

2024-2025 Master of Business Administration Academic Policies

PROGRAMS: Full-time Master of Business Administration, Evening Master of Business Administration, Online Master of Business Administration, Executive Master of Business Administration, Fast-Track Master of Business Administration

The academic records of graduate students are reviewed at the completion of each course to ensure that satisfactory progress and minimum standards are being met. Students must complete required courses in the order specified for the Master of Business Administration (MBA) degree. It is each student's responsibility to understand how this policy may impact his/her ability to complete the MBA degree. W. P. Carey School of Business Graduate Programs reserves the right to enforce the academic policies outlined below.

DEGREE REQUIREMENTS SUMMARY: To be eligible for a degree from the Graduate College, master's degree students must maintain Satisfactory Academic Progress and achieve the benchmarks and requirements set by the individual degree programs as well as the Graduate College. These, as well as all other Graduate College policies, can be found in the [ASU Graduate Policies and Procedures](#).

Satisfactory Academic Progress

1. Maintain a minimum 3.00 for all GPAs.
 - a. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits). This includes courses taken as an undergraduate student that are added to an iPOS for an Accelerated Master's.
 - b. Cumulative ASU GPA represents all courses completed at ASU during the graduate career. This includes graduate and undergraduate courses taken as a degree-seeking or non-degree seeking graduate student and any courses taken at ASU after conferral of a bachelor's degree.
 - c. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.
 - d. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.
2. Satisfy all requirements of the graduate degree program.
3. Satisfy the maximum time limit for graduation from the student's graduate degree program, as denoted in the program handbook.
4. Successfully complete the culminating experience (e.g. capstone/thesis equivalency course, MGT 589) with a grade of B (3.00) or higher.
5. Graduate students must remain continuously enrolled in their degree program. Failing to do so without a Graduate College approved *Leave of Absence* is considered to be a lack of academic progress and could result in discontinuation from the program.

A student who fails to make satisfactory progress in pursuit of the MBA degree will be provided notice from the W. P. Carey Graduate Programs Office, Program Operations department as soon as the applicable grade(s) have been identified.

COURSE COMPLETION REQUIREMENT: A student must complete all W. P. Carey MBA Program courses as scheduled.

- a) A student who withdraws from a W. P. Carey MBA Program course will receive a “W” and will not be permitted to continue coursework as scheduled. A student who wishes to withdraw from a W. P. Carey MBA Program course should contact the Program Operations Coordinator to discuss options, policies, and processes.
- b) Upon receipt of an [Incomplete \(grade of an “I”\)](#) in any course, a student must submit to the Program Operations coordinator a [written plan](#), mutually agreed upon with the instructor and approved by the faculty director of the program. The coursework must be completed prior to the start of the next term.
- c) Due to the lockstep nature of the MBA, failure to complete the course as outlined in the agreement may result in a recommendation for discontinuation or dismissal.

PROBATION: A W. P. Carey MBA student shall be placed on probation when the student:

- a) receives a “C+” (2.33) or “C” (2.00) in any course applicable to MBA degree requirements (courses and GPAs), and/or
- b) achieves a Cumulative ASU GPA or ASU Graduate GPA or Plan of Study (POS) grade point average (GPA) below 3.00, and/or
- c) has a significant or repeated violation of the [W. P. Carey School of Business Graduate Professionalism Policy](#), [ASU Academic Integrity](#), or [Student Code of Conduct](#).

A student on probation must work with his/her/their Program Operations coordinator to develop an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in his/her/their degree program. A student on probation is allowed to complete coursework to bring his/her/their grades to an acceptable level (3.0 or above) by the end of the program.

DISCONTINUATION: A student shall be discontinued from the MBA program when the student receives:

- a “D” (1.00) or “E” (0.00) in any course applicable to MBA degree requirements (courses and GPAs) while not on probation, or
- a grade below “B” (3.00) on the thesis equivalency course, or
- an “I” grade and fails to complete coursework as outlined in the agreement.

A student who is discontinued must either enroll in MGT 595 Continuing Registration or have an approved leave of absence. A student must then resume his/her/their program as agreed and will be placed on probation upon return.

Students who fail to maintain continuous enrollment must be readmitted to the program under the

degree requirements and policies in effect at the time of the new admission date.

DISMISSAL: A student shall be recommended for dismissal from the MBA program and will not be permitted to continue course work when the student:

- receives a third “C+” (2.33) or “C” (2.00) or lower grade in any core course applicable to MBA degree requirements (courses and GPAs), and/or
- is on academic probation and receives a “D” (1.00) or “E” (0.00) in any course applicable to MBA degree requirements (courses and GPAs), and/or
- is on academic probation and receives a grade below “B” (3.00) in the thesis equivalency course, and/or
- returns from discontinuation and receives a grade below “B-” (2.67) in any course applicable to MBA degree requirements (courses and GPAs), and/or
- has significant or repeated violation of the [W. P. Carey School of Business Graduate Professionalism Policy](#), [ASU Academic Integrity](#), or [Student Code of Conduct](#).

GRADE APPEAL POLICY: Student academic grade grievance procedures in the W. P. Carey School of Business normally consider matters where the relief sought is a change of a final grade. Formal grievance petitions must be submitted no later than ten business days after the start of the next academic term; the process and decision on the grade grievance will be completed by the end of that term. Unless dismissed, a student may continue coursework during the appeal process.

Grounds for a grade appeal:

- Error in calculating the final grade for the course (e.g. arithmetic error)
- The criteria for determining the final grade were changed from what was specified in the syllabus (e.g. 4 quizzes were given instead of 5 or weights of assignments were changed)
- The evaluation system was not consistently and fairly applied to all students (e.g. Student A and Student B reported the same answer but had different scores for the assessment item)

Grade appeal process (informal and formal):

Informal process

- If the student has determined his/her/their grade appeal meets one of the three reasons to progress, the first step is to meet with the course instructor to resolve the complaint. The discussion should focus on the assignment(s) in question and how the change from the request would result in a grade change.
- If a resolution cannot be reached with the instructor, the student discusses the grievance with their program’s Faculty Director. The Faculty Director notifies the Department Chair of the escalated grade appeal and if applicable, collaborates with the Department Chair on resolution.
- In instances of a conflict of interest, for example if the teaching faculty and Faculty Director are the same person, if a resolution cannot be reached, the student should continue to escalate the grievance procedure to the next level.

Formal process

- If after meetings are held with both the course instructor and Faculty Director/Department Chair, the appeal is not resolved, the student would submit a report to the [grade appeal site](#), detailing the reasons for the appeal and identifying under which grounds (from above) the appeal falls. The student would then meet with the Office of Academic Excellence to hear the

dispute. Use the link below to schedule a meeting with the Office of Academic Excellence:

https://calendly.com/academic_excellence

- If it is determined the dispute cannot be resolved to satisfaction, a formal committee maybe called to hear the complaint. Student grade appeals must be processed by commencement or in the regular semester immediately following the issuance of the grade in dispute (fall or spring commencements only), regardless of whether the student is enrolled at the university.

ACADEMIC INTEGRITY REQUIREMENT: A student who engages in academic misconduct while attending a W. P. Carey graduate program will receive strict penalties as outlined in ASU's academic integrity policy. Those penalties ordinarily will range from a letter reduction in final course grade to expulsion from the program and School of Business. The penalty will be decided by the course faculty member and the Office of Academic Affairs. All allegations of academic misconduct must be reported to program administrators. Any subsequent act of academic misconduct, regardless of severity, will result in dismissal from the program and the School of Business.

The [ASU student academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment
2. Plagiarizing
3. Academic deceit, such as fabricating data or information
4. Aiding academic integrity policy violations and inappropriately collaborating
5. Falsifying academic records

TUITION REFUND POLICIES:

- [ASU Tuition Refund Policy](#)
- [W. P. Carey Program Tuition Refund Policy](#)

GRADUATE COLLEGE POLICIES:

<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>

DEFINITIONS AND SPECIFIC ASU POLICIES:

Probation: An official warning that a student is not progressing academically as required by the program/university. A student on probation is allowed to continue coursework.

Discontinuation: Requires a student to take time off from the program based on academic performance. The student will restart the program according to the discontinuation agreement between the student and the Sr. Associate Dean. Upon return to his/her/their program, the student will be placed on academic probation.

Dismissal: A student who is dismissed is no longer matriculated and will not be allowed to continue coursework. To be subject to dismissal, a student must first be placed on academic probation.

Continuous Enrollment: Once admitted to a graduate degree program or graduate certificate program, students must maintain continuous enrollment and be registered for a minimum of one credit hour during all phases of their graduate education, including the terms in which they are admitted and graduate. Failing to do so without a Graduate College approved Leave of Absence is considered to be a lack of academic progress.

Leave of Absence: Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. A student with a Graduate College approved Leave of Absence is not required to pay tuition and/or fees, but in turn, is not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities, or faculty time. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without reapplying to the university.

Plan of Study: Courses needed to meet the graduate degree requirements, composed of core and elective courses. Students are advised to consult with a Program Operations coordinator regarding their plan of study.

Thesis Equivalency Course: MGT 589 Strategic Management is the thesis equivalent course for the MBA degree. Students must receive a grade of B (3.00) or better to pass and fulfill degree requirements.

Voluntary Withdrawal from a Graduate Program: If a student wishes to withdraw from a graduate program, the student should complete the [Voluntary Withdrawal form](#). Information on other types of Withdrawal (i.e. medical withdrawal, compassionate leave), can be found at: <https://students.asu.edu/drop-add>.

International Enrollment Policies: F-1 and J-1 students are required to maintain full-time enrollment status (9 credit hours per semester). Academic integrity violations, withdrawal, dismissal, and/or discontinuation from a degree program can have consequences regarding visa status. Federal guidelines on visa status supersede W. P. Carey graduate program academic policies. For any visa status questions, contact the [International Students and Scholars Center \(ISSC\)](#) at ASU at (480) 727-4776 or issc@asu.edu.

Academic Term: The academic term is determined by your program:

- Master of Business Administration Online - semester (Fall, Spring, Summer)
- Master of Business Administration, Full-time, Evening, Fast-Track & Executive - quarter