

Conditions of Enrollment for MBA Candidates Entering in Fall 2013

Candidates for the Master of Business Administration degree who enter study in Fall 2013 are advised that they are subject to the following degree requirements and conditions of study:

SECTION I

Conditions apply to ALL candidates, including joint/dual* degree and 3/2 candidates.

1. All MBA students are allowed to enroll in a maximum of 20.5 credits hours in the fall semester of year one, 18.5 credit hours per semester in each of the two spring semesters, and 18 credit hours in the fall of year two. If the semester's established limit is exceeded, the student will be charged the per credit rate for all hours beyond the limit – first applying the rate for any credit hours external to Olin and then Olin's internal rate.
2. Full-time MBA students are allowed to enroll in Washington University coursework outside the School of Business that does **not** satisfy degree requirements at no additional charge subject to the rules stated in #1 above and the following limitations:
 - No such course may be taken during the first semester of the program.
 - Courses must be selected from the day division of our partner schools (courses offered through University College or in evening divisions are not eligible.)
 - Students must be in good academic standing.
3. Student academic performance is evaluated at the end of each semester and must be maintained at a level consistent with the standards established by the Olin School. Specifics of performance standards and the modified Pass/Fail grading system employed at Olin are available in the *Student Handbook*.
4. Students must complete all required Core courses unless they receive **written** approval to waive such courses. Waiver request forms are available in the Office of MBA Programs. Waivers do not reduce the number of credits that a student must complete to earn the MBA degree. Waivers are intended to allow students to avoid redundant study of subjects already mastered. No student may waive more than two required Core courses, nor may a student waive any of the following: Foundations of Managerial Statistics, either of the required strategy courses, the Critical Thinking and Impactful Communication course, or the required organizational behavior courses.
5. Full-time MBA candidates are not in residence during the summer term between the first and second year of the MBA program. No classes (including those in the PMBA program) are available to full-time MBA students during the summer.
6. Full-time students are generally expected to attend day sections of courses during the Fall and Spring terms. Evening course sections are offered primarily for students in the PMBA program, and therefore PMBA students will have first-priority access to seats in those courses.
7. Full-time MBA students should not be employed outside of the Olin School during the first year of the program. All students are expected to make the financial arrangements necessary to assure that they will not have financial need of employment during the academic year. The program is extremely rigorous and students are expected to devote their full-time energy and attention to Olin courses and activities.
8. Washington University is required to provide accurate information in response to any legal inquiry made by a company that a student is approaching for employment. *If you are not a citizen of the United States and you do not have a work permit, we must disclose that information to employers if they ask for it.*
9. All students, staff, and faculty are required to conduct themselves within the guidelines of the *Olin Code of Professional Conduct* and the *MBA Honor Code*. Students are asked to read these documents before entering the Olin School and conduct themselves according to these policies during their entire period of study. Ignorance of the contents of these Codes is not an acceptable excuse for a breach of conduct. Copies of these documents will be included in your orientation materials when you arrive on campus.
10. Requests to transfer from the full-time MBA program to the professional program (PMBA) cannot be considered prior to the completion of the first semester of the full-time program, or after the start of the second year of the full-time program. Such requests are considered on a case-by-case basis. Student must be fully employed prior to transferring from full-time to part-time status.

SECTION II

Conditions apply to all candidates except joint/dual* degree candidates and 3/2 program candidates.

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. These credits must be composed as follows:
 - A minimum of 57 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School.
 - The remaining 9 credits may be comprised of:
 - Additional Olin School MBA Electives, or,
 - Pre-approved Washington University non-business, graduate-level electives taken after the student has begun study as an Olin MBA candidate, or,
 - A maximum of 9 semester-credits of MBA courses from another AACSB-accredited MBA Program, if the grades earned are "B" or better and the Academic Review Committee judges the course to be equivalent to Olin MBA classes in quality and content.
 - Students studying in an approved semester-long international exchange partner program must complete a minimum of 51 credit hours in 500-level courses taught by faculty members of the Olin School. The remaining credit hours (a maximum of 15) will be applied from the pre-approved partner school.

2. The full-time MBA program requires four semesters of full-time enrollment, two Fall and two Spring, and payment of full-time tuition for four semesters. The program may not be reduced to less than four semesters of full-time study.
3. Olin's merit-based scholarships are awarded during the admissions process. The awards are for four semesters, two Fall and two Spring, in the full-time program only, and they require the student to remain in good academic standing. *Merit-based scholarship awards are not reevaluated for returning second-year students*. This policy ensures that our students may plan their finances, and where appropriate, secure their visas, with complete and final financial information. Students must re-submit materials annually for need-based assistance.

SECTION III

Conditions apply to joint/dual* degree candidates only.

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. These credits must be composed as follows:
 - A minimum of 51 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School. These may include credits earned from an approved international exchange program.
 - The remaining 15 credits will be applied from the pre-approved joint/dual degree program.
2. Persons who have already completed a graduate degree at Washington University or any other university are not eligible for joint/dual degree candidate status. Persons currently earning another graduate degree at a university other than Washington University are not eligible for joint/dual degree status. Persons currently earning another graduate degree at Washington University are not automatically eligible for joint/dual degree status. Joint/dual degree status requires separate admission to each of the partnering programs which must be obtained, at the latest, by the completion of your first academic year in either of the Joint/Dual* degree programs.
3. Students pursuing a joint/dual degree are required to spend three semesters of full-time enrollment at the Olin School and are responsible for three semesters of full-time MBA program tuition. Students will also be required to pay the minimum tuition required by the partner school/program regardless of how rapidly they move through the requirements.
4. Olin's merit-based scholarships are awarded during the admissions process. The awards are for three semesters out of the six total (MBA/MSW, MBA/MA East Asian Studies, MBA/March, and MBA/MS Biomedical Engineering) or eight total (MBA/JD) of the joint program. They require the student to remain in good academic standing. *Merit-based scholarship awards are not reevaluated for returning second-year students*. This policy ensures that our students may plan their finances, and where appropriate, secure their visas, with complete and final financial information. Students must re-submit materials annually for need-based assistance.

SECTION IV

Conditions apply to 3/2 candidates only.

1. The full-time MBA degree program requires completion of a minimum of 66 semester-credits. Credits must be composed as follows:
 - **3/2 Engineering and Arts & Sciences candidates:** A minimum of 51 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School. The remaining 15 credits will be applied from the 3/2 degree partnering program.
 - **3/2 BSBA candidates:** A minimum of 51 credits must be completed in 500-level MBA courses taught by faculty members of the Olin School. Six (6) upper-level undergraduate credits will apply. The remaining 9 credits may be comprised of:
 - Additional Olin School MBA electives, or
 - Pre-approved Washington University non-business, graduate-level electives taken after the student has begun study as an Olin MBA candidate.
2. Students enrolled in any of the approved 3/2 programs will pay MBA level tuition for each of their 4th and 5th years of study. Any undergraduate scholarship for 3/2 Engineering and BSBA candidates will remain in effect for the 4th year of study only. 3/2 Arts & Sciences candidates should contact the MBA office for scholarship details.

*The Olin pre-approved Joint/Dual degree programs are MBA/JD, MBA/MSW, MBA/MArch, MBA/MPH and MBA/MS Biomedical Engineering.

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Joseph P. Fox, Associate Dean for MBA Programs

fox@wustl.edu or 314-935-6322