



Create change.

PHD PROGRAM
2024-2025

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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 Olin Business School (Olin) doctoral program in business, first offered in 1958, combines the rigorous curriculum of a top-ranked university with the individual attention made possible by our limited enrollment.

The Ph.D. program is not only an exploration of the knowledge in a given discipline but also an original contribution to it. To the extent that doctoral education has been successful, the student's relationship to learning is significantly changed. Having made a discovery, developed an insight, tested a theory, or designed an application, the individual who earns the Ph.D. degree is no longer a student but a colleague of the faculty. It is for this reason that the Ph.D. is the highest degree offered by a university.

The Olin Ph.D. program provides an intellectually challenging core curriculum and a strong background in fundamental disciplines, one-on-one mentoring relationships with highly respected faculty, and a collegial network built on mutual respect and shared thinking. Students acquire strong problem-solving skills that equip them to strategically address complex, unstructured business issues, and that result in innovative thinking and new ideas for research

Pursuing a Ph.D. in business at Olin requires a commitment not only from the student but from the student's family and friends as well. To be successful in the Olin Ph.D. program, students must spend long hours immersed in coursework, studying for preliminary exams, and working on research. A sincere commitment is required, but the commitment promises significant personal and professional returns.

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 responsibly 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.
- **Respect**—We appreciate everyone for their opinions and contributions, regardless of position or status, and show each other respect at all times.

PROGRAM ADMINISTRATION

Doctoral Committee

The Doctoral Committee is responsible for the development and management of doctoral programs. Members include a faculty member from each academic area. The Doctoral Programs Office supports and executes the policies, procedures, and initiatives established by the Doctoral Committee.

Stephen Ryan (Chair), Senior Associate Dean of Doctoral Programs and Myron Northrop Professor of Economics

David Ahn, Professor of Economics

Jon Bogard, Assistant Professor of Organizational Behavior

Seth Carnahan, Associate Professor of Strategy

Edwige Cheynel, Associate Professor of Accounting

Cynthia Cryder, Associate Professor of Marketing

Armando Gomes, Associate Professor of Finance

Song Yao, Professor of Marketing

Dennis Zhang, Associate Professor of Supply Chain, Operations, and Technology & Associate Professor of Marketing (Courtesy)

Mark Leary, (Ex Officio), Co-Vice Dean of Faculty and Research & Professor of Finance

Jessica Hatch, (Ex Officio), Assistant Dean and Director of Doctoral Programs

Admissions

Applicants must submit a complete application through the online application system by the posted deadline. Application materials include copies of transcripts, a current GMAT or GRE score report, current TOEFL or IELTS score report, letters of recommendation, essay questions (considered statement of purpose), resume/CV, writing sample (optional) and application fee.

Academic Calendar

The PhD program follows the academic calendar set by Olin Business School and Washington University. Calendars are published online and include important dates such as the first day of classes, fall and spring breaks, as well as holidays. Visit <https://registrar.wustl.edu/academic-calendars//>

Annual Orientation

The Doctoral Programs Office will host an annual orientation day prior to the start of the fall semester. All students in years first through fifth are required to attend. The date will be announced prior to the end of the spring semester for the following fall. Any absence must be excused in advance. Students with unexcused absences are subject to disciplinary consequences.

Olin Graduate Student Code of Professional Conduct

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.

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. Informing faculty or seeking ex post permission after missing a class or portion of a class is unacceptable behavior and is subject to academic sanctions. 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 and other assignments prior to each class session and be prepared to actively participate in class discussion.
- **Distractions:**
 1. **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.

2. 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.

3. 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.

4. Other distractions-specifically identified by individual instructors, such as eating in the classroom.

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

Students are expected to abide by the University Student Conduct Code:

<https://studentconduct.washu.edu/policy/student-conduct-code/>

Academic and Professional Integrity

Ph.D. students are required to espouse academic integrity in all areas of their academic and research activities. Students are responsible to review and understand the University's Academic and Professional Integrity Policy for PhD Students at <https://provost.wustl.edu/vpge/phd-education-and-governance>. In addition, the Doctoral Programs emphasizes the importance of attributing any material you use in assignments or research papers to the original Olin Business School source, and to check with the relevant faculty whenever in the slightest doubt. Falsifying or misrepresenting data or using material (including code, empirical or simulation results and theoretical results and proofs) developed by others without full attribution are considered serious offenses.

Email Communication

Email is the mechanism for official communication with students at Washington University. Students are expected to read email communications from the university in a timely manner. All students receive an individually assigned University email address. The University is not responsible for email forwarded to any other address. A student's failure to read official University

communications sent to the student's University email address does not absolve the student of responsibility for awareness of and compliance with the content of the official communication.

Residency & Attendance Policy

The PhD program at Olin Business School is full-time and residential. All coursework is taught in-person and on campus. During the academic year (fall and spring semesters), PhD students are expected to be physically present on campus, attend classes, and participate fully in activities. Students may travel during their winter or summer breaks. Any absence from campus lasting longer than two weeks and occurring during the regular academic year must first be approved by the Senior Associate Dean of Doctoral Programs. Requests should be submitted in advance and in writing to the Doctoral Program Office.

Violations may include probation and the withholding of stipend support.

Full-Time Requirement

PhD students must be fully engaged throughout the PhD program. Students are not allowed to work outside of Olin Business School without permission. Approved work experiences will have academic value. Students must submit requests in writing to the Doctoral Programs Office for review by the Senior Associate Dean of Doctoral Programs. Similarly, students are not eligible to be enrolled in any other academic programs.

Program Time Limit

The PhD program is designed to be completed in five years. Students may elect to continue their program for a sixth year. However, students who have not met all degree requirements to graduate by the end of the sixth year will be automatically placed on academic probation.

Students in doctoral programs have seven calendar years, starting on the date of their first registration in a graduate degree program at Washington University, to complete the degree requirements. Extension of the period of doctoral study may be granted on an annual basis if circumstances warrant. To request an extension, Olin PhD students must submit a written request and receive approval from the Doctoral Programs Office.

Leaves of Absence

If a student is unable to participate fully in the PhD program, they may take a leave of absence. A medical leave of absence is available to support students as they receive treatment for a health condition. Students considering a medical leave should carefully review the University medical leave of absence policy and meet with the Assistant Dean and Director of Doctoral Programs. Policy and process information is found at <https://caresteam.washu.edu/support-services/medical-leave-of-absence/>. Students may also request a personal leave of absence. Personal leaves will be reviewed for approval by the Senior Associate Dean of Doctoral Programs.

Student funding is paused during a leave and resumes upon reinstatement. International students should consult their OISS advisor on the potential visa implications of a leave of absence.

New Child Leave

PhD students with a new child are not expected to participate in mentored teaching or research assistantship for up to 60 days and will continue to receive their eligible stipend support. Additional time may be requested without stipend support for up to a full semester may be approved by the Senior Associate Dean of Doctoral Programs. New Child Leave must be taken within the first year after a child's birth or adoption. Students must submit a written request to the Doctoral Programs Office to initiate the leave.

DEGREE REQUIREMENTS

Requirements for MSBA Degree

Students who seek a Master of Science in business administration (MSBA) degree as a terminal degree are not admitted to doctoral programs. However, as progress is made toward the PhD, a student who has met the requirements may be awarded the MSBA in one of the following academic areas: accounting, business economics, finance, marketing, organizational behavior, supply chain, operations, and technology and strategy and entrepreneurship.

Requirements are:

-Two years of full-time participation in the program

-Approval of the Senior Associate Dean of Doctoral Programs or completion of the following:

- 36 hours of graduate-level coursework with a grade-point average of 3.0 or higher, including completion of the core sequence.
- A grade of Master's Pass or higher on the preliminary economics core exam (if applicable).
- Presentation of a research paper to area faculty.

In any semester in which a student has fulfilled the above requirements, they may file to receive the MSBA with the Doctoral Programs Office.

Requirements for PhD Degree

To earn a PhD degree in Olin Business School, students must meet the following requirements:

- 36 graduate credit hours (500 level or above). Note that this is the minimum requirement, and some academic areas may have requirements that exceed the minimum. Students should consult the area faculty coordinator regarding the curriculum
- Completion of MGT 660 Seminar in Presentation Skills
- Completion of Mentored Teaching Experience requirements

- Maintain satisfactory academic progress
- Pass the qualifying exam, second year paper, and other academic milestones
- By the end of the 4th year, establish a dissertation research committee, submit and successfully defend dissertation proposal
- Submit and successfully defend dissertation

Satisfactory Academic Progress

The following are the minimum standards of satisfactory academic progress for PhD students. Failure to meet these standards will result in review by the Doctoral Committee and possible probation or dismissal.

- Students are expected to earn a “B” or higher in all 500-level courses. Courses with grades lower than a “B” will not count towards the 36-credit requirement. Students who receive lower grades, including falling below a 3.0 GPA, will be reviewed by the Doctoral Committee and may be subject to probation or dismissal.
- Mentored Teaching Experience and Research Practicum courses do not count towards the 36-credit requirement.
- Students must complete all required core courses unless they receive written approval to waive a course. Requests will be reviewed and approved by the area faculty coordinator.
- In the first two years of the program, students should register for 9-12 credit hours per semester. Students should complete the 36-credit hour requirement within the first two years. Thereafter, students maintain full-time status through registration in continuing doctoral student status.
- During any semester, students may not carry more than 9 credit hours for which a grade of “I” (incomplete), “X” (final examination missed) or “N” (not submitted yet) is recorded. Grades of “I” or “N” must be cleared within one-semester from the end of the course.

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.

GRADING

The following is the interpretation of graduates for coursework in the PhD program:

A	Outstanding	The quality of the work is distinctly superior.
B	Good	Performance is satisfactory and represents the academic attainment expected of promising candidates. However, coursework receiving a grade of “B-” or below is not counted toward the degree.
C	Unsatisfactory	Poor quality of performance that falls short of satisfactory. Units of credit with a grade of “C” must be matched by an equivalent number of credits with a grade of “A.” Coursework with a grade of “C” is not countered toward the degree.
F	Fail	The student will be placed on academic probation. Coursework with a grade of “F” is not counted toward the degree.
N/I	Incomplete	A grade of “N” is recorded when otherwise satisfactory work in a course is not completed. After twelve months, an unchanged “N” becomes a permanent part of the student’s record and may not be changed. Students with more than nine units of “N” or no grades reported are not permitted to register for courses.

All academic areas require passing grades for coursework.

PROGRAM REQUIREMENTS BY YEAR

Year One

- Math Camp, prior to fall classes (all areas except marketing-consumer behavior and organizational behavior)
- Core foundational courses (at least 9 credits per semester)
- Attend seminars /workshops
- Summer paper, if required by the department

Year Two

- Annual Progress Report
- Courses as required by area curriculum (at least 9 credits per semester)
- Completion of two semesters of Mentored Teaching Experience
- Attend seminars/workshops
- Passing result on qualifying exam
- Passing result on 2nd year paper

Year Three

- Annual Progress Report
- Completion of two semesters of Mentored Teaching Experience
- Presentation of one research paper

- Seminar in Presentations Skills (MGT 660)
- Begin preparation of dissertation proposal

Year Four

- Annual Progress Report
- Completion of two semesters of Mentored Teaching Experience
- Submission of Title, Scope, and Procedure form
- Oral defense of dissertation proposal by June 30th

Year Five

- Annual Progress Report
- Completion of one semester of Mentored Teaching Experience
- Submission of Dissertation Committee Form
- Oral defense of dissertation
- Enter job market
- Final submission of written dissertation

Each academic area determines the course and curriculum requirements for their students. These requirements are posted on the Olin PhD website:

<https://olin.wustl.edu/programs/doctoral/phd/index.php>.

FORMAL EVALUATION OF PhD STUDENTS (ACADEMIC MILESTONES)

Policy on Faculty Supervision & Advisement

PhD students are required to be supervised by a principal faculty member in their academic area throughout their enrollment. The area coordinator supervises students in the first two years. In exceptional circumstances, a second-year student may be supervised by an alternate faculty in their academic area. Alternative arrangements must be reported to the program office. By the beginning of the third year, students must report their principal faculty advisor to their area faculty coordinator and the doctoral programs office. At the end of each semester, the principal advisor will submit a written evaluation of progress to be included in the student's academic record. If at any point, a student cannot find faculty to serve as their advisor, members of their research advisory, or dissertation committee, they may be dismissed due to the inability to progress.

Annual Progress Report

To prepare an annual assessment of student progress, the Doctoral Programs Office requires that students in year two and above submit the following to their area faculty coordinator or their faculty advisor and the Doctoral Programs Office: a current CV, a grade summary, and all research projects conducted during the year. Failure to comply with this requirement will result in academic probation or dismissal.

Preliminary Exam in Microeconomic Theory

Some areas require that students take the preliminary exam in economics at the end of the first year. Each area that requires the exam sets the definition of a passing grade. The exam is offered in June and students are expected to stay in residence if required to sit for the exam. Students who fail the prelims are placed on academic probation and re-evaluated based on their summer paper submission and academic performance in the first year.

First Year Paper

Some areas require a first-year or “summer” paper to expose students to the full range of activities required to successfully conduct independent research. This paper is evaluated by the area faculty during the second year and an evaluation is provided to the student. Students may review the curriculum page for their area online.

Qualifying Field Examination (Comprehensive Exam)

PhD students must take a written qualifying examination to demonstrate their comprehensive knowledge in their academic field within three years of entry to the program. Typically, students take this exam in the summer after the second year and after completing foundational coursework.

Students who fail the examination may arrange to retake it. Only in unusual circumstances and on written petition to the Doctoral Programs Office, can a student take the examination more than twice. Students who are unable to receive a passing result will be dismissed from the program.

Second Year Paper

Students must submit a satisfactory research paper to their academic department by the fall of their second year. The paper is presented to area faculty usually during a brown-bag or department seminar. Although the research paper is expected to have all the elements of a publishable paper, the overall quality need not be at a level sufficient to merit publication.

Failure to produce a satisfactory paper, as determined by the academic area faculty, will constitute unsatisfactory academic progress and may result in academic probation or dismissal.

Communication Competency and Course Requirement

The ability to communicate fluently and effectively in English is essential for all PhD students. Students will be evaluated on their communication skills throughout their program by their area faculty. Students found to have communication deficits may be required to participate in remediation which may include courses in the English Language Program or other communication courses or activities.

All students are required to take MGT 660 Seminar in Presentation Skills preferably in their 3rd academic year. The goal of this course is to teach students the basic principles of effective research communication.

Dissertation Proposal Defense

A successful proposal defense is evidence of a student's mastery of a specialized field of knowledge and capacity for original scholarly work. The proposal defense is open to all members of the faculty and doctoral students. The student presents the research that has been completed and provides an outline of the work that needs to be completed. Students must make a copy of the written proposal available to the Research Advisory Committee at least two weeks prior to the scheduled proposal defense. The format varies among academic areas. Students should consult the chair of their research committee.

Research Advisory Committee

The Research Advisory Committee consists of three tenured or tenure-track Washington University in St. Louis faculty members from the student's academic area. They serve as the first three readers of the dissertation and as members of the student's Dissertation Examination Committee.

Title, Scope, and Procedure Form

The Research Advisory Committee formally approves the dissertation proposal by signing the Title, Scope, and Procedure Form. The form is available from the Doctoral Programs Office. The project's "scope," defines its limits—what the student intends to cover and what will not be covered. The "procedure" describes the manner in which the student intends to conduct the research. By defining the scope and procedure of the dissertation, the student provides an initial outline or model for use in researching the topic. It is understood that the scope, procedure, and even the title of the dissertation may change during the course of the research. Major changes to the committee, such as a new thesis advisor from outside the committee, or a significant change of topic may require a new Title, Scope, and Procedure Form.

Proposal Defense Deadline

Students are required to propose no later than June 30th of the fourth year (that is, end of the 4th academic year of the program). Failure to propose by this deadline will result in academic probation. If a signed Title, Scope, and Procedure Form is not submitted to the Doctoral Programs

Office by September 30th of the fall semester of the 5th year, a student may be dismissed from the program.

Dissertation and Oral Defense

A dissertation is the product of extensive research and presents an original contribution to knowledge in a given field. It documents the doctoral candidate's ability to make substantive contributions to answering a major intellectual question and to communicate research results with professional competence.

General Requirements

The dissertation must constitute an integrated, coherent work, whose parts are logically connected. It must have a written introductory chapter that sets forth the general theme and core questions of the dissertation research, and that explains the relationship among the constituent chapters or parts. The introduction will typically include, as is appropriate to the discipline, a review of the literature relevant to the dissertation, an explanation of the theories, methods, and procedures utilized by the author; and a summary discussion of the contribution of the dissertation project to knowledge in the field. In its final deposited form, the dissertation must constitute an archivable product that meets the standards prescribed by the university.

The dissertation may consist (in whole or in part) of coauthored chapters and articles, but the candidate must be a major contributor to the research and writing of any such papers and must describe her or his ideas, individual efforts, and contributions to the larger work. To be in compliance with the university's policy on plagiarism and academic integrity, a dissertation that incorporates co-authored work must also include in its introduction an explanation of the role of the candidate in the research and in the writing of any co-authored work.

If a dissertation includes previously published materials (authored or co-authored), the candidate must provide a full reference of when and where individual papers have been published. Because prior publication and multiple authorship have implications with respect to copyright, Ph.D. candidates should discuss copyright with their advisors and obtain copyright clearances from any coauthors well in advance of defending the dissertation. Written permission must be obtained in order to include articles copyrighted by others in the dissertation.

It is the responsibility of the student and the student's dissertation committee to ensure that the dissertation meets all requirements regarding authorship, academic integrity, and copyright, as outlined here.

Dissertation Examination Committee Form

The Dissertation Examination Committee is composed of the student's Research Advisory Committee and at least two additional faculty members. Of the five faculty members, four must be tenured or tenure-track (three of the five must come from the student's degree program; at least one of the five must not). In most cases, the chair of the student's Research Advisory Committee

serves as the chair of the student's Dissertation Examination Committee. Approval of the dissertation by the Research Advisory Committee is necessary to bring it to the defense.

Students must submit the Dissertation Examination Committee Form prior to scheduling the oral defense with the Doctoral Programs Office.

Oral Dissertation Defense and Examination Approval Form

The dissertation must be approved by the Research Advisory Committee before the defense can be formally scheduled and announced. Approval ensures that the dissertation is developed adequately and ready to be brought to defense.

The defense is open to faculty and doctoral students, who may attend as observers rather than participants. Typically, the Dissertation Examination Committee solicits evaluations from the faculty attending the defense before making a decision as to the student's success in defending the dissertation. However, only the Dissertation Examination Committee is permitted to vote.

At least two weeks prior to the defense, the department faculty are informed of the date and location of the defense and the composition of the Dissertation Examination Committee.

Students must submit their written thesis to their committee members at least 30 days before the scheduled defense date. The committee will respond at least 2 weeks before the defense with substantial requested changes. These changes will be expected to be completed and resubmitted to the committee before the defense.

A typical defense follows these procedures:

- Presentation by the candidate lasting about one hour. Candidates are not expected to repeat the details presented in the proposal.
- Committee chair asks for questions from non-committee faculty who are present.
- Chair asks for questions from the Dissertation Examination Committee.
- Chair asks for questions from the Research Advisory Committee.
- Chair excuses all attendees except the Dissertation Examination Committee, which deliberates and makes a determination on the success of the defense.
- Upon approval of the defense, all members of this committee, as well as the chair of the department or program, sign the Examination Approval Form.

Examination Approval Form

Upon the successful oral defense of the dissertation, the Dissertation Examination Committee signs the Examination Approval Form. The signed form should be returned to the Doctoral Programs Office as soon as possible. It is recorded in the student's record and file.

DOCTORAL DISSERTATION SUBMISSION

After the defense, the student must submit an electronic copy of the dissertation online to the university. The submission website requires students to choose among publishing and copyrighting services offered by ProQuest ETD Administrator, but the university permits students to make whichever choices they prefer. Students are asked to submit the Survey of Earned Doctorates separately. The Doctoral Programs Office is responsible for documenting the final approval form, signed by the committee members at the defense and then by the program chair or director. Students who defend their dissertations successfully have not completed their PhD requirements; they finish earning their degree only when their dissertation submission has been accepted by the Doctoral Programs Office.

ACADEMIC PROBATION AND DISMISSAL

Except in circumstances that justify immediate dismissal, a student cannot be dismissed on the basis of academic performance without the opportunity to return to good standing during an identified period of probation. The purpose of probation is to: (1) explicitly warn the student of his or her status, (2) provide the student with clear guidelines of the performance that will be necessary to return to good standing, and (3) provide the student with reasonable time to meet these expectations. To meet these objectives, probation normally should be designated for a minimum of three months.

When the probation criteria involve coursework, then the probation period would normally correspond to the semester duration. A student on probation must receive a detailed letter from the program office, stating the reasons for the probation and explicitly identifying the steps necessary for the student to return to good standing by the end of the probation period.

At the end of a first probation, the student may be: (1) returned to good standing, (2) placed on a second consecutive probation, which generally will be for a full semester, or (3) dismissed from the program. A second consecutive probation must be accompanied by a new letter identifying the steps required to return to good standing. While the purpose of the probationary period is to provide the student with time to improve, the decision of the program at the end of a probationary period could involve immediate notification of dismissal.

At the end of a second continuous probation, the student will be either returned to good standing or dismissed. A third probation will be allowed only if it is not continuous. A fourth probation will not be permitted. A student whose performance would result in a fourth probation will be dismissed immediately. A leave of absence cannot be used by a student to delay or nullify the consequences of a third consecutive or fourth probation.

Notification Procedures for Academic Probation

1. The explanation of academic performance issues leading to probation should be specific (low GPA, failed exam, etc.) and contain a clear statement of what must be done within a specified period in order for the student to return to good standing. This includes probation associated with

faculty judgments of research potential, timely progress toward the degree, teaching performance or professional responsibilities. The expectations will be consistent with those held for all students in the program. They must be communicated in writing, accompanied by the opportunity to meet with the designated departmental faculty representatives for a clarifying discussion.

2. If the student does satisfactorily meet the requirements of the probation, a written notice of reinstatement, including the date that the student has returned to good standing, will be provided to the student. Students may be reinstated before the end of the probation period if they have met the requirements for reinstatement.

3. Copies of any letter or e-mail to the student, or summary notes of discussions with the student regarding the student's placement on probation should be placed in the student's file, which the student has the right to review.

Notification Procedures for Academic Dismissal

1. Students who do not meet the requirements of the probation by the specified time and the program recommends dismissal, the faculty coordinator of the student's program will send a request for dismissal. The draft dismissal letter will include the grounds for dismissal, the effective date of dismissal, and advice to the student that voluntary withdrawal from the program is an option.

2. If the student is an international student on a visa, the doctoral programs office will consult with the Office of International Students and Scholars prior to finalizing the dismissal letter. It is often advisable for an international student to withdraw ahead of a dismissal to avoid an adverse impact on future entry to the U.S. Appeal Procedures In cases of probation or dismissal, a student may appeal within 14 calendar days to the department chair or another designated faculty representative, consistent with Department or Program procedures.

Probation Appeals

Appeals of probation end with the Chair of the department or program. In cases where there is a perceived conflict of interest with the Chair, another member of the department can be designated to address the appeal process for probation or dismissal.

Dismissal Appeals

For academic dismissal decisions, an Olin PhD student may submit a final appeal of his/her dismissal to the Senior Associate Dean of Doctoral Programs. Appeal requests must be initiated at the appropriate level within 14 calendar days of formal notification of probation or dismissal. Responses to appeals generally occur within the next 14 calendar days after the appeal is requested.

MENTORED TEACHING EXPERIENCE REQUIREMENT

PhD students support teaching in Olin Business School and are mentored by a faculty member on best practices. Students in years two through five will register for MGT 6000 Mentored Teaching Experience.

Students must attend the Graduate Student Mentored Teaching Orientation hosted by the Center for Teaching and Learning (CTL) prior to the second year. In addition, students are required to complete one teaching workshop offered by the CTL. Students must complete one of the two available options for the Mentored Teaching Experience Requirement.

Option 1

- 7 semesters as Assistant in Instruction (10 hours per week)

Option 2

- 6 semesters as Assistant in Instruction (10 hours per week)
- 1 semester of Mentored Independent Teaching

Students are not eligible for paid Assistant in Instruction positions until the sixth year, or they have completed the mentored teaching requirement in full. First-year students do not participate in MTE and are ineligible for paid positions.

Assignment to Faculty for Mentored Teaching Experience

Prior to the fall semester, students in years two through five will be asked to submit their top three choices for assignment to faculty for mentored teaching. The information will be shared with the area faculty coordinator who will make assignments for the following fall and spring semesters. Final assignments will be based on the academic area's teaching needs with consideration of student and faculty preference. Assignments will be communicated by the Doctoral Programs Office. Faculty and students should connect by the beginning of the assigned semester.

RESEARCH EXPERIENCE POLICY

Doctoral students may participate in faculty-driven research projects under two models that the faculty member and student can choose between: (1) a Research Assistantship and (2) a Research Practicum. Both modes of interaction are voluntary on the part of the doctoral student and the faculty member. The doctoral programs office will oversee, track, and monitor interactions under both modes. This policy applies to all faculty-driven research collaborations involving Olin doctoral students, regardless of whether the faculty is associated with Olin.

Research Assistantship

The first mode of interaction is an hourly paid Research Assistantship (RA). In this model, the faculty member pays the doctoral student for each hour of RA work, up to a cap of ten hours per

week. The student does not receive academic credit. The faculty member and the student will fill out a form that will be sent initially to the doctoral programs office, who will then liaise with Olin HR for payment. The form will have a concise description of the project and a brief outline of the expected work that the student is to perform. The Research Assistantship is appropriate for research interactions where the student performs a well-defined set of tasks such as data cleaning, data analysis, literature review, code replication, or other research activities under the direct supervision of the faculty member. First year students are ineligible for research assistantship.

Research Practicum

The second mode of interaction is via a Research Practicum class. The Research Practicum is suited for deeper and more complex research interactions than those performed under the directly supervised Research Assistantship. In this model, the faculty member will provide a class description outlining the project's nature, work expectations, and a timeline for completing it. The student will receive 2 units of academic credit for the class and the faculty member will assign a pass/fail grade at term's end. No financial compensation is associated with the research practicum experience. Students may spend up to approximately 225 hours per semester, or an average of 15 hours per week, in research practicum-related activities. This class can be taken repeatedly for credit during the student's enrollment in the doctoral program (after their first year), subject to continued interest by the faculty member and student. A course listing is provided below:

MGT 6010 Research Practicum

This course is designated for Olin PhD students. Students will engage in various aspects of the research process under a faculty member's direction. Learning objectives include conceptualization of research questions; review, assessment, and synthesis of literature; operationalization of theoretical concepts and empirical questions; data collection; analyses of data; and interpretation and dissemination of findings. This course is pass/fail. To register, students must send a Research Practicum form to the Doctoral Programs Office that includes the faculty instructor, their faculty advisor, and the research proposal.

First Year Student Policy

Students in the first year of the PhD program, are not eligible to participate in mentored teaching experience or paid research assistantships. Coursework and acclimating to the academic environment are the priorities of the first year.

FINANCIAL SUPPORT

Tuition Remission

Tuition for courses required by the PhD program is fully remitted by Olin Business School. Other courses offered by the university may be eligible for remission with approval of the area faculty coordinator. The program covers the cost of the mandatory student health and wellness fee each semester through year six. Tuition remission is applied against a student's account after the first add/drop deadline or approximately 3 weeks after the start of the semester.

Stipend Policy

Students receive an annual stipend to assist in covering living expenses for up to five years. First year students receive their first payment at the end of August and are paid over 11 months. Fifth year students are also paid over 11 months with their final payment on May 30th. All other students are paid over 12 months. Stipends are subject to tax. It is the student's responsibility to estimate and withhold taxes. More information is found on the university's financial services website: <https://financialservices.wustl.edu>.

Students placed on academic probation will continue to receive stipend support. However, support may be withheld for students found to be in violation of the residency and attendance policy.

Students dismissed from the program will receive two weeks' notice before the effective date. A dismissed student will retain stipend support during the notification period. By the effective date of dismissal, the student will receive a severance payment equivalent to six weeks of support, which will conclude their stipend funding. Students who choose to withdraw and not complete the program are also eligible to receive severance payment. The payout period will begin on the date the program office receives the formal withdrawal form. Severance does not apply to students transferring to another academic program or institution.

The program does not provide a sixth-year stipend. Students should work with their advisor or academic department chair to determine what, if any, internal funding opportunities may be available. Students should also explore external funding opportunities: <https://provost.wustl.edu/vpge/fellowships-funding-and-support/external-funding/>.

Student Health and Dental Insurance

The program will cover the cost of student health and dental premiums for PhD for up to six years. Students who withdraw or are dismissed may be eligible to keep their insurance benefits for a period depending on the effective date. The benefit period is July 1st through June 30th. Students may contact the Doctoral Programs Office to determine their benefit eligibility.

Olin PhD Research Grant

PhD students in good standing may apply for up to a \$500 grant to support research projects. This funding can be used for purchases such as databases or honorariums for projects involving human participants. Students may only receive one award per fiscal year and applications must be approved by the area faculty coordinator. The Doctoral Programs Office may award up to 10 grants per year. Applications are available upon request.

Child Care Subsidy

Sponsored by Washington University in St. Louis, the Child Daycare Subsidy helps PhD student families meet the costs of child daycare while they pursue their studies. Eligibility requirements and the application are found online via the Office of the Provost: <https://provost.wustl.edu/child-daycare-subsidy/>.

Travel Reimbursement Policy

Olin Business School is committed to supporting PhD students in various travel related to their academic progression. Students are encouraged to attend relevant conferences or consortiums when possible. All travel reimbursement requests must go through the doctoral program office including those involving faculty STAR funds.

Eligibility

PhD students in good standing are eligible to request travel approval in accordance with the policy below. Amounts are per fiscal year (July 1-June 30th). Program year is the first day of the fall semester.

- **1st-4th year** students may request approval for up to \$600 to attend an academic conference or workshop. If presenting a paper, students may be reimbursed for up to \$1,400 for a domestic conference and up to \$2,400 for an international conference.
- **5th and 6th year** students may request approval for up to \$1,400 to present a paper at a domestic conference or \$2,400 to present a paper at an international conference. Students in their job market year may request approval for up to two academic conferences and are eligible for a third if it has premier status.
- Students in years **3-5** who are approved for one travel request, are eligible to submit a second request if they will present a paper at a premier academic conference. Premier conferences are determined by the academic area and reflect the top three in prestige.

An informal poster presentation may be approved in lieu of a formal paper presentation one time only during the PhD program and the conference must be premier in status. Faculty STAR funds should not be used to fund student travel unless a student has been approved for the maximum of eligible program funds and the paper to be presented is co-authored. In these cases, STAR funds are at the faculty's discretion. If approved, the doctoral programs office must be notified.

Application & Approval Process

At least one month prior, the student must submit a Travel Approval Request form that includes estimations of all expenses that will be incurred. The request should include approval from the area faculty coordinator serving as the area representative on the doctoral committee. They should receive approval from the program office before leaving for a trip or paying for any trip-related expenses. If a Travel Approval Request form is not submitted and approved prior to travel, the expenses incurred may not be eligible for reimbursement. Students will receive a decision on the travel request in writing from the program office. Requests should be submitted to olinphdtravel@email.wustl.edu.

The maximum travel reimbursement limit for eligible expenses for a domestic conference is \$1,400 and \$2,400 for an international conference for the 2024-2025 academic year. Any expenses a student incurs over the approved amount are the student's responsibility.

Regarding student travel, the PhD program's goal is to support as much eligible student travel as possible within the funds budgeted for each year. To help stretch limited funds as far as possible, students are expected to travel economically by carefully researching all available travel, hotel, and local transportation options in advance of their trip. As always, when you travel as a WashU student, you are representing your program and school.

Students are responsible to review Olin Business School's travel policies, forms, and documentation requirements on the website: <https://sites.wustl.edu/financeandaccountingservices/travel/>.

GRADUATION INFORMATION

University commencement ceremonies are held in May and mark the end of the academic year. Olin hosts a school specific graduation ceremony in May. The university hosts an inclusive ceremony in December open to all December graduates. Advanced degrees, however, are awarded three times each year: in August, December, and May. The deadlines for completing all degree requirements, including the electronic submission of the dissertation, in time to receive summer, fall, or spring degrees, are listed in the academic calendar.

A student who has completed all requirements for the Ph.D. and needs certification of this fact before the date of the award may secure a letter of certification from the Doctoral Programs Office; a written or emailed request is required. Diplomas are mailed to the student's post-graduation address. Graduating students should update this in [WebSTAC](#) at the time they file their intent to graduate. Official transcripts are issued by Student Records at no charge, on request by the student. Information regarding these services is available on the Student Records website. WebSTAC is found online at <https://acadinfo.wustl.edu>.

Intent to Graduate

Candidates for a degree must file their “intent to graduate” via WebSTAC for the semester in which they intend to graduate. Students are not obligated to graduate as intended however, they will need to file a subsequent intent for the semester in which the work will be completed.

OLIN RESOURCES

The Al & Ruth Kopolow Business Library

The Al & Ruth Kopolow Business Library is located on the second floor of Simon Hall. Library resources include database subscriptions, including Bloomberg, S&P, Capital IQ, IBIS World, and Morningstar. An expert team is ready to assist online or in person. To search the full extent of library resources and services, visit [Al and Ruth Kopolow \(Business\) Library - WashU Libraries \(wustl.edu\)](http://wustl.edu/libraries/business).

Classrooms, Study Rooms, and Conference Rooms

Required and elective courses offered by Olin Business School are taught in Simon Hall, Bauer, or Knight 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 Brittney Morgan, doctoral programs coordinator, at morgan.b@wustl.edu.

Computing Support/Helpdesk

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 by phone, email, or web ticket.

Phone: 314-933-3333 Email: ithelp@wustl.edu Web: <https://wustl.service-now.com/sp>.

UNIVERSITY RESOURCES

Washington University Libraries

The website for University libraries offers more full-text resources and databases for you to consult plus guides in many subject areas that have been created by WashU librarians.

<http://library.wustl.edu/>

The online catalog includes records for all libraries on campus. You access the catalog directly at <http://catalog.wustl.edu/>.

Habif Health and Wellness Center

The PhD program covers the cost of the student health insurance plan for students in years one through six. Other students may purchase it for themselves. The health plan includes on-campus health and counseling services, as well as pharmacy and wellness programs. For more information, visit <https://healthservices.washu.edu>.

TimelyCare Telehealth

WashU students have 24/7 virtual access to telehealth, including TalkNow consultations, 12 free scheduled counseling appointments, as well as psychiatry and medical visits. Students may register for the app at <https://app.timelycare.com>.

Sumers Recreation Center

The Sumers Recreation Center is responsible for recreational facilities and programming on the Danforth campus and is dedicated to providing first-rate health, wellness, and recreational experiences. Programming includes intramural sports programs, sports clubs, and fitness classes and services. For more information, visit <https://washubears.com/sports/recreation>.

Parking

Parking permits are required for all students with cars or motorcycles who drive to campus or live in the residence halls. Permits are available for purchase online for designated parking zones. To learn more, visit <https://parking.wustl.edu>.

UPASS

All full-time students may obtain a free Metro pass for use on both Metro buses and the MetroLink light-rail system. For more information and instructions on obtaining a UPASS, visit http://transportation.wustl.edu/wustlmetro_pass.html.

The Graduate Center

The Graduate Center (TGC) is a resource dedicated to graduate and professional students across all schools at WashU. Resources include programming, events, and room reservations for graduate students. For more information, visit <https://gradcenter.wustl.edu>.

Quadrangle

Quadrangle leases off-campus housing to graduate students, faculty, and staff in some of the most culturally vibrant neighborhoods in St. Louis. Visit <https://quadrangle.wustl.edu/properties/> for more information.

