Create change.
# ACADEMIC CALENDAR

## 2022

**Fall Semester**
- First day of classes: August 26
- Thanksgiving break: November 23-27
- Last day of classes: December 21

## 2023

**Spring Semester**
- First day of classes: January 17
- Spring break: March 12-18
- Last day of classes: April 28
- Final exams: May 1-10
- Commencement: May 15
INTRODUCTION

Washington University in St. Louis is one of the nation’s leading research institutions and is committed to excellence in teaching as well as scholarship. The Doctor of Business Administration (DBA) program – which is aimed at those who are working in industry, who may continue to work during their enrollment in the program—offers a collaborative atmosphere centered on industry-relevant applied research. This advanced graduate program crosses traditional boundaries and provides students the opportunity, under the guidance of Washington University faculty, for structured coursework along with focused, independent scholarly reading and research on important issues relating to business.

The Olin DBA is a 72-credit-hour doctoral degree designed for individuals with a serious interest in research who wish to pursue graduate study on either a part-time or a full-time basis. It differs from a traditional PhD and extends beyond the fundamental foundation of a master’s degree to develop the necessary skills to conduct applied research. The DBA differs from a master’s degree and a PhD in a number of ways, including the scope of study, the approach to research, and, essentially the definitive outcome.

The Olin DBA is a practitioner’s doctoral degree designed to meet the needs of the researching professional rather than the professional researcher. Whereas a PhD is intended for those who wish to pursue research careers in academia, the DBA is extended graduate study beyond a master’s degree for those who wish to pursue careers in corporations, consulting firms, or government agencies and who therefore can benefit from advanced research skills in analyzing business problems. The research capabilities developed in the DBA program are of a more applied nature, with more immediate real-world applicability than typical research pursued in the PhD program.
OLIN’S MISSION

Create knowledge. Inspire individuals. Transform business.

CORE VALUES
Our shared values bond us together and inform the actions of everyone at Olin. These values are grounded in our heritage and will guide us in our second century of providing exceptional business education.

- **Excellence**—We have an unwavering commitment to excellence in all that we do, continually striving to provide the highest level of educational experience, learning opportunities, and research.

- **Leadership**—Olin cultivates a leadership mind-set, infusing students with both the value of acting responsibily and the desire to make an impact in whatever path they pursue.

- **Integrity**—Our Midwestern heritage is the cornerstone of our character—we are honest, hardworking, authentic, loyal, and supportive.

- **Collaboration**—Our culture fosters a collaborative community that creates innovative ideas, unique opportunities, and strong personal bonds.

- **Diversity**—We embrace the diversity of individuals, cultures, ideas, and opinions for the richness it brings to our school.
MESSAGE FROM THE DIRECTOR

In today’s unpredictable business environment, the ability to conduct and interpret applied research is crucial for corporations to address problems and spur growth.

Olin’s Doctor of Business Administration (DBA) was created for individuals who want to pursue a career at the highest levels of research, create new knowledge, and impact the direction of an organization.

Anjan Thakor
Director of Doctoral Programs and
John E. Simon Professor of Finance
Olin Business School
DOCTORAL PROGRAMS COMMITTEE

The Doctoral Programs Advisory Committee, listed for the 2022-2023 academic year, is responsible for the development and management of doctoral programs.

Stephen Ryan (Chair), Interim Director of Doctoral Programs and Myron Northrop Professor of Economics

David Ahn, Professor of Economics

Cynthia Cryder, Associate Professor of Marketing

Erik Dane, Associate Professor of Organizational Behavior

Richard Frankel, Beverly and James Hance Professor of Accounting

Armando Gomes, Associate Professor of Finance

Lamar Pierce, Professor of Organization & Strategy

Panos Kouvelis, Emerson Distinguished Professor of Operations and Manufacturing Management

Todd Milbourn (Ex Officio), Vice Dean and Hubert C. & Dorothy R. Moog Professor of Finance

Jessica Hatch (Ex Officio), Associate Director of Doctoral Admissions and Student Affairs
ACADEMICS

DEGREE REQUIREMENTS

The completion of the DBA in Finance program requires 72 credit hours of graduate coursework. In addition, DBA students must maintain satisfactory academic progress; must pass examinations and complete paper requirements; and must write, submit, and defend a doctoral thesis. All full-time students are expected to finish the program within four years; part-time students must finish the program within six years.

The program includes coursework and a written doctoral thesis, which are assigned the following credits:

- 48 credit hours for required and elective coursework
- 12 credit hours for independent study courses and additional directed reading courses
- 12 credits for doctoral thesis work

Prerequisites and Admissions
To be admitted to the program, students must complete an undergraduate degree. Completion of a graduate degree is preferred. Admission to the program is selective, based on parameters used for screening for other graduate programs at Olin, including transcripts of prior studies, GRE/GMAT scores, recommendations, and prior work experience.

Accounting for Prior Studies
Students with relevant graduate-level degrees may be given credit toward a DBA degree based on their prior studies at the discretion of the program academic director. Specifically:

- Students with a master’s degree in finance (MSF) may be permitted to transfer course credits to the DBA in Finance program. For Olin MSF students, a maximum of 24 credits can be transferred.
For students with other relevant master’s degrees, up to 12 credits can be transferred (this is true for both the DBA in Finance and the DBA in Marketing)

**CURRICULUM -- DBA in Finance**

The curriculum includes foundation courses, required courses, and elective courses.

**Foundation Courses**

Depending on their academic background, students may be required to enroll in one or more foundation courses on entering the DBA in Finance program. Credits for these courses are not applied toward the DBA degree. The three foundation courses, which are offered in August, are:

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 510</td>
<td>Introduction to Finance</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 560</td>
<td>Introduction to Financial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 562</td>
<td>Intermediate Accounting</td>
<td>2</td>
</tr>
</tbody>
</table>

The required courses provide the student with basic knowledge in all major aspects of finance: investment and asset-pricing of equity, fixed income, and derivatives; corporate finance (valuation and financing); and financial intermediation. The required courses also provide basic knowledge in microeconomics, financial statement analysis, and statistical and empirical methods.

**Required Courses (27 credits)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC 5400</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>MEC 5410</td>
<td>Managerial Statistics (or an equivalent course)</td>
<td>2</td>
</tr>
<tr>
<td>FIN 532</td>
<td>Investment Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 525</td>
<td>Fixed-Income Securities</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 524</td>
<td>Options &amp; Futures</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 534</td>
<td>Adv. Corporate Finance I – Valuation</td>
<td>1.5</td>
</tr>
</tbody>
</table>
FIN 534B  Adv. Corporate Finance II – Financing  1.5
FIN 521  Financial Intermediation  1.5
ACCT 503  Business Analysis – Financial Statements  1.5
MEC 537  Data Analysis Forecasting & Risk Analysis  3
FIN 560A  Research Methods in Finance  3
   Directed Reading in Finance  3
HRM B53 660  Seminar in Presentation Skills  1

**Elective Courses (minimum 21 credits)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 500J</td>
<td>Mathematical Foundations for Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 538</td>
<td>Stochastic Foundations of Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 550</td>
<td>Numerical Methods and Optimization in Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 532B</td>
<td>Data Analysis for Investments</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 527</td>
<td>Financial Markets</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 523B</td>
<td>Mergers &amp; Acquisitions</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 524B</td>
<td>Derivative Securities</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 534C</td>
<td>Advanced Corporate Finance III – Frontiers of Valuation</td>
<td>1.5</td>
</tr>
<tr>
<td>MEC 540</td>
<td>Money, Capital Markets &amp; Economic Growth</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 530</td>
<td>International Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 533</td>
<td>Real Option Valuation</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 537</td>
<td>Adv. Derivative Securities</td>
<td>3</td>
</tr>
<tr>
<td>FIN 539</td>
<td>Mathematical Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 551</td>
<td>Adv. Fixed Income and Credit-Risk Modeling</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 552</td>
<td>Fixed-Income Derivatives</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 549H</td>
<td>Special Topics: Real Estate Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>FIN 500P</td>
<td>Computer Programming for Quantitative Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 500R</td>
<td>Topics in Quantitative Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 500Q</td>
<td>Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 648</td>
<td>Independent Study</td>
<td>3</td>
</tr>
</tbody>
</table>

You may take any other graduate-level (500 and above) course as an elective with the approval of the Doctoral Programs Office and the course instructor.
CURRICULUM -- DBA in Marketing

Quantitative Track

Required Courses (28 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 577</td>
<td>Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKT 571A</td>
<td>Market Research</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 571B</td>
<td>Advanced Marketing Research</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 500S</td>
<td>Predictive Analytics for Business Decision-Making</td>
<td>3</td>
</tr>
<tr>
<td>MKT 500T</td>
<td>Customer Analytics Using Probability Models</td>
<td>3</td>
</tr>
<tr>
<td>MKT 555A</td>
<td>Data Analysis for Brand Management</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 555</td>
<td>Analytics-Driven Brand Management</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 670</td>
<td>Seminar in Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 620</td>
<td>Empirical Methods in Business (first part of the two-year sequence)</td>
<td>3</td>
</tr>
<tr>
<td>MKT 679</td>
<td>Directed Readings in Marketing (taken twice)</td>
<td>3</td>
</tr>
<tr>
<td>HRM B53 660</td>
<td>Seminar in Presentation Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

(Depending on the knowledge on quantitative methods in marketing, students may request to replace the above required courses by more advanced graduate level courses. Faculty approval is required.)

Elective Courses (minimum 20 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B55 MKT 678</td>
<td>Independent Study in Marketing</td>
<td>Variable credit</td>
</tr>
<tr>
<td>MATH 420</td>
<td>Experimental Design</td>
<td>3</td>
</tr>
<tr>
<td>Pol Sci 581</td>
<td>Causal Inference</td>
<td>3</td>
</tr>
<tr>
<td>Econ 5161</td>
<td>Applied Econometrics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 5121</td>
<td>Advanced Quantitative Methods in Economics</td>
<td>3</td>
</tr>
<tr>
<td>MEC 625</td>
<td>Industrial Organizations I</td>
<td>1.5</td>
</tr>
<tr>
<td>MEC 626</td>
<td>Industrial Organization II</td>
<td>1.5</td>
</tr>
<tr>
<td>MEC 661</td>
<td>Analysis of Time Series Data</td>
<td>3</td>
</tr>
<tr>
<td>MEC 670</td>
<td>Seminar in Econometrics</td>
<td>3</td>
</tr>
</tbody>
</table>
MGT 620  Empirical Methods in Business (second part of the two-year sequence)  3
MKT 673  Analytical Modeling in Marketing  1.5
MKT 675  Empirical Methods in Structural Modeling  1.5
MKT 601  Consumer Behavior I  1.5
MKT 602  Consumer Behavior II  1.5
MKT 674  Judgement and Decision Making  1.5
MKT 679  Directed Readings in Marketing  3

*Other Graduate Courses (500 and above): With the approval of the faculty and the instructor of the specific courses.

Consumer Behavior Track

Required Courses (20.5 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 601</td>
<td>Seminar in Consumer Behavior I</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 602</td>
<td>Seminar in Consumer Behavior II</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 576A</td>
<td>Understanding and Influencing Consumer Behavior</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 571A</td>
<td>Marketing Research</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 571B</td>
<td>Advanced Marketing Research</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 679</td>
<td>Directed Readings in Marketing</td>
<td>3 credits (should be taken twice)</td>
</tr>
<tr>
<td>Psych 5066</td>
<td>Quantitative Methods I</td>
<td>3</td>
</tr>
<tr>
<td>Psych 5067</td>
<td>Quantitative Methods II</td>
<td>3</td>
</tr>
<tr>
<td>HRM B53 660</td>
<td>Seminar in Presentation Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

Depending on the knowledge on quantitative methods in marketing, students may request to replace the above required courses by more advanced graduate level courses. Faculty approval is required.

Elective Courses (minimum 27.5 credits)

<table>
<thead>
<tr>
<th>Number</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 678</td>
<td>Independent Study in Marketing</td>
<td>Variable Credit</td>
</tr>
<tr>
<td>MKT 577</td>
<td>Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKT 558A</td>
<td>Pricing Strategies</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 500U</td>
<td>Digital Marketing and Customer Analytics</td>
<td>1.5</td>
</tr>
<tr>
<td>MKT 520</td>
<td>Creating and Building Brand Equity</td>
<td>1.5</td>
</tr>
<tr>
<td>Number</td>
<td>Course</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>B67 5704</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>B67 576</td>
<td>Foundations of SC Management</td>
<td>1.5</td>
</tr>
<tr>
<td>B67 577</td>
<td>IT &amp; Supply Chain Management</td>
<td>1.5</td>
</tr>
<tr>
<td>B67 500D</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>B67 561</td>
<td>Data Science for SCM</td>
<td>3</td>
</tr>
<tr>
<td>B67 600C</td>
<td>Translating Research to Management Practice</td>
<td>3</td>
</tr>
<tr>
<td>B67 500E</td>
<td>Supply Chain Risk Management</td>
<td>1.5</td>
</tr>
<tr>
<td>B67 531</td>
<td>Supply Chain Finance</td>
<td>1.5</td>
</tr>
<tr>
<td>B53 620</td>
<td>Empirical Methods in Business (Second part of 2-year sequence)</td>
<td>3</td>
</tr>
</tbody>
</table>

* Other Graduate Courses (500 and above): With the approval of the faculty and the instructor of the specific courses.

**CURRICULUM -- DBA in Operations**

**Required Courses (48 credits)**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B67 554</td>
<td>Operations Analytics</td>
<td>3</td>
</tr>
<tr>
<td>B67 558</td>
<td>Advanced Operations Strategy</td>
<td>3</td>
</tr>
<tr>
<td>B57 652</td>
<td>Theory and Research Methods in Inventory</td>
<td>3</td>
</tr>
<tr>
<td>B57 653</td>
<td>Stochastic Models for Production &amp; Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>B57 654</td>
<td>Inventory &amp; Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>B57 657</td>
<td>Research Topics and Engineering Themes in Supply Chain and Revenue Management</td>
<td>3</td>
</tr>
<tr>
<td>B57 600A</td>
<td>Optimization Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td>B57 600B</td>
<td>Stochastic Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

*Other Graduate Courses (500 and above): With the approval of the faculty and the instructor of the specific courses.

**ADDITIONAL EDUCATIONAL OPPORTUNITIES**

**Teaching Citation**
The optional Teaching Citation program requires attendance at non-credit workshops on teaching, varied teaching experiences, faculty and student evaluations, and preparation of a detailed teaching philosophy statement. Students interested in earning a Teaching Citation should schedule a preliminary consultation, 314.935.5921.

**MASTER OF SCIENCE IN FINANCE**
Students may pursue the Master of Science in Finance (MSF) as they progress toward the DBA. The process for pursuing this option is outlined below.

1) Approach the SMP Office (in the Graduate Programs Office in Knight Hall, Room 310) to discuss your interest.
2) Choose the MSF track (Quantitative or Corporate Finance) that you are interested in and complete a formal application.
3) The MSF application should be submitted shortly after beginning your DBA program and no later than six months prior to when you would graduate from the MSF program.
4) Make sure you satisfy all admission requirements.
5) The SMP office will independently decide about your eligibility to be admitted to the MSF program.
6) If they decide to extend admission, you will need to complete the coursework required to earn the relevant MSF degree.
7) You will be eligible for obtaining the MSF degree once you complete the relevant course work.
8) Out of the courses applied towards your MSF degree, 24 credit hours will be applied towards the DBA degree. Note that you will need to complete a total of 48 credit hours of course work for the DBA program.

**Satisfactory Academic Progress**
Olin Business School monitors the academic progress of students in DBA programs, who are required to pass all courses with a letter grade of at least “B-” and to maintain an average grade of at least “B+”. Failure to maintain satisfactory academic progress may result in a student’s immediate dismissal or placement on academic probation for the ensuing year (see “Probation,” below).

**Grading**
The following is the interpretation of grades for coursework in the DBA program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Conditional - Unsatisfactory</td>
</tr>
<tr>
<td>Grade</td>
<td>Meaning</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>N/I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress for Title IV Federal Financial Aid**

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by your specific program of study. In each case, per the requirements of 34 C.F. R. 668.34(a) (4(ii), the program requires a minimum of a C average to maintain eligibility for aid, but any specific program may have a higher minimum GPA for federal Satisfactory Academic Progress. Olin Business School requires a 3.0 minimum GPA.

**Probation**

Students determined to be making unsatisfactory academic progress may be placed on academic probation. In such cases, the director of the DBA program or the program office will issue a probationary letter, in writing, to the student (with a copy to the advisor, if applicable) indicating the terms of the probation and outlining an appropriate time frame in which the student may regain good academic standing in the program. The outcome that will result if the conditions are not met will also be specified in the letter.

After the time frame specified in the initial probationary letter, a second letter will be sent to notify the student that the probationary status has been removed, that the student is being dismissed from the program for failure to meet the written terms of the academic
probation, or that a new set of conditions for the student to regain good academic standing applies. Students not meeting the written terms of their academic probation may be dismissed from the DBA program by the director of doctoral programs.

Dismissal
Students may be involuntarily dismissed from the program for any of the following reasons: willful misrepresentation to gain admission to the program, breach of academic integrity, academic failure, or behavior that is destructive to the welfare of the academic community. Students who have been involuntarily dismissed from the program may appeal their dismissal to the Director of Doctoral Programs.

Withdrawal
Students wishing to withdraw from the DBA program must give notice in writing, preferably by completing the Graduate School’s Withdrawal Form with the Doctoral Programs office. This form, or any alternative style of written notice, must include the effective date of the withdrawal so as to avoid any financial repercussions for the student or the program.

ACADEMIC INTEGRITY

Students in the DBA program are required to meet Olin Business School’s academic integrity expectations and standards as outlined HERE.

Doctoral Programs Academic Integrity Process

1) Claims of academic integrity violations must be submitted in writing by faculty or administrator.
2) The Associate Director of Admissions and Student Affairs investigates the initial complaint. Based on a discussion with the Director of Doctoral programs, if the claim is initially viewed as having merit, the Associate Director notifies the student to discuss the allegation. The
student may claim to be in violation or not in violation. The Associate Director reviews the process with the accused student.

3) Confidentiality is required throughout the process, and information should be limited to a need-to-know basis. The accused student is presumed innocent at the outset.

4) The investigative report is shared with the Director of Doctoral Programs, the faculty member who filed the complaint, and the academic area’s faculty coordinator for the program. If the student states his/her actions were in violation, a decision regarding a sanction may be determined.

5) Sanctions at this stage may include one or more of the following: a warning only, failing the assignment, failing the course, completion of a course on academic integrity, or disciplinary probation.

6) If the accused student states they are not in violation and there is evidence that a violation may have occurred. The Associate Director, Program Director, the charging faculty and area faculty coordinator may hold a meeting in which the evidence provided by the accused student and the charging party is reviewed.

7) Evidence must be provided by each party at least 3 days prior to the meeting.

8) The Associate Director, Program Director, charging faculty, and academic area faculty coordinator will determine if a violation occurred by majority vote.

9) In the event of a violation, sanctions will be recommended by the Associate Director, charging faculty and area faculty coordinator to the Program Director. The Program Director will determine and issue the sanction, and may decide to consult with other parties like the Dean’s Office before doing so. For students who have been admitted to the Graduate School, the sanction may require the case to also be referred to the Graduate School with the evidence gathered.

10) Students found to have been in violation, may appeal to the Program Director on the basis of unfair process or extreme sanction within 14 days.
Olin Business School – Graduate Student Code of Professional Conduct

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

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

In the classroom
- Attendance: Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Students should never register for courses scheduled in conflict with one another.
- Punctuality: Students are expected to arrive and be seated prior to the start of each class session.
- Behavior: Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- Preparation: Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussions
Distractions:

- Exiting and Entering: Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor.

- Laptop, Tablet, and Other Electronic Device Usage: Students are expected to use laptops, tablets, and other electronic devices only with the instructor’s consent and for activities directly related to the class session. Accessing e-mail or the Internet during class is not permitted as this can be distracting for peers and faculty.

- Smart/Mobile Phone Usage: Students are expected to keep their mobile phones turned off or have them set on silent/vibrate during class. Answering phones while class is in session is not permitted.

Outside the classroom

- Students are expected to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities as well as in the career search process, at club activities, networking events, job interviews, and other functions where they are representing the Olin community.

- Students are expected to abide by the Student Judicial Code www.wustl.edu/policies/judicial.html.

- Facilities: Students are expected to help maintain the appearance and the functionality of the building, classrooms and other facilities.

Should violations of this Code occur:

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

Students are responsible for their own course registration.

- Registration for the fall semester begins in mid-April.
- Registration for the spring semester begins in mid-November.

Getting Started
Students use their WUSTL Key to log in to WebSTAC, Washington University’s student portal. There, students can manage their course Favorites, work with their Registration Worksheet, and see their Schedule.

Extra features throughout Course Listings include the ability to add Favorites or to add sections to the Registration Worksheet. Course Listings can be accessed by selecting a School and Department in Listings by Semester.

More advanced options can be accessed by clicking on Search by Semester and from there, searching by Attributes, Day, and Times.

Drop/Add and Withdrawal
Students may drop or add a course to their registration during specified periods at the beginning of each term. These dates follow the graduate programs calendar which can be found online HERE.

Signature of a faculty member is not necessary to add or drop a class.

The following is the policy for dropping or withdrawing from a course once it has started:

- Within the first two weeks of a “mini” semester course or the first four weeks of a semester-long course, a student can drop the course by completing the online Drop/Add procedure. Courses dropped during these time periods will not appear on the student’s transcript.
• In the third or fourth week of a “mini” semester course or the fifth week through the eighth week of a semester-long course, a student can withdraw from the course by completing the online Withdraw procedure. However, such a course remains on the student’s transcript with a code “W.”

• If a student encounters extenuating health or other circumstances that necessitate withdrawal from a course beyond the fourth week of a “mini” course or beyond the eighth week of a semester-long course, the student may file a petition detailing the particular circumstances with the university’s Academic Review Committee. If the student’s petition to withdraw is approved by the Academic Review Committee, the course (or courses) will remain on the student’s transcript with the code “W.”

Auditing a Course
Students who wish to audit a course should talk with the professor of the course to determine the specific requirements for a successful or unsuccessful audit before choosing this option (grade option “A” when registering for the course). The requirements vary by course and by professor. Audited courses are not considered in calculating the 72 credit hours required for program completion.

Course Waivers
A course waiver process allows students to avoid redundant study of subjects already mastered and to advance in the program. However, a waiver does not reduce the total number of required program hours. Students may request a waiver of any required course by submitting a petition to their DBA advisor. Approval will be granted only if the student completed substantially equivalent coursework during his or her prior education or demonstrated competency via work experience. The DBA advisor may require the student to enroll in a specific substitution course; if not, the student may choose to
substitute other DBA coursework for which he or she has met the stated prerequisites.

Independent Study and Research Internship Credits
Students who would like the opportunity to get more in-depth exposure to an area of interest under the supervision and direction of a faculty member may seek a faculty sponsor. Typically, a student will discuss with a faculty member the possibility of receiving supervision for directed research or an independent study research project. Faculty members have a variety of commitments, so the interested student should have an independent study project fairly well thought out prior to contacting a potential faculty sponsor. Projects may receive from 1.5 to 6 academic credits; normally, however, no more than 3 credits are granted in a single semester. Once a project is agreed upon between student and professor, the student must submit a petition to the Doctoral Programs Office and ask the faculty member to confirm his or her approval to the office. The petition should outline the topics to be covered, texts or other research material, methodology, and deliverables. Students must be in good academic standing to receive approval for independent study.

Directed Readings
All DBA students are required to do at least one 3-credit directed reading course. This course consists of a program of readings developed by and with the approval of one or more members of the faculty. Students should identify the faculty based on their research interest. Based on these readings, students should produce a 4 – 5 page white paper on one of the recent working papers of the advising faculty. The white paper should be oriented towards practitioners, be motivated using recent events from the world of business, summarize the paper and detail key takeaways for finance professionals. Students should submit a syllabus of the approved readings and deliverable to the Doctoral Programs Office. Once approved, students will be registered for the course.
QUALIFYING FIELD EXAMINATIONS

After completing all required courses, students take a four-hour, written field exam. Scheduling of this exam must be arranged with the faculty coordinator. Students must pass this exam in order to start work on a dissertation.

DISSERTATION

After successfully passing the field exam, students will write an extended research paper under the guidance of a faculty member (“faculty advisor”).

The expectation is that the scope and depth of the dissertation will be greater than for a master’s level thesis but less than for a PhD dissertation. The student will defend his or her dissertation through an oral presentation to a dissertation committee of three tenured or tenure-track faculty members (including the student’s faculty advisor). The committee will assign a passing grade or a failing grade, or will ask the student to make revisions in order to receive a passing grade.

GRADUATION INFORMATION

University commencement ceremonies, held in May, mark the end of the academic year. Advanced degrees, however, are awarded three times a year: in August, December, and May. The terminal dates for completing all degree requirements are listed in the academic calendar on the Graduate School’s website.

Students who earn May degrees and participate in their school’s recognition ceremony receive their diplomas in person. Otherwise, students pick up their diplomas at the Office of Student Records. Diplomas not picked up in a timely manner are mailed by Student Records to the address indicated on the student’s Intent to Graduate form. The Student Records office issues official transcripts showing
courses, grades, and awarded degrees at no charge, on student request. Information regarding these services is on the Student Records website.

**GENERAL POLICIES AND PROCEDURES**

**Transfer Credit/Accounting for Prior Studies**

Students with relevant graduate level degrees may be given credit toward their DBA degree based on their prior studies at the discretion of the program academic director. Specifically:

- Students with a Masters of Finance degree may be allowed to transfer course credits to the DBA in Finance Program, subject to the approval by the Doctoral Programs Office. For Olin MSF students, the maximum that be transferred is 24 credits.
- For students with another relevant master’s degree, the maximum number of transfer credits allowed is 12 (this is true for the DBA in Finance and the DBA in Marketing).

Students seeking acceptance of transfer credits from another university must submit the Transfer Credit Evaluation Form along with a copy of their official transcript from the institution, a course description, a syllabus from the course, and course equivalency information.

Credits petitioned for transfer must be relevant to the DBA program, must not have been used to satisfy the requirements of another degree, and must have been earned in graduate-level courses for which the student earned at least a “B”. Credit for courses in which the student received no letter grade cannot be transferred. Similarly, credits earned through correspondence courses or through courses or experiences offered under the auspices of proprietary schools, business or industrial training programs, or schools conducted by federal agencies are not considered for transfer.

Approved transfer credits are included on the student’s official transcript as credits accepted in transfer. Letter grades for transfer
credits are neither reflected on the student’s transcript nor considered in the determination of the grade-point average.

**Leave of Absence**
Leaves of absence are generally granted in the event of a prolonged illness or other personal circumstance. Students who find it necessary to take a leave of absence from the program should first talk to their faculty advisor and then make an appointment with either the associate director of Doctoral Programs or the director of Doctoral Programs.

**International Students**
The ability to communicate fluently is essential for progress and success in the DBA program. Communication is the vehicle for expressing knowledge and ideas in both written and verbal forms. All students who do not regard their mastery of English as strong are encouraged to enroll in English courses to improve their proficiency.

### STUDENT RESOURCES

**The Al & Ruth Kopolow Business Library**
The Al and Ruth Kopolow Business Library is located in Simon Hall, second floor. Its resources include subscriptions to more than 55 databases, including Bloomberg, S&P, Capital IQ, IBISWorld, and Morningstar. Other online resources contain articles, market studies, time series data, etc.

An expert team is ready to assist online or in person. To search the full extent of library resources and services, visit [http://library.wustl.edu/units/business/](http://library.wustl.edu/units/business/).

**Classrooms, Study Rooms, and Conference Rooms**
Required and elective courses offered by Olin Business School are taught in Simon Hall. Small rooms for students to meet in study groups are available, as are several conference rooms. To reserve a
classroom or conference room, email the doctoral programs coordinator.

**Computing Resources**
Olin Business School provides various computing resources, which help to create a more productive work environment for students. All students are eligible for network accounts that include an email address, secured network storage for class work, a personal website, and remote access to the Olin network. Students can log on and access these resources from computers throughout Olin or from their own laptop.

More information about computer labs and printing can be found on campus groups: [http://olinwustl.campusgroups.com/ois/printing/](http://olinwustl.campusgroups.com/ois/printing/).

**Computing Support/Help Desk**
Washington University Information Technology (WUIT) provides the university community with technology that supports and advances the University’s missions. For general support, initiate a support or service request you may call, email, or make a web request.

Call: 314-933-3333

Email: ithelp@wustl.edu

Web Request: [https://wusm.service-now.com/](https://wusm.service-now.com/)

**Student Email Accounts**
One of the primary ways that the administration communicates with students is via email. New DBA students receive their email accounts after they have been enrolled for their first semester and can set them up through WebSTAC.

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Washington University recognizes and utilizes electronic mail as a medium for official communications. The university provides all students with email accounts as well as access to email services from public clusters if students do not have personal computers of their own. All students are expected to access their email accounts on a regular basis to check for and respond as necessary to such communications, just as they currently do with paper/postal service mail.
UNIVERSITY RESOURCES AND SERVICES

Washington University Libraries
The website for the WU libraries offers more full-text resources and databases for you to consult plus guides to resources in many subject areas that have been created by WU librarians. [http://library.wustl.edu](http://library.wustl.edu)

Online Catalog
The online catalog includes records for all the libraries on campus, including the Kopolow Business Library. You may link to the catalog from the KBL website or directly at [http://catalog.wustl.edu](http://catalog.wustl.edu).

*Note: In the catalog, the location Olin Library refers to the main library east of Simon Hall, just beyond Graham Chapel.*

Student Health and Counseling
Registered, full-time students are eligible for health coverage through the Student Health Insurance Plan. The student’s tuition statement is automatically billed for the cost of health plan coverage. Complete information about eligibility, benefits, dependent coverage, and cost is on the Student Health Services website: [http://shs.wustl.edu](http://shs.wustl.edu).

The health plan includes on-campus health and counseling services, as well as wellness programs. The plan provides benefits while a student is both on campus and away from campus (such as during semester breaks, holidays, or travels abroad).

Health and counseling services under the plan are provided to all full-time students and their spouses/domestic partners (if enrolled) on campus, at Student Health and Counseling Service (SHCS), located in the Nathan Dardick House on the “South 40” (across Forsyth from Simon Hall). A visit fee is charged for all SHCS visits (excluding
nutrition and some counseling appointments, which are free). The Student Health Insurance Plan will pay all charges after a copayment. Laboratory work completed in SHCS is free to students and any of their enrolled dependents; however, there are fees for lab work sent to outside labs (generally lower than community rates).

A well-equipped fitness center is available in Wohl Center, featuring cardiovascular and circuit training equipment. The fitness center offers special classes and programs to encourage a healthy lifestyle. In addition, a full-time dietician is available to work with students who have dietary restrictions due to medical issues, as well as students who want advice on healthy eating or vegetarian diets.

**Parking**
Parking permits are available for purchase at the Transportation Office, 700 Rosedale (WU’s North Campus), or online at [http://parking.wustl.edu/permits.htm](http://parking.wustl.edu/permits.htm). These entitle the bearer to park in designated areas, at designated times, on the main campus during the academic year.

**U-Pass**
As the result of a partnership between Washington University and Metro, all full-time students can obtain Metro passes for use on both Metro buses and the MetroLink light-rail system. For more information and instructions on how to obtain a U-Pass, visit [http://transportation.wustl.edu/wustlmetro_pass.html](http://transportation.wustl.edu/wustlmetro_pass.html).

**RESEARCH AND LEARNING CENTERS**

Olin Business School has established research and learning centers to provide students and the greater community with unique learning opportunities. By definition, a center is a focal point for organizing diverse activities. These centers are interdisciplinary in character, drawing together people and ideas from a wide range of areas.

**Boeing Center for Supply Chain Innovation (BCSCI)**
The Boeing Center for Supply Chain Innovation was established jointly by Olin Business School, the Boeing Company, and other corporate partners, with a view to fostering a more meaningful, mutually beneficial interaction between industry and academia. The BCTIM seeks to better expose teachers and students to world-class technology, operations, and supply-chain management practices. http://www.olin.wustl.edu/bcsci

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

Wells Fargo Advisors Center for Finance and Accounting Research
The Wells Fargo Advisors Center for Finance and Accounting Research (WFA-CFAR) is the coordinating body for all Olin Business School activities that lead to research in finance and accounting. WFA-CFAR advances business practices through collaborative, applied research in finance and accounting by exposing students to leading-edge finance and accounting knowledge, tools and practice through company sponsored projects, and research challenges. WFA-CFAR also sponsors academic research conference and seminars. http://www.olin.wustl.edu/cfar

Center for Research in Economics and Strategy
The objective of the Center for Research in Economics and Strategy (CRES) is to advance understanding of firms and markets by supporting scientific research on such subjects, especially research employing analytical and/or empirical methods to address substantive questions. Research topics include business strategy, game theory and applications such as organization and incentive design, industrial organization, and pricing and industry evolution. Research at the interface of economics and strategy is of particular
Management Communication Lab
On-site consultants at Olin’s Management Communication Lab provide free assistance to Olin degree students in polishing their written communications and presentations. Consultants can help students:

- Plan and polish briefs, case write-ups, business reports, memos, and letters
- Practice oral presentations, lectures, and interviews
- Develop effective PowerPoint slides

Appointments are strongly recommended.

Lab location: Simon Hall, 121
For more information: http://olinwustl.campusgroups.com/mcc/about/

Skandalaris Center for Entrepreneurial Studies
The Skandalaris Center provides practical, hands-on training to complement what is learned in the classroom. The Center provides unique opportunities to learn and apply entrepreneurial skills through business plan competitions, intensive skills sessions, mentoring, an internship program, and a pre-orientation program for incoming freshmen. We are also available to create innovative programming for groups all across campus that will inspire students, faculty, and staff to be creative and entrepreneurial.

http://www.sc.wustl.edu/

SPECIAL EVENTS

David R. Calhoun Jr. Memorial Lecture
David R. Calhoun Jr. Memorial Lecture events are a tradition at Olin Business School, created to promote discussion of the important role of business in a free society. The lecture brings distinguished speakers of national and international prominence to the campus.
The Kellwood Lecture and Excellence in Business Award
Supported by the Kellwood Company, the Kellwood Lecture brings to campus prominent leaders of major corporations who have demonstrated notable success in business. The Excellence in Business Award recognizes a company or individual who has demonstrated exceptional leadership in marketing and management.

Welcome-An Olin Gathering
A welcome dinner for all Olin students is held at the beginning of the fall semester to provide an informal atmosphere for students, faculty, and staff to mingle and talk.

Century Club Breakfasts
Each academic year, Olin’s Century Club sponsors a series of continental breakfasts featuring prominent business leaders. Over 200 students, alumni, and friends attend each program. Among Olin’s recent speakers were Rodger Riney, founder and CEO of Scottrade, Inc., Rakesh Sachdev, president and CEO of Sigma-Aldrich Corp., and Gregory Wasson, president and CEO of Walgreen Co.