

REQUEST FOR NON MBA STUDENT TO TAKE AN MBA COURSE

LAST UPDATE: MAY, 2009

POLICY

Washington University in St. Louis graduate students enrolled in full-time masters or doctoral degree programs* may enroll in MBA courses without a tuition charge under the following set of circumstances:

- The course is offered in the full-time (day) MBA Program. Courses offered by Olin's evening Professional MBA program and Executive MBA program are not eligible. Students wishing to take undergraduate Olin courses must contact Olin's Undergraduate Programs office.
- The student has obtained permission to take the course from his/her home program. It is the responsibility of the student to secure approval for credit toward a degree from his/her school if such approval is being sought.
- Space is available in the course after MBA students have had an opportunity to enroll. Olin reserves the right to remove non-MBA students from courses.
- The student has submitted a "Request for Non-MBA Student to Take an MBA Course" form to the Olin MBA Program Office and received confirmation from the Olin MBA Program that permission has been granted. The student may be required to obtain permission directly from the course instructor.

*Students from University College, Sever Institute of Continuing Studies, Executive or Evening programs are not eligible.

If approval is granted the student is responsible for registering on-line (where applicable) for the course and for obtaining any special approval needed by the other school. Note that each department (including Business) reserves the right to remove students from other schools from their courses if necessary for any reason.

Student and Course Information

Name: _____ ID#: _____ email: _____

Course Title: _____

Course Dept. #: _____ Course #: _____ Section #: _____ Semester: _____ Credit hours: _____

Please list **all business coursework taken to date**, noting level (undergraduate or graduate) and institution:

Student's home program approval Home Program: _____

Name (home program advisor or registrar): _____ Title: _____

Signature: _____ Date: _____

Submit completed form to MBA Programs office; Simon Hall Room 114; ph: 314-935-7301 fax: 314-935-4464

For MBA Programs Office Completion

Olin Business School Graduate Registrar Approval:

Request approved Request denied (if denied, reason: _____)

Dir. of MBA Student Affairs or Associate Dean signature: _____ Date: _____