class are also available in Simon Hall Room 12.

For the Class of 2017, your 48 credits must be taken from the College of Arts and Sciences. In addition, 42 of these 48 credits must be taken in residence.
Distribution Requirements
In making long-range scheduling plans, a student should keep distribution requirements in mind when selecting electives. Distribution requirements must be taken through the day division program for a letter grade. Distribution requirements are listed each semester in the Course Listings. Distribution requirements include:

- Behavioral Analysis 3 Units
- Ethics and Values 3 Units
- Physical and Life Sciences 3 Units
- International Studies 6 Units
- Humanities 3 Units

Advanced Electives
At least 18 units of advanced electives (numbered 300 or above) must be taken outside of the business school for a grade. For the Class of 2017, these 18 advanced units must be taken from the College of Arts and Sciences. University College courses do not satisfy advanced non-business elective requirements.

General Requirements
All remaining non-business required units must be completed to earn a minimum total of 48 units. For the Class of 2017, these credits will be taken through the College of Arts and Sciences. Students who have questions about any course requirement should see their academic advisor.

Core Business Requirements (42 - 43.5 units minimum)*

- ACCT 2610 Principles of Financial Accounting
- ACCT 2620 Principles of Managerial Accounting
- FIN 340 Capital Markets & Financial Management
- MEC 290 Microeconomics
- MEC 292 Global Economy or Econ 1021
- MGT 100 Individual in a Managerial Environment**
- MGT 150A Foundations of Business
- MGT 150B Olin Experience*
- MGT 250A Building Your Career Foundation
- OB 360 Organization Behavior within the Firm
- OSCM 230 Management Science
- OSCM 356 Operations Management
- QBA 120 Managerial Statistics I
- QBA 121 Managerial Statistics II

* MGT 150B is not required for the entering Class of 2017. Therefore, 42 core units required.
** Transfer students entering Olin must take one of the following: MGT 100, MGT 380 or MEC 380 to satisfy this requirement.
Professional Electives (12 units minimum)

Professional electives are non-required business courses offered by the Olin Business School that may or may not lead towards a specific business major. While not required to declare a specific major, almost all BSBA students declare at least one major. The choices are listed below.

Majors

Formal majors are an option for business students. While some students may opt not to pursue a formal major within the business curriculum, others may choose to complete more than one major. Students may choose majors from the following fields of business study:

- Accounting
- Entrepreneurship
- Finance
- International Business*
- Organization and Human Resources
- Marketing
- Economics and Strategy
- Operations & Supply Chain Management
- Healthcare Management

*The International Business major for the Class of 2015 and subsequent classes are classified as a second major. Therefore, you must declare a prime business major in addition to your IB Major.

Students must declare their business major by the end of their junior year. A listing of specific requirements for each major is available at the Student Services office in Simon Hall Suite 12.

Electives Outside Olin Business School

Students working toward the BSBA degree will have an opportunity to take nearly 55% of their course work at Washington University outside of Olin. Students should select courses in other University divisions that will maximize their total educational experience at Washington University. Courses vary somewhat each semester in content and methodology, depending upon which professor teaches a particular course. Students are encouraged to talk with other students and faculty members about courses that might be of interest. For the Class of 2017, your 48 credits must be taken from the College of Arts and Sciences. In addition 42 of the 48 credits must be taken in residence.

BSBA DEGREE GENERAL POLICIES

- All BSBA students must be enrolled in a minimum of 12 units each semester. The maximum is 21. BSBA students will be assessed a full-time tuition charge for their course of study for eight semesters of enrollment regardless if the student is enrolled in less than 12 units.
• You must earn a minimum of 2.0 overall grade point (GPA) and a 2.0 GPA in all professional course work taken in Olin.

• You may earn a maximum total of two business majors (or one business and one non-business) and one minor (outside of Olin) or one business major and up to two minors (outside of Olin).

• Majors and minors must be declared by October 15th of your junior year.

• The International Business (IB) major is classified as a second major for member of the Class of 2015 and beyond. Therefore, you must declare a prime business major in addition to your IB Major.

• If you substitute a non-business course for a business requirement, you will be required to enroll in another business course as a minimum of 55.5 units must be earned in Olin. 54 units are required for the Class of 2017.

• Transfer students must earn their final 60 units towards your degree here at Washington University.

• BSBA students may enroll in one physical education course per semester.

• BSBA students may enroll in pass/fail non-business course each semester. A pass/fail course will count only towards your general non-business electives. Writing I, distribution requirements and advanced non-business courses must be taken for a grade.

• AP credit for Math 2200 will not satisfy your QBA 120 requirement for the BSBA degree. All BSBA students must still take QBA 120.

• BSBA students may enroll in Finance 343. However, this course will not count towards your 120 units for your degree nor will it factor into your WU GPA.

• To satisfy our MEC 290 requirement, a BSBA who transfers into Olin must take Econ 4011 or MEC 290 if they received transfer credit for Econ 1011.
A minimum of 15 units of pre-matriculation credit may be counted towards graduation for the member of the BSBA Classes of 2015, 2016 and 2017. Pre-matriculation sources included Advanced Placement (AP), International Baccalaureate (IB), British Advanced (A) Levels and college courses taken after the junior year in high school. These units will count towards the 120 credits but will not satisfy any distribution, statistics or advanced education requirements. If a student takes a course in residence in which AP credit has already been awarded, the AP credit will be removed from the student’s record. For a transfer student, pre-matriculation credits will be included as part of the 60 maximum credit limit.

SPECIFIC POLICIES FOR CLASS OF 2017

1. All 48 minimum general education must be taken through the day division program of the College of Arts and Sciences. 42 of the 48 units must be taken in residence.

2. You may not enroll in any UC course this fall (2013). Effective spring 2014, you will follow the new UC policies as outlined under the regulations section in this handbook.

3. Any non-business course that can satisfy a distribution, an advanced non-business requirement and a requirement for one of the interdisciplinary business majors may satisfy only two of the three aforementioned requirements. The credits will count only as non-professional units.

4. Business courses may not count towards an International Studies Distribution requirement. Only courses offered through the College may satisfy this requirement.

Regulations

1. Military Science – Credit for military science course work will not count towards the 120 units required for the BSBA degree and is not averaged into the student’s GPA. Military science credits and grades will appear on the student’s official transcript.

2. University College (Evening Division) – No business courses, distribution requirements or the 18 units of 300-400 course work may be taken through University College. University College courses will count as general electives. University College real estate courses (Real Estate Law 267, Real Estate Transactions 268, Real Estate Investment 308, Real Estate Principles 310, Real Estate Appraisal 357, and Real Estate Finance 360), Communication 351, or
pre-calculus courses will not count towards your degree requirements. Students may enroll, with the permission of their advisor, in selected University College courses that are not offered in the day program. Normally, not more than one course per semester may be taken in the evening division. Credit is not given for University College courses with less than a 100 number.

The Class of 2017 freshmen are not allowed to take any UC course in fall 2013.

New UC Policy effective for spring 2014:
- You may enroll one UC course per semester.
- No academic advisor approval required.
- This UC course will not count towards degree requirements.
- UC courses will not count towards your GPA.

Olin may offer some advanced (300 level and above) business electives in the late afternoon or evening hours. Students may take these courses provided they are listed in the current semester directory of Olin’s course offerings.

GENERAL POLICIES, PROCEDURES AND GUIDELINES

Integrity Matters: The Olin Codes of Conduct

The Olin Business School is a community of individuals with diverse backgrounds and interests who share certain fundamental goals. Primary among these goals is the creation and maintenance of an atmosphere conducive to learning and personal growth for everyone in the community. Becoming a member of the Olin community is a privilege that brings certain responsibilities and expectations. The success of Olin in attaining its goals and in maintaining its reputation of academic excellence depends on the willingness of its members, both collectively and individually, to meet their responsibilities. All individuals associated with Olin should conduct themselves with the utmost integrity in all aspects of their life, both on and off campus.

Olin’s Code of Conduct as it relates to Academic Matters

The following is a summary of the Code as it applies to academic matters:

Student Academic Violations. It is dishonest and a violation of student academic integrity if you:

1. **Plagiarize** – You commit plagiarism by taking someone else’s ideas, words or other types of product and presenting them as your own. You can avoid plagiarism by using proper methods of documentation and acknowledgement.
2. **Cheat on an examination** – You must not receive or provide any unauthorized assistance on an examination. During an examination, you may use only material authorized by the faculty.

3. **Copy or collaborate on assignments without permission** – It is dishonest to collaborate with others when completing graded assignments or tests, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports and completing problem sets (unless expressly discussed in class).
   If you have any questions regarding the definition of allowable behavior, it is your responsibility to ask for clarification prior to engaging in the collaboration.

4. **Fabricate or falsify data or records** – It is dishonest to fabricate or falsify data in laboratory experiments, research papers, reports or other circumstances; fabricate source material in a bibliography or “works cited” list; or provide false information on a resume or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present it as your own.

5. **Engage in other forms of deceit or dishonesty that violate the spirit of the Code.**

For details, please refer to *Integrity Matters: Olin Business School Code of Conduct.*

---

**Olin’s Code of Conduct as it relates to Professional Behavior Expectations – Professional Standards of Conduct**

We expect Olin students to conduct themselves at all times in a professional manner. Professional behavior includes, but is not limited to, the following:

**In the classroom**

- **Attendance:** We expect students 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:** We expect students 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:** We conduct classroom interaction in a spirited manner but always while displaying professional courtesy and personal respect.
• **Preparation:** We expect students to complete the readings, case preparations and other assignments prior to each class session and prepare to participate actively in class discussion.

• **Distractions:**
  
  o *Exiting and Entering:* We expect students 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:* We expect students to not use laptops, PDAs, and other electronic devices in classrooms unless with the instructor’s consent and for activities directly related to the class session. We do not permit accessing email or the Internet during class, as they can be distracting for peers and faculty.
  
  o *Cellular Phone:* We expect that mobile phones are turned off or set on silent/vibrate during class. Answering phones while class is in session is not permitted.
  
  o *Other distractions:* Those identified by individual instructors, such as eating in the classroom.

For details, please refer to *Integrity Matters: Olin Business School Code of Conduct.*

**DISABILITIES**

Course instructors will make reasonable accommodations for students with verifiable disabilities. Students who qualify for accommodations must register through Washington University’s Center for Advanced Learning Disability Resources (DR) in Cornerstone. Their staff members will assist the instructor(s) in arranging appropriate accommodations.

**Professional Conduct for Career-related Activities**

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

The following guidelines were developed for this purpose.

1. Students will always represent him/her self accurately to the employer with factual data about GPA, academic achievement, skills, and all other information. It is the student’s responsibility to keep his/her information current in all systems.
2. Students will be well prepared and appropriately dressed for all recruiting activities, including company information sessions, informational interviews, job interviews, and follow-up activities.

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

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

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

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

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

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

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

**Drops and Withdrawals**

We expect students to complete any business course in which they enroll. Dropping a course or withdrawing should be last resorts to addressing problems and should always be exceptions rather than norms.

Students who believe that it is necessary to drop a course should discuss their situation with both their instructor and their advisor. A student may be able to continue in a course with tutoring or other special assistance. (For additional information on tutoring, see page 29.)

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

- Until the end of the semester’s second week, no record of the course enrollment will be printed on the student’s official transcript.
- From the semester’s third week through the end of the 12th week, a “W” grade (designating Withdrawal) will be recorded on the official transcript.
- After the semester’s 12th week, a student may not withdraw from a class without petitioning and receiving approval from the Academic Review Committee with support of the course’s instructor.
- For international students, a minimum of 12 units per semester is necessary. **Do not** drop below 12 units unless you have received **prior** approval from the international student advisor at the Office for International Students and Scholars. When considering dropping or withdrawing from a class, you **must** keep this minimum requirement in mind.

---

1Note: Courses for which the duration is less than a full semester follow a different drop schedule that is proportional to a full semester.

**Grading System**

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
</tbody>
</table>
A minimum of 2.0 overall grade point average (GPA) in course work taken at Washington University and 2.0 GPA in all professional course work taken at Olin Business School must be achieved to satisfy BSBA graduation requirements. “D-” is the lowest grade for which credit will be granted. In the event that more than 120 units are taken, all units will be counted toward the determination of minimum GPA, except course work transferred from other universities.

Pass/Fail Grade Option
The Pass/Fail option allows students to take non-business courses in interesting but unfamiliar subject areas, reducing stress often associated with grades. It is an option that we encourage students to use sparingly, in part, because graduate schools and employers find it difficult to evaluate Pass/Fail grades.

- For BSBA degree students, no business course may be taken Pass/Fail regardless of whether the course is required, elective or extra. Distribution requirements and advanced electives must be taken for a grade unless a student is an approved internal transfer who completed a distribution requirement on a Pass/Fail basis before transferring to Olin.
- Enrollment under the Pass/Fail option is limited to one course at any time during a semester.
- A grade of P (Pass) received in a non-business course indicates that credit has been awarded but the work was not subject to extensive evaluation.
- A grade of F (Failure) received in a non-business course appears on the transcript but does not compute in the student’s GPA.

Audits
BSBA students may not audit a business course but may audit a non-business course with the instructor’s approval. An audited course does not count toward a student’s degree requirements. A grade of “L” indicates satisfactory completion of an audited course; unsatisfactory completion carries a grade of “Z.” Assessment of course audit fees is at the same rate as all other courses.

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

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

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

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

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

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

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

- Required course work outside of prescribed sequence.
- Appeals of academic probation or academic suspension.
A student submits a written petition to her/his academic advisor who, in turn, presents the petition to the Academic Review Committee during conferences that occur on a weekly basis. The petition consists of a clear, concise statement of the student request and the rationale for it. The decision of the Academic Review Committee is final.

**Transfer Credit**

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

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

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

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

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

- The application for College Course Work Completed Prior to High School Graduation (incoming freshmen only).
- A course description (or syllabus upon request).
- An official transcript sent directly to Washington University, care of your academic advisor.

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

- The institution must meet accreditation requirements.
- No course work may be taken at a two-year institution after a student has accumulated 60 credit hours of work.
- Credit will not be given for course work taken at another institution during a student’s last 30 credit hours.
- A catalog description for each course for which the student is attempting to receive transfer credit must be submitted with the petition.
- As a general rule, Olin encourages that all required business courses and professional electives be taken at Washington University. Under certain circumstances, permission may be granted for a student to take a business course from another university with accreditation by AACSB–International (Association to Advance Collegiate Schools of Business). In order for consideration to be given, a syllabus showing text used must be submitted.
- No transfer credit will be accepted with less than a “C” grade.
- To transfer an approved course, send an official transcript to your primary advisor.
  Note: only the course and credit will show on your Washington University transcript. Your grade will not be calculated into your Washington University GPA.

Transfer between Divisions of the University
Washington University maintains a rather open policy with regard to transferring between divisions. Any business student interested in transferring to another division of the University should schedule an appointment to see their advisor and an exit interview with Dean Cannon to discuss their experience as an Olin student.

Non-business students interested in transferring into Olin should obtain an Interdivision Transfer Form from their current Dean’s Office and make an appointment to see one of Olin’s academic advisors. Applications from students who wish to transfer to Olin Business School are reviewed and approved if all academic qualifications are met on a space available basis. Students interested in transferring into Olin should review the sections on “Degree Requirements” (see page 8). Ordinarily, students must have at least a “B” average to transfer into Olin and must be reasonably on track in terms of completing course requirements. Students must complete Math 128/132 before being considered for transfer to Olin.

Olin makes admission decisions for students wishing to transfer from other divisions of Washington University three times a year: on or about August 31, January 31, and June 30. Submit Interdivision Transfer Forms at least two weeks prior to these dates to receive consideration.

Residency Requirement
Olin Freshmen: Business students must complete their final 30 credits at Washington University or in a WU-approved program (e.g. Study Abroad). The Academic Review Committee must approve any exceptions to this requirement.
Olin Transfers: Students transferring to Olin must complete their final 60 credits at Washington University.

Leave of Absence

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

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

In either case, you must complete the Leave of Absence or the Medical Leave of Absence form and submit it to your four-year academic adviser.

Students who leave the university without filing either a Leave of Absence or a Medical Leave of Absence will be considered officially withdrawn from the university. In this instance, a student must re-apply for admission if he/she wishes to return the university.

Dress for Success

Many Olin events and assignments will require student dress to meet commonly accepted standards. The two most likely referrals to attire are professional and business casual; below are tips for both styles.

Professional (Business Traditional) For Men
Professional dress for men requires a suit, shirt, tie and dress shoes.

Professional (Business Traditional) For Women
Professional dress for women requires a suit, blouse or shell, nylons, and closed-toed dress shoes with a flat or modest heel.
Business Casual for Men
Business casual requires men to wear a dress shirt, slacks or khakis, and dress shoes.

Business Casual for Women
Business casual for women requires blouses or sweater sets, slacks or skirts (no shorter than just above the knee), and dress shoes (not flip-flops or sandals).

Other tips:
- Clothes should be clean, pressed and properly fitting.
- Men’s shoes should be shined.
- All piercings, with the exception of earrings for women, should be removed.
- Jewelry, if worn, should be conservative and sophisticated.
- Clothing should not reveal cleavage, stomach, back or undergarments.
- Men should be clean-shaven.

GRADUATION AND HONORS

Statement of Intention to Graduate
Every candidate for a degree must indicate his or her intention to graduate by filing an Intent to Graduate form online by the appropriate deadline specified by the University. The Intent to Graduate form is available through your WebSTAC account.

Students are responsible to ensure that all graduation requirements are met. Graduating seniors should make an appointment with their advisor one semester in advance of their intended graduation to verify their BSBA degree requirements. Graduation exercises occur in May and December. August, December and May graduates are cordially invited to the May ceremony.

Final Honors
Graduating seniors in the top five percent of their graduating class based on their overall record at Washington University will graduate “Summa Cum Laude.” Seniors in the next 10 percent of the graduating class (6%-15%) will graduate “Magna Cum Laude.” These designations are recorded on the official University transcript. All candidates for the BSBA degree in August, December, or May will be considered as one group for purposes of final honors. Honors are determined in May for all graduates.

Dean’s List
Undergraduates who have completed at least 14 graded credit hours and achieve a semester grade point average of 3.6 or above (with no outstanding incomplete courses) earn Dean’s List recognition. Calculation of Dean’s List determination
occurs approximately 30 days after the end of the semester to allow time for record
updates.

**Beta Gamma Sigma**

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

Olin Business School’s chapter, established in 1921, invites the top seven percent of
the junior class and the top 10 percent of the senior class for induction. Eligibility
requires completion of a minimum of 30 credit hours at Washington University.

**Honors and Awards Ceremony**

The School’s Annual Awards Ceremony honors outstanding student achievements
during the May commencement ceremony. Specific awards vary from year to year
and have included the Wall Street Journal Award, the Arthur M. Seltzer Accounting
Award, and the Isidor Loeb Prize for Leadership.

**SPECIAL CURRICULUM OPPORTUNITIES**

**Combined Majors**

Olin students may earn a maximum of two majors to include two business majors or
one business major and one major outside of Olin. For example, you could earn a
BSBA degree with a major in finance and a major in English literature from the
College of Arts and Sciences. You must complete the specific courses required for
the second major, but you are not required to complete the general requirements for
the second degree. You should consult with your academic advisor for additional
information.

**Combined Undergraduate Degree**

As a business student, you have the opportunity to earn two undergraduate degrees
simultaneously. While working on your BSBA degree, you may also work toward
another undergraduate degree offered at the University. You must be admitted to the
other degree-granting program, and you must meet specific degree requirements for
both schools. Typically, this option requires additional semesters to complete all
requirements. For example, if you combine your business degree with a degree from
the College of Arts and Sciences, you must complete a minimum of 150 units
between the two disciplines. Of the 150 units, at least 90 units must be from the
College and at least 55.5 units from Olin. Some courses may be used to satisfy both
degree requirements simultaneously. Because requirements for a second degree vary
from discipline to discipline, you should talk with your primary advisor to plan your
program.

**Minors**

Ordinarily a minor consists of 15-24 units in a specific field outside the business
school. Each department has established its own guidelines for their specific minor,
and students should check with the departmental office to obtain a list of requirements. Economics minors should consult their advisor early in their program.

Business students must declare their intention to minor before the end of their junior year. The “minor designation” will appear on the student’s final transcript but not on the student’s diploma. To declare a minor, a student needs to complete a minor declaration form, have it signed by the specific department (if the minor is hosted by another division of the University) and return it to the student’s primary advisor.

**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. It is not viewed as a vehicle for getting credit for something in which the student may already be involved (e.g., a job or project in another course) but rather as an opportunity to obtain more in-depth exposure to an area of interest under the supervision and direction of the faculty.

Students interested in enrolling in an Independent Study should note the following rules:

1. The student should discuss with a particular faculty member the possibility of receiving supervision on an independent study research project. Once a project is agreed upon between student and professor, the student must submit a petition to their advisor. The petition should outline the topics to be covered, texts or other research material to be used and research methodology to be employed.
2. Students must be in residence at the University when completing an Independent Study.
3. For credit in the business school, students must be at least a junior and have completed at least six units (the core requirement and one advanced elective) in the appropriate major field.
4. Projects may be done for one to six unit(s), but no more than three units may be granted in any one semester. Students may apply a maximum of six credits of independent study credit in business and six units outside of the School toward their 120 units for their degree.
5. The student must submit the Independent Study Petition no later than the end of the second week of classes.

**Internship Opportunities**

Olin juniors or seniors who have completed the core requirements and one advanced elective in the appropriate major field may apply to receive credit for internship experience. Students must work under the direction of a faculty member to complete an academic paper/project and complete an Internship Petition form that must be submitted to their academic advisor by the end of the second week of the academic semester.
Several departments on campus offer other special internship opportunities. With the exception of the International Internship Programs, a maximum of six units of internship course work may be applied towards the BSBA degree. Students may only register for a maximum of three units of internship credit in any given semester.

Management 450A – Internship in Business
Mgt 450A is an online course designed to deepen the overall learning you gain from a summer internship. By completing structured assignments that relate to both the work completed during the internship and to elements of the broad-based Olin business curriculum, the value of the internship will be markedly increased—for both students and employers.

Internship for Business is a 1.5-credit Pass/Fail course for Olin Business School undergraduates. The course, credit, and pass/fail grading are transcript notations, but the hours earned for MGT 450A do not count toward the 120 hours minimum needed for graduation. Prior to enrolling in this course, student must consult with and get approval from Weston Career Center (WCC) to ensure the internship meets the requirements listed below:

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

Master of Accounting (MACC)
Whether your career interests lie in public or corporate accounting, consulting or financial services, Olin's Master of Accounting (MACC) program will prepare you for an exciting and challenging future. This program requires 33 graduate-level credit hours in addition to the course work requirements for your undergraduate degree. The program includes course work necessary to meet eligibility requirements to sit for the CPA exam in states with the “150-hour rule.” You can apply for admission once you have completed ACCT 3610 and earned approximately 90 undergraduate credits. It is preferable that you have also completed ACCT 3620 during the undergraduate program. If you are interested in pursuing a MACC degree, it is recommended that you contact the Specialized Masters Programs office prior to entering your junior year. As a student at
Washington University, the GMAT/GRE requirement and application fee are waived.

See [www.olin.wustl.edu/academicprograms/MACC/Pages/default.aspx](http://www.olin.wustl.edu/academicprograms/MACC/Pages/default.aspx). Further information is available in the Specialized Masters Programs office in Simon 118, or email maccinfo@wustl.edu.

**Master of Finance (MS/Finance)**
Graduates of Olin's Master of Science in Finance (MS/Finance) develop highly targeted skills by selecting the curriculum track best suited to their career aspirations – Corporate Finance & Investments or Quantitative Finance. This rigorous and comprehensive graduate program offers in-depth training in securities research, asset management, derivative pricing, fixed income and corporate finance for students pursuing specialized finance careers in either of two tracks:
- Corporate Finance and Investments requires 30 graduate-level credit hours in addition to the course requirements for your undergraduate degree and prepares you for careers in investment banking, asset management, sales and trading, industry finance and consulting.
- Quantitative Finance requires 39 graduate-level credit hours in addition to the course requirements for your undergraduate degree and prepares you for careers in credit risk analysis, derivative pricing, risk management modeling and financial software development.

You can apply for admission to the MS/Finance program once you have completed approximately 90 total hours of course credits. If you are interested in pursuing a MS/Finance degree, it is recommended that you contact the Specialized Masters Programs office prior to entering your junior year. As a student at Washington University, the GMAT/GRE requirement and application fee are waived.

See [www.olin.wustl.edu/academicprograms/MSF/Pages/default.aspx](http://www.olin.wustl.edu/academicprograms/MSF/Pages/default.aspx). Further information is available in the Specialized Masters Programs office in Simon 118 or email MSFinanceInfo@wustl.edu.

**Master of Science in Supply Chain Management (MS/SCM)**
Exceptional management of the production and delivery of a firm's products and services – its supply chain – is essential. The Master of Science in Supply Chain Management degree at Washington University's Olin Business School equips graduates to stand out in this challenging and critically important career field. This program provides students with comprehensive preparation in all areas relevant to sophisticated management of a company’s supply chain, whether the company is engaged in manufacturing or in the delivery of complex services. Completion of the degree requires a minimum of 36 graduate-level credit hours in addition to the course requirements for your undergraduate degree. You can apply for admission to the Master of Science in Supply Chain Management program once you have
completed approximately 90 total hours of course credits. If you are interested in pursuing a MS/SCM degree, it is recommended that you contact the Specialized Masters Programs office prior to entering your junior year. As a student at Washington University, the GMAT/GRE requirement and application fee are waived. See [www.olin.wustl.edu/academicprograms/MSSCM/Pages/default.aspx](http://www.olin.wustl.edu/academicprograms/MSSCM/Pages/default.aspx). Further information is available in the Specialized Masters Programs office in Simon 118, or email MSSCMInfo@wustl.edu.

### 3/2 BSBA/MBA Program

Admission to the 3/2 program is extremely competitive. You must have a superior academic record, an outstanding performance on your Graduate Management Admissions Test (GMAT) and substantive summer internship experience in the corporate world. Students must complete 90 units including all non-business requirements by the fall of their senior year.

Once 30 units of required course work are completed in the MBA program, the BSBA degree will be awarded. Students not completing all first-year required MBA course work (and/or additional equivalent course work where proficiency examinations have been passed) will not be eligible for the BSBA degree until such time as all first-year MBA requirements are met.

The MBA Admissions Committee makes final admission decisions based on the student’s maturity and perceived ability to handle graduate level work in an accelerated program. Additional information may be obtained from the MBA Admissions Director in Simon Hall Suite 114.

### Study Abroad Programs

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

### International Internship Programs

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

- Six units of academic credit in appropriate areas (e.g., language study in non-English Speaking locations).
- Full-time internship placement of approximately 10-12 weeks.
- Significant research project in conjunction with the work experience.
• European Study Tour for programs in Europe and Colloquium/Study Tour Series for programs outside of Europe for credit.

The International Internship Programs are open to all Olin juniors and seniors who have completed the equivalent of five semesters of course work (75 units). A minimum 3.0 GPA in your overall course work and a 3.0 in your professional course work are required for internship program consideration.

Space is limited, and meeting minimum GPA requirements does not guarantee acceptance.

**Exchange Programs**

Traditional study abroad opportunities are available to Olin students through academic exchange arrangements between Olin and the following institutions:

- Bocconi University in Milan, Italy
- Carlos III University in Madrid, Spain
- Chinese University of Hong Kong
- ESCP, Paris France
- Hong Kong University of Science and Technology
- Singapore Management University
- University of Melbourne, Australia
- WHU Otto Beisheim School of Management, Germany
- FGV in Sao Paulo, Brazil
- Fudan University in Shangai, China

Olin students apply to participate in these programs for the junior year. Students usually enroll in 14-16 credits for that semester. Criteria for admission will differ from program to program. Olin students interested in any of these programs should talk with their academic advisor early in their academic career.

Visit our web site at [http://www.olin.wustl.edu/academicprograms/BSBA/InternationalStudy/Pages/default.aspx](http://www.olin.wustl.edu/academicprograms/BSBA/InternationalStudy/Pages/default.aspx) for additional information about Olin’s study abroad opportunities.

**Washington D.C. Opportunity**

Olin students may participate in Washington University’s Semester in D.C. program. This experience introduces students to the workings of our nation’s capital through a course on American Democracy and the Policy Making Process, an internship experience, a speaker series, an applied independent research project as well as group activities during the fall, spring and summer semesters. Additional information is available at [www.olin.wustl.edu/academicprograms/BSBA/Pages/SemesterinDCProgram.aspx](www.olin.wustl.edu/academicprograms/BSBA/Pages/SemesterinDCProgram.aspx)
Study Abroad Options

The College of Arts and Sciences offers numerous study abroad programs. Interested students should contact the Overseas Programs Office in McMillan Hall, or call 935-5958, for assistance. Any liberal arts credit generally accepted by the College of Arts and Sciences will be acceptable as elective credit toward the BSBA degree. Rarely will a student be able to secure any professional business course credit during a non-Olin semester abroad. With proper planning, a student may spend a semester abroad and still complete the BSBA degree requirements in four years.

SPECIAL OPPORTUNITIES FOR LEARNING

The Skandalaris Center for Entrepreneurial Studies
The Skandalaris Center serves students in all schools and degree levels. Entrepreneurship activity began at the Olin Business School in 1988. Interest in the discipline grew over the years and in 2004, the campus-wide Skandalaris Center was established with support from Robert and Julie Skandalaris and the Ewing Marion Kauffman Foundation. The Center defines entrepreneurship as “the process of seeing novel opportunities, acting energetically, and using limited resources and collaboration to create new value for others.” Entrepreneurship is not just starting a business; it is about fostering the leaders who find new ways to benefit humanity.

The Skandalaris Center welcomes interest in all types of entrepreneurship, including commercial, technology, social and life sciences entrepreneurship.

Skandalaris Center activities include both curricular and co-curricular initiatives. Within the University’s entrepreneurship curriculum, the Center identifies perspectives, skills, and simulated experience and action/outcomes courses. Contact the Skandalaris Center for a copy of their campus-wide “Entrepreneurship Course Listing and Descriptions.” The curriculum of the entrepreneurship major includes required courses from the business school and electives from all University undergraduate schools. Students may also select entrepreneurship as a second major. Non-business students may also receive a minor in entrepreneurship.

The Hatchery is the capstone event to the entrepreneurship major and allows students to apply knowledge from other classes to their creation of a business plan for a new social or commercial venture. The Hatchery is a fall and spring semester elective course open to students from all academic disciplines. In the course, students form teams and write a business plan for a new venture, one based on a student idea or one brought to the class by a community entrepreneur. To ensure the plan’s quality and success, the Center assigns an executive coach to each team, and also facilitates matching teams and mentors. Students attend classes the first half of the semester and teams spend the second half of the semester completing their deliverables independently.
Entrepreneurship co-curricular activities at Washington University begin with IdeaBounce®, a web site where anyone can go to post an idea for a new venture, project, or invention to seek help in moving the idea forward.

Quarterly IdeaBounce® events give students and community entrepreneurs an opportunity to pitch their ideas to an audience for the chance to win $100 and a private dinner with the judges. From IdeaBounce®, students can enter the Olin Cup Competition for new commercial ventures or the YouthBridge Social Enterprise and Innovation Competition for social ventures. These annual competitions award over $200,000 to the creation of new ventures. The non-credit Skandalaris Seminar Series: Developing Entrepreneurial Skills, Perspectives, and Relationships, complement the two business plan competitions. The Skandalaris Internship Program provides an opportunity for students to work with early stage organizations for ten weeks each summer. Students who successfully complete a mix of entrepreneurship courses and co-curricular activities are eligible for a “Certificate of Accomplishment in Entrepreneurship” upon graduation. Additional information about these and other Skandalaris Center programs and activities may be found on the web site at http://www.sc.wustl.edu

Center for Experiential Learning (CEL)
The Center for Experiential Learning (CEL) was started in 1991 to help link the classroom with the real world of business. Through courses offered by the CEL, students apply their academic work and managerial insight to real business challenges. Active faculty supervision insures a rich learning experience and powerful results. Organizations benefit from leading-edge practices and practical management solutions as Olin students demonstrate their talent, skills and value in a real-time business context. Students are encouraged to read updated information on the CEL’s activities on the web at http://www.olin.wustl.edu/academicprograms/BSBA/OlinExperience/Pages/default.aspx.

Olin’s experiential learning programs require team and client meetings during normal business hours, as well as requiring substantially greater time commitments than a regular elective class. We recommend students consider their schedule flexibility, course load and extra-curricular activities when applying for these programs. Check http://www.olin.wustl.edu/CEL to learn more about current program/project offerings.

Practicum - The Practicum is an innovative semester-long program in which student teams consult directly for sponsoring companies to address a wide array of business and management problems in areas such as marketing, operations, finance and organizational design. Faculty advising ensures an invaluable learning experience for participating students and strong results for sponsoring organizations. The Practicum is offered to upper level Undergraduate and Graduate students, and designed to be a mutually beneficial partnership between the students and local,
national and international firms. Many of our clients have hired our graduates after working with them on Practicum projects.

Taylor Community Consulting Program - The Taylor Community Consulting Program is a six-week consulting program offered pro-bono to area nonprofit organizations. Teams of upper-level Undergraduate and Graduate students address business issues in the area of market research, brand audit, financial assessment, operational assessment and strategic planning. The goal is to help the nonprofit organizations compete more effectively by providing them with short-term, pro-bono business expertise while giving students a short-term experience in consulting. The project concludes with student teams’ final presentation of their consulting work to representatives from the nonprofit organization and Olin, as well as the Program donors from Enterprise Holdings and the Taylor family.

SUPPORT SERVICES

**Student Services Office/Registrar**
The Registrar for Olin is located in the Student Services office in Simon Hall Suite 12. Any questions about a student’s official record should be directed to this office. Official University transcripts are not sent from this office. Official transcripts may be requested on-line from WebSTAC by visiting [https://acadinfo.wustl.edu/WebSTAC.asp](https://acadinfo.wustl.edu/WebSTAC.asp)

The Student Services office provides students with a central place to have general questions answered. “Request for Information” forms, course listings, major requirements, etc., are available in this office.

**Student E-Mail Accounts/CampusGroups**
One of the primary ways that the administration communicates with students is via e-mail and the main page of Olin’s internal website, CampusGroups ([https://olinwustl.campusgroups.com/](https://olinwustl.campusgroups.com/)). New freshmen and transfer students will be sent their e-mail account information in the mail. Students are asked to check their e-mail and CampusGroups frequently for messages featuring up-to-date Olin information from faculty, staff and students.

**Student Mail Files**
One of the other ways that the administration communicates important information to students is via the individual student mail files. The mail files are located in the Undergraduate student lounge. Students should check their mail folders at least twice a week for messages from faculty, the Dean’s office, the Student Services office or other students.

**Computing Services**
Olin Business School provides various computing resources that help to create a more productive work environment for Olin students:
• Wireless accessibility throughout Simon Hall
• Computer Lab - located in the lower level of Simon Hall, contains computers for student use.
• Group Rooms - each with their own computer and network ports for laptop use.
• Express Labs on the first floor - places to check e-mail and print homework before classes.
• Study Rooms throughout Simon Hall.

All full-time business students are eligible for network accounts that include an email address, secured network storage for class work, space for a personal web site and discounts from Onethehub.com, such as Windows 7 and Microsoft office for PC & Mac. Students can log on and access these resources from computers throughout Olin or from their own laptop at one of several network ports in Simon Hall.

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

Weston Career Center
The Weston Career Center (WCC), located in Simon Hall Suite 10, offers a full range of career planning and job search services and resources for students in the Olin Business School. Among the services provided are individual career advising on such topics as job search strategies, preparation for interviews and resume review; seminars and courses on resume writing; networking, interviewing and other job search techniques; an on-campus recruiting program; a job posting system and an off-campus employer resume collect program.

The Weston Career Center offers a multitude of online resources and information to help students in researching industries, companies, contacts and jobs. Students can find resources including a career action plan, the Career Guide, industry analyses, help with finding internships and jobs, and much more on olincareers.wustl.edu

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

Students may schedule an appointment to meet with a career advisor by visiting the WCC front desk or by calling 935-5950. For more information, visit http://olincareers.wustl.edu/EN-US/what-we-do/services-we-offer/Pages/BSBA.aspx
The Al & Ruth Kopolow Business Library
The business library is located on the second floor of Simon Hall, but many of its resources are also available online from remote locations.

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

Some examples of online resources available in the business library and remotely:
- 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 55 business databases are available remotely to students.

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

Management Communication Lab
The Management Communication Lab, located in Simon 118C, is a school-wide resource that supports Olin’s mission to prepare students to communicate effectively in the business world. Staffed by graduate consultants with strong communication skills, the Lab offers free one-on-one and group consultations to address both written and oral communication.

The lab consultants can help you improve your skills for the following:
- Class and job presentations (individual and team)
- Case competitions
- Business-style writing for class assignments
- English spoken and written as a second language
- Job-search communication
To schedule an appointment, use the Lab’s online system – (http://wustl.mywconline.com/index.php- you’ll need to enter login information the first time you visit the site.) Stephanie Axe coordinates the Lab and can answer any questions you may have about this resource. The Lab also has two Facebook groups that you can join:

- Olin Management Communication Lab Facebook group: A place to find up-to-date links and discussion on current business communication topics.
- American Business Communication Facebook group: A place for international students at Olin to find English as a Second Language links as well as frequent discussions about American idioms.

**Tutoring Service**  
Olin offers a free tutoring service to undergraduates. The Center for Advanced Learning, located on the first floor of Gregg Residence Hall, coordinates and arranges tutoring available (max. 2hrs. weekly per course.)

**STUDENT ORGANIZATIONS**

Students can choose from a number of undergraduate student organizations within the Olin Business School. Students are encouraged to investigate the various organizations and become an active participant in those that interest them. Most of these organizations have a web site. To visit their site, log on to http://www.olin.wustl.edu/academicprograms/BSBA/StudentLife/Pages/StudentOrganizations.aspx.

**Alpha Kappa Psi (AKΨ)** - The nation's oldest and largest professional business fraternity. Our chapter is co-educational and open to students across all academic disciplines with a unifying interest in business. AKPsi is globally recognized as the premier developer of business leaders, as the only business fraternity with chapters overseas. We are dedicated to brotherhood, philanthropy, and professional growth. AKPsi provides unparalleled social and academic resources for current brothers and an invaluable network for alumni.

**Delta Sigma Pi (DSP)** - Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

**Korean Undergraduate Business Association (KUBA)** - KUBA (Korean Undergraduate Business Association) is a Korean student organization dedicated to Olin Business School at Washington University in St. Louis, open to anyone who is interested in business. Our main objective is the professional development of its
members, in order to create a strong network of Korean graduates who are successful in the business world.

**MicroOlin** – A microfinance group dedicated to compile a portfolio of microloans, initially through Kiva, and eventually through relationships with individual microfinance banks, raise money to augment and sustain microOlin’s portfolio and to educate the campus community about microfinance, its benefits, and how to get involved with micro lending

**MoneyThink** – Educate the underprivileged middle and high school students of St. Louis about basic financial concepts, allowing them to better understand the world at large and manage their money.

**National Black MBA Association (NBMBAA)** - The National Black MBA Association is a student group organized to enhance the professional development of African-American students. An organization that embraces students from all academic and ethnic backgrounds, NBMBAA strives to increase diversity within the business school and to increase awareness of educational programs and career opportunities for minority students.

**Net Impact** - Wash U Net Impact is the university’s undergraduate chapter of the international organization Net Impact. Our chapter’s mission is to grow and strengthen a network of new leaders who believe in creating a positive social, environmental, and economic net impact; to educate students on sustainable practices; to connect students with responsible professionals and businesses and to promote meaningful and maintainable change at Washington University in St. Louis.

**Olin Business Council (OBC)** - The Olin Business Council is the student government of the Olin Business School. OBC builds cohesion by providing an undergraduate voice to Olin, providing various programs for students and representing the views of students to the administration.

**Olin Peer Ambassadors (OPA)** - Olin Peer Ambassadors (OPA) is a student group committed to making the freshman transition as smooth as possible by fostering relationships with prospective students and sustaining these connections when freshmen arrive on campus. OPAs give tours of the business school, host Spotlight Weekend and serve as peer advisors to small groups of new students.

**Olin Sports Management Organization (OSMO)** - The Olin Sports Management Organization’s purpose is to provide an official community of students at Washington University interested in initiating a career in the sports industry as well as helping others start their careers. We will do this by educating ourselves and forging relationships with current sports-related experts and professionals. Included
in our purpose is the initiative to reach out to the youth of the surrounding community through athletic camps and events.

**WU Accounting Association (WUAA)** - The Washington University Accounting Association helps students become familiar with current accounting issues, learn about the profession and network with employers through meetings, activities, panels and events. We also engage in philanthropic events and provide information to current students about accounting opportunities, including courses, programs, speakers, workshops and employment. Tenets include networking, industry education and information, philanthropy and community service and providing information about academics and careers.

**WU Consulting Association (WUCA)** - The Washington University Consulting Association (WUCA) is a student-run organization that promotes awareness of the consulting profession and provides students an opportunity to create and enhance a successful approach to case interviews. The group teaches students proven frameworks for use in solving actual and practice cases. It builds a community of students across all academic disciplines who share a common goal of entering the consulting profession upon graduation.

**WU Marketing Association (WUMA)** - The Washington University Marketing Association is a student-run organization that is dedicated to furthering students study and practice of marketing. WUMA’s events include company tours, professional speaker events, social events, marketing competitions and dinners with the marketing professors. We believe marketing to be a multi-faceted field and an important part of any career.

**Washington University Student Investment Fund (WUSIF)** - WUSIF currently manages a well-diversified stock portfolio of over $100,000. We focus on finding and pitching undervalued stocks in six industries through fundamental analysis, creating a community where students interested in investment and finance may come together. Alongside providing education sessions that teach the basics of investing, we also organize career events to help our members tap into the vast pool of WUSIF alumni who are now interning/working at different financial service institutions.

**Washington University Real Estate Club** - The Washington University Real Estate Club is a student-run organization that provides educational, networking, and career opportunities to undergraduate students interested in the real estate industry. To achieve our goals we organize property tours, a speaker series, and focused meetings with industry leaders. Through our programming, members learn about different facets of the industry, are exposed to a variety of leadership opportunities, and gain premium access to internships and job postings.
ADMINISTRATION

Dean’s Office – Simon Hall Suite 200
Mahendra Gupta  Dean
Nicholas Argyres  Senior Associate Dean for Faculty
Kurt Dirks  Senior Associate Dean for Programs
Ron King  Senior Associate Dean of Special Projects

Kopolow Library – Simon Hall Suite 290
Ron Allen  Director and Asa F. Seay Librarian
935-6739  allenron@wustl.edu

Web site:  http://library.wustl.edu/units/business/

MBA Programs – Simon Hall Suite 114
Joe Fox  Associate Dean and Director of MBA Programs
935-6322  fox@wustl.edu
Sarah Miller  Director of MBA Student Affairs
935-8391  melson@wustl.edu
Jacqueline Carter  Graduate Business Registrar
935-4730  slack@wustl.edu

Web site:  http://www.olin.wustl.edu/academicprograms/MBA/Pages/default.aspx

Specialized Masters Programs
Greg Hutchings  Assistant Dean & Director of Specialized Masters Programs
935-3390  hutchings@wustl.edu
Laura Hollabaugh  Associate Director Specialized Masters Programs Advising and Student Services
935-7257  hollabaugh@wustl.edu
Nikki Lemley  Associate Director Specialized Masters Programs Admissions
935-8469  nlemley@wustl.edu
Danielle Young  Admissions Recruiter/Academic Advisor
935-3474  DYoung23@wustl.edu

Web sites:  www.olin.wustl.edu/msscm
www.olin.wustl.edu/msfin
www.olin.wustl.edu/macc
Center for Experiential Learning – Simon Hall Suite 100
Alex Haimann  Associate Director, Center for Experiential Learning
314-935-9101  ahaimann@wustl.edu
Web site: http://www.olin.wustl.edu/cel

Skandalaris Center for Entrepreneurial Studies – Simon Hall Suite 100
Ken Harrington  Managing Director of Skandalaris Center for Entrepreneurial Studies
935-9134  harrington@wustl.edu
Web site: http://www.sc.wustl.edu

Olin Business Computing – Simon Hall Suite 6
Tony Balsamo  Director of Information Systems
935-5144  balsamo@wustl.edu

Earl Bañez  Senior PC Support Specialist
935-4923  banez@wustl.edu

Olin Computer Lab  labquestions@olin.wustl.edu
935-5774
Web site: https://apps.olin.wustl.edu/computing/guidelines/computing.cfm

Weston Career Center Student Services Team - Simon Hall, Suite 10
Mark Brostoff  Associate Dean and Director
935-8970  brostoff@wustl.edu

Brad McLeod  Senior Associate Director
935-5986  c.b.mcleod@wustl.edu

Sally Pinckard  Associate Director, Career Education
935-8303  pinckard@wustl.edu

Margie Beck  Career Advisor - Accounting
935-5950  Margie.Beck@wustl.edu

Ron Gribbins  Career Consultant - Healthcare
935-3385  grib@wustl.edu

Rick Michniok  Career Advisor – Finance
935-7175  rwmichniok@wustl.edu

Gary Musto Career  Consultant– Consulting
935-3398  gmusto@wustl.edu

37
Denis Openlander  
_Career Advisor - Finance_
935-4458  
dhopenla@wustl.edu

Anne Petersen  
_Career Consultant - Marketing_
935-8951  
annepetersen@wustl.edu

Simona Tripodi  
_Career Advisor - Global Employment_
935-7619  
tripodis@wustl.edu

Keith Wigington  
_Career Consultant - Supply Chain Management_
935-3557  
kwigington@wustl.edu

Web Site:  [http://olincareers.wustl.edu/EN-US/your-career/Pages/default.aspx](http://olincareers.wustl.edu/EN-US/your-career/Pages/default.aspx)

**Management Communication Lab – Simon Hall 118C**

Sally Michael  
_Olin Management Communication Lab_
Michael@olin.wustl.edu