



EXECUTIVE MBA (EMBA) PROGRAM HANDBOOK 2024 - 2025



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WELCOME TO THE W. P. CAREY SCHOOL OF BUSINESS

Solutions for the planet mean developing problem-solvers from around the globe. From thousands of outstanding students who join us every year from around the world to our world-renowned faculty representing six continents, the W. P. Carey School welcomes diversity and encourages global thinking.

Grad school is a major undertaking, whether you're returning to school full-time or you're earning a degree while you work. At the W. P. Carey School, we're here to help you succeed in the classroom and beyond.

Whether you have questions about the curriculum, financial aid, or how to take advantage of career resources for W. P. Carey graduate students, you can get all the answers you need right here.

We measure success not by who we exclude, but [who we include](#), with one vision in mind:

We transform the world through access, excellence, and innovation in business knowledge. We are the W. P. Carey School of Business, where business is personal.

Check out our [news and research website](#) to learn more about our community's success.

Rankings

The W. P. Carey School of Business delivers excellent quality and great value. It is one of the top business schools in the country, highly ranked for academics, groundbreaking research, and student outcomes. Read more about the [current rankings here](#).

The Carey Code

I am a W. P. Carey Sun Devil:

- I contribute to our legacy and live our values of excellence, integrity, impact, and community
- I demonstrate that business is personal by treating others with respect and kindness
- I advocate for access and equal opportunity to create stronger organizations and inclusive societies
- I embrace and exhibit ethical business practices and lead others by example
- I champion fellow Sun Devils and volunteer when and what I can to promote their success

And, together, we will spark positive change in the world, by doing good while doing well.

INCLUSIVE EXCELLENCE AT W. P. CAREY

At W. P. Carey, we say that “business is personal.” Each student, each faculty member, each employee matters, intrinsically, as a human being. Yet we also must recognize times where we as a community have fallen short of that ideal, and how historical prejudice and systemic racism have pushed members of our school to the margins.

We are committed to doing better, and unequivocally state our support of Black lives, Native communities, immigrants, members of the LGBTQIA+ community, people with disabilities, and others who live at the intersections. You are welcome at W. P. Carey, and this is what you can expect from us.

Commitments to diversity, equity and inclusion

- We embrace open access to education and opportunity for all students as being central to our mission.
- We believe that diversity is a necessary part of excellence, and reject any false opposition of diversity and merit.
- We support robust and respectful discussion of the most pressing issues in society from the wide variety of perspectives in our community.
- We respect, listen to, and center the voices of marginalized groups, and recognize that the impacts of our actions matter more than the intention.
- We are unequivocal in our support of underrepresented and historically marginalized groups, and will not tolerate discrimination or hate.

Inclusive Excellence initiatives

The initiatives below are a partial list of the many inclusive activities being pursued and considered at W. P. Carey.

Inclusive Excellence Committee - formed in response to ongoing police violence against Black Americans, the committee is now a permanent part of W. P. Carey; the group directs all inclusive excellence initiatives at W. P. Carey and serves as an advisory board to school leadership.

College Data Committee - this group is charged with compiling and distributing relevant data for W. P. Carey; this includes diversity metrics, surveys, and benchmarking.

Inclusive Teaching & Learning Committee - a combination of faculty, staff, and student committee members working to integrate Inclusive Excellence principles into W. P. Carey curriculum and classrooms.

Inclusive Excellence training for faculty and staff- SafeZONE and Microaggression training for staff to understand bias and create a more inclusive, allied, and safe environment; “To be Welcoming” training, in

partnership with ASU and Starbucks, suggested for all staff; also exploring future mandatory training options for employees and students.

Diversifying purchasing - In concert with ASU purchasing and community groups, we are taking an intentional look at diversifying W. P. Carey purchases, including food, supplies, and services.

Inclusive onboarding - Human Resources is creating a booklet for new employees that includes employee resource groups and culturally relevant services, such as Black salons, doctors, and more.

Diversifying recruiting - Human Resources and student recruiting functions are in the early stages of identifying more inclusive recruitment practices, including expanded recruitment from HBCUs, continued involvement in the PhD Project, and more.

Expanded access to mentors - using the existing W. P. Carey mentorship program as a starting point, expand the number of qualified minority mentors for the undergraduate, graduate, and Executive Connections program.

W. P. Carey is also actively involved with the larger ASU community's commitment to support Black students, faculty, and staff. [Read more](#) about university-led efforts.

Land Acknowledgement

The W. P. Carey School of Business acknowledges the 22 Tribal Nations that have inhabited this land for centuries. Arizona State University's four campuses are located in the Salt River Valley on ancestral homelands of many Indigenous peoples, including the Akimel O'odham (Pima) and Pee Posh (Maricopa), whose care and keeping of these lands allows us to be here today and provides a guide for our relationship with these lands in the future. W. P. Carey acknowledges the sovereignty of these tribal nations and seeks to foster an environment of success and possibility for American Indian students, and to work alongside Indigenous people in business practices and acknowledges that support Native experiences and prosperity.

[Graduate students can find community](#) through a number of organizations, including special interest groups and [Inclusive Excellence focused events](#).

More resources:

- [ASU Student Accessibility and Inclusive Learning Services](#)
- [Students with Families](#)
- [International Student Engagement](#)
- [Out @ ASU](#)
- [ASU Council of Coalitions](#)
- [Pat Tillman Veterans Center](#)

PROGRAM OVERVIEW

Through a comprehensive business curriculum taught by world-renowned faculty, the W. P. Carey Executive MBA will expand your leadership skills and help you immediately impact your organization. Over the course of the two-year program, you'll develop a strategic perspective and learn how policy shapes business decisions, and how companies half a world away can impact your organization.

An optional business of health care concentration examines how to improve the quality of care while focusing on lower consumer and provider costs. Designed for senior leaders in the health sector, the concentration will deepen your understanding of economics, supply chain, data and technology, and organizational issues unique to health care.

Because of the quality of our students and graduates, and the stewardship of the initial gift to the school by Wm. Polk Carey, the W. P. Carey Foundation has invested \$15 million into career services, giving you more resources and tools to further your leadership and your career.

As a STEM-designated degree, the Executive MBA allows eligible graduates on student visas access to an Optional Practical Training (OPT) extension for up to 36 months, helping international students gain additional real-world skills and experience in the U.S.

The Executive Master of Business Administration is completed in 21 months and is supported by each of the eight academic units within the W. P. Carey School of Business.

CULMINATING EXPERIENCE - CAPSTONE

Many of the assignments and theories presented in each course can be applied directly to your company providing immediate impact to students and their organizations. MGT589, the capstone strategy course, is included in the final semester and is a culminating strategic analysis of your own organization. MGT589 is integrative in nature, using the skills developed in previous coursework such as accounting, marketing, finance, supply chain management, and information systems to help take a problem-solving approach to understanding the critical issues and challenges your own business might be facing. The course will commence with a final class project and/or presentation highlighting the issues identified and solutions to help each company succeed.

PROGRAM CURRICULUM

All required core courses and an optional elective for a total of 48 to 49.5 credit hours.

1st Year Courses

Course	Description	Quarter	Credits
ACC 502	Financial Accounting	1	3
MGT 502	Organizational Behavior	1	3
WPC 501	Statistics for Business	2	3
ECN 502	Managerial Economics	2	3
MGT 520	Leadership 1	2	1.5
FIN 502	Managerial Finance	3	3
MKT 502	Marketing Management	3	3
ACC 503	Managerial Accounting	4	3
MGT 591	Elective - Required	4	1.5
MGT 530	Negotiations	4	1.5
MGT 565	Business Strategy & Public Policy	Summer	3

2nd Year Courses (No Concentration)

LES 582	Ethical Issues for Managers	5	1.5
MGT 591	Innovation	5	1.5
FIN 540	Advanced Finance	5	3
SCM 502	Operations and Supply Management	5	3
CIS 591	Business Intelligence	6	1.5
MGT 540	Entrepreneurship	6	1.5
MGT 589	Strategic Management	7 & 8	3
MGT 591	Elective (Optional)	7	1.5

MGT 580	International Practicum	7	3
MGT 591	Leadership 2	8	1.5

2nd Year Courses (Health Care Concentration)

LES 582	Ethical Issues for Managers	5	1.5
MGT 591	Innovation	5	1.5
WPC 591	Health Care Supply Chain	5	1.5
WPC 591	Health Care Informatics & AI	5	1.5
WPC 591	Economics of Health Care for Executives	6	3
WPC 591	Managing Health Care Organizations for Executives	6	1.5
WPC 591	Health Care Systems	6	1.5
MGT 589	Strategic Management	7 & 8	3
MGT 591	Elective (OptioHealth Care Systemsnal)	7	1.5
MGT 580	International Practicum	7	3
MGT 591	Leadership 2	8	1.5

ADMISSIONS

Students can learn about what a competitive applicant to the Executive MBA program would look like by viewing the [class profile](#) page. Here students will be able to compare their own personal profile with our most recent incoming class. A student needs to be as close as possible or over the previous class average to be a competitive candidate.

***In addition to the requirements outlined below, Executive MBA program applicants are required to participate in an interview with the program's Faculty Director and Admissions team.**

Students are asked to complete an online application which includes

- A professional resume
- Answers the essay questions
- Legible copies of unofficial transcripts
- Contact information for 2 professional references
- The application fee

Supplemental Materials Include

- GMAT or GRE Scores (if applicable, not required)
- Online recommendation forms submitted by your recommenders
- Official English Proficiency scores (if applicable)

Fall 2024 Application Deadlines:

Round 1: October 1, 2023

Round 2: December 1, 2023

Round 3: February 1, 2024

Round 4: April 1, 2024

Round 5: July 1, 2024

Fall 2025 Application Deadlines:

Round 1: December 1, 2024

Round 2: February 1, 2025

Round 3: April 1, 2025

Round 4: July 1, 2025

W. P. CAREY SCHOOL OF BUSINESS GRADUATE STUDENT CONDUCT AND PROFESSIONALISM POLICY

We, the students of the W. P. Carey Master's programs are committed to maintaining the highest levels of honesty, integrity, and professional courtesy for ourselves and amongst our classmates. We believe that ethical behavior is not only the cornerstone of a good academic program, but of good business as well. As such, we are steadfast in our commitment to the following principles:

- Academic Integrity — We view the W. P. Carey Academic Integrity Policy as a living, breathing document, not just concepts on a page. As such, we are resolute in ensuring that we abide by the principles contained within, both in letter and in spirit. Furthermore, we will hold our classmates to the same high standards to which we hold ourselves.
- Consideration of Others — As W. P. Carey students, we believe that we should treat others as we wish to be treated. To this end, we will be considerate of classmates, professors, and recruiters in all aspects. Furthermore, we will constructively add to the collaborative environment by helping and encouraging others.
- Professionalism — As W. P. Carey students, we believe that the behaviors we practice today will become a habit in the future. To that end, we are committed to act in a professional manner in all school settings, including classes, networking events, and interviews. We will be cognizant of the fact that we are representing the program and our classmates at all times.

Professionalism Expectations

Professionalism, broadly speaking, includes ethical decision-making, consideration of others, and demonstration of personal accountability. Exhibiting professional behavior is integral to a positive learning environment within the university and promotes innovation, openness to diversity, integrity, and mutual respect for students, faculty, and staff.

W. P. Carey students are expected to treat others as they wish to be treated. Students will be considerate of classmates, professors, staff and recruiters in all aspects and commit to acting in a professional manner in all school settings, including classes, sponsored events, and interviews.

Communication

All communication, whether oral or written, should be in a professional tone and format. In your courses your instructor should set forth procedures for communication including posted office hours, making appointments, and providing contact information.

Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:

- Communicate clearly, promptly and in a respectful manner with students, staff, colleagues, instructors, and the public.
- Participate in verbal and written interactions in an equitable and respectful manner.
- Maintain professionalism in interpersonal relationships, manner, appearance, hygiene and communication (including electronic communication).
- Accept feedback and make good faith attempts to improve performance based on feedback.

Examples of behaviors that do not meet this standard:

- Consistently interrupt, show disrespect toward, ignore or belittle people.
- Use or display inappropriate language (profanity, obscenities, hate speech) with students, faculty, staff, and/or other professionals.
- Consistently make disruptive, rude, argumentative, confrontational or intimidating comments in a classroom or professional setting.

Classroom

The classroom (in-person or online) should be an environment that fosters learning and sharing ideas. This type of environment works best when students arrive to class on time, prepared, and with an open mind. It is vital to the learning process that each student demonstrates respect for the instructor, classmates, and course content.

Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:

- Address, with the appropriate faculty member or administrator, any instance in which there is a suspicion or knowledge of an academic integrity violation or professional misconduct by a student or faculty member.
- Unless it is appropriate for the class activity, silence all electronic devices when you enter the classroom.
- Respect your professors, teaching assistants, and peers by refraining from disruptive behavior such as engaging in non-classroom related activities during class time.

Examples of behaviors that do not meet this standard:

- Fail to complete or follow through on projects and/or commitments on time and by deadlines.
- Consistently disparage professional development activities or academic learning.
- Disruptive or inappropriate behavior, including consistent absence or excessive tardies to class(es) without an excusable reason.

Co-curricular & Career

Co-curricular conduct — behavior beyond the classroom — including appearance, behavior, and online presence has far reaching effects. Faculty, employers, recruiters, and future professional peers may form positive or negative perceptions based on what they see or hear. W. P. Carey students should conduct themselves as professionals with integrity in the classroom, in the workplace, and in associated activities.

Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:

- Act as a responsible group member: attend meetings and contribute equitably to discussions, workload, and presentations.
- Demonstrate respect and care for University property.
- Honor appointments with faculty, staff, advisors, recruiters, and employers.
- Understand that employers may search social media sites when making hiring decisions.

Examples of behaviors that do not meet this standard:

- Violation of school, university, or workplace policies, or the law.
- Fail to honor commitments to attend events, which includes arriving on time and dressing appropriately.
- Dress in attire that could be considered inappropriate for the event, classroom, or workplace.
- Misuse electronic media, using threatening or self-destructive behaviors.
- Disruptive or inappropriate behavior during experiential learning opportunities, such as conferences, field studies, international travel, etc.

Technology

Use of personal or public desktops, tablets, laptops, cell phones and other electronic devices while engaging in university business should be conducted in a respectful and professional manner.

Examples of behaviors expected when participating in activities associated with W. P. Carey School of Business:

- Be mindful of using technology in academic and non-academic settings (meetings, internships, at the workplace, and/or University sponsored events).
- Respect public workstations during use. Ensure space is clean and operable for future use and report faulty equipment to appropriate staff.

Examples of behaviors that do not meet this standard:

- Use of devices that are distracting, and/or impede safe movement of others through classroom and non-classroom spaces (use of cords, wall plugs, etc.).
- Inappropriate use of university equipment for personal use or gain.

Every interaction with fellow students, faculty, staff, alumni and recruiters develops your personal reputation and brand. We expect students to follow our Student Code of Conduct and our Graduate Professionalism Policy whenever they are representing themselves as a student of the W. P. Carey School of Business both inside and outside of the classroom.

Students accused of violating the Graduate Professionalism Policy will attend a meeting with the Associate Dean of Graduate Programs, or designee, to discuss the allegations. After this meeting, the student will be informed of whether or not they have violated the policy and if so, what sanctions will be applied.

- The School may impose sanctions at any point in this process. Sanctions may include being placed on academic probation, mandatory follow-up meetings,

prohibited participation in the following: W. P. Carey Graduate Programs Clubs & Organizations, serving in a student leadership role, participation in Convocation and/or graduation events or other extracurricular opportunities, or a recommendation for dismissal from the program.

In all instances of misconduct, including egregious behavior, these may be reported to the [Dean of Students Office](#), [Student Rights & Responsibilities](#), [Office of University Rights & Responsibilities](#) or [Academic Integrity Officer](#) to be investigated consistent with the relevant policies and procedures.

This policy is meant to augment the Arizona State University Student Code of Conduct. All students are expected to be familiar with both the Student Code of Conduct and Professionalism Policy and violations of either or both may be investigated within W. P. Carey School of Business and other offices as detailed above.

Student Resources

Arizona Board of Regents Student Code of Conduct
<https://eoss.asu.edu/dos/srr/codeofconduct>

Arizona State University Academic Integrity Policy
<https://provost.asu.edu/academic-integrity/policy>

2024-2025 Master of Business Administration Academic Policies

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.
 - 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.
 - **Cumulative ASU GPA** represents all courses completed at ASU during the

graduate career. This includes graduate and undergraduate courses taken as a non-degree seeking graduate student and any courses taken at ASU after conferral of a bachelor's degree.

- 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.

- 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. A student has six years for masters; for doctoral, five years or ten years from comprehensive exams (whichever comes first).
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience (capstone/thesis equivalency course, MGT 589) with a grade of B (3.00) or higher.
6. 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: Students who wish to withdraw from the MBA core curriculum should contact his/her Program Operations coordinator to discuss options, policies, and processes.

- a) MBA programs are lock-step programs where core courses must be completed as scheduled. A student who withdraws from an MBA core course will not be permitted to continue coursework as scheduled.
- b) Upon receipt of an Incomplete (grade of an "I") in any course, a student must submit to his/her Program Operations coordinator a written plan, mutually agreed upon with the instructor and approved by the faculty director. 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 he/she:

- 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 Conduct and Professionalism Policy](#), [ASU Academic Integrity](#), or [Student Code of Conduct](#).

A student on probation must work with his/her Program Operations coordinator to understand the

conditions and timeframes for making satisfactory academic progress in his/her degree program. A student on probation is allowed to complete coursework to bring his/her 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 he/she 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.
- receives three “C+”s (2.33) or “C”s (2.00) in any core courses applicable to MBA degree requirements (courses and GPAs) within the same term and is not on academic probation.

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 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 he/she:

- a) is on academic probation and receives a third “C+” (2.33) or “C” (2.00) in any core course applicable to MBA degree requirements (courses and GPAs), and/or
- b) 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
- c) is on academic probation and receives a grade below “B” (3.00) in the thesis equivalency course, and/or
- d) returns from discontinuation and receives a grade below “B-” (2.67) in any course applicable to MBA degree requirements (courses and GPAs), and/or
- e) has significant or repeated violation of the W. P. Carey School of Business Graduate Conduct and 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 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, student discusses grievance with their program's Faculty Director. Faculty Director notifies Department Chair of escalated grade appeal and if applicable, collaborates with Department Chair on resolution.

Formal process

- After meetings are held with both the course instructor and Faculty Director/chair and is not resolved, the student would submit a report to the [grade appeal site](#), detailing the reasons for the appeal. 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 can be called to hear the complaint. Student grade appeals must be processed, by commencement, 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.
- 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.

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 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 re-applying 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>.

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

- Master of Business Administration Online, Full-time, Evening, Fast-Track & Executive - semester

ACADEMIC INTEGRITY

A student who engages in academic misconduct as outlined in [ASU's academic integrity policy](#) while attending a W. P. Carey graduate program will receive strict penalties. 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

I, _____, have read and understand ASU's Academic Integrity policy. I commit to promoting adherence to this policy by not engaging in any of the above activities. Further, in order to promote learning and protect the reputation of W. P. Carey, I will not contribute to the violation of this policy by my peers.

Student Signature

Date

SCHOLARSHIPS AND FINANCIAL AID

W. P. Carey awards a limited number of scholarships based on academic performance, leadership activities, community involvement and future goals. These scholarships are extremely competitive. A short application is required for consideration and must be completed after admission has been awarded. Domestic and U.S. permanent residents must complete the Free Application for Federal Student Aid (FAFSA). Contact your recruiter for information on how to apply.

ASU Scholarships: <https://students.asu.edu/scholarships>

Outside Scholarships: www.fastweb.com

There are two federal student loans available to students who qualify: [Direct Unsubsidized Loan](#) and [Direct Graduate PLUS Loan](#). Students may also explore private [student loans](#).

To learn more about your options please visit:

<https://gradstudents.wpcarey.asu.edu/financial-services/funding-options>

W. P. CAREY TUITION REFUND POLICY

<https://gradstudents.wpcarey.asu.edu/student-resources/policies>

TUITION REFUND POLICIES:

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

The following Program Tuition Refund Policy applies to all students taking graduate coursework at the W. P. Carey School of Business. The terms and conditions of this policy are subject to change at any time without notice. Any revisions to this policy will be effective immediately upon Assistant Dean's approval and applicable to all students.

Fall and Spring Semester Classes

Course Type	100% Tuition Refund Period*
Sessions A & B	One week
Dynamically Dated Classes	One week

Session C	First two weeks of semester
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Summer Session Classes

Course Type	100% Tuition Refund Period*
Sessions A, B, C	First five days of summer session
Dynamically Dated Classes	First five days of summer session
Session C	First two weeks of semester

Students are not eligible for a refund of W. P. Carey Program Tuition after the 100% refund period.

*The 100% refund period begins on the class start date.

Medical or Compassionate Withdrawals

Students who are eligible for a refund of ASU Graduate Tuition and Fees due to an approved Medical or Compassionate Withdrawal will receive the same percentage of refund of Program Tuition based on the terms and conditions set forth on the approved Request for Documented Medical/Compassionate Withdrawal form.

W. P. CAREY SCHOLARSHIP CANCELLATION POLICY

This policy pertains to all scholarships awarded through the Graduate Programs Office at the W. P. Carey School of Business.

Voluntary or Involuntary Withdrawal

W. P. Carey scholarship recipients who have been approved for a Voluntary or Involuntary Withdrawal from a program of study must adhere to the following Scholarship Cancellation Policy:

- Withdrawal during the 100% Tuition Refund Period
 - Will result in 100% cancelation of all W. P. Carey scholarships
- Withdrawal after the 100% Tuition Refund Period
 - All W. P. Carey scholarships will be adjusted accordingly, if necessary, to prevent any refund of scholarship dollars as a result of a student's withdrawal from a program of study
 - All future scheduled scholarship disbursements will be cancelled
- All scholarship offers made prior to a student's withdrawal from a program will be null and void

- Should a student apply for admission after a previous program withdrawal, they will be considered for scholarship opportunities based on their most recent application for admission

Leave of Absence

Scholarship offers made prior to a student's Graduate College approved Leave of Absence are not guaranteed to renew upon a student's return to studies. Students must submit an appeal to request renewal of any previous scholarship offers.

Appeal process:

- Submit a letter of appeal requesting renewal of previous scholarship offers to: Graduate Admissions

W. P. Carey School of Business

Attn: Director of Recruitment & Admissions

McCord Hall

PO Box 874906

Tempe, AZ 85287-4906

Letters of appeal should include a student's full name and ASU student ID number. Students can also email their appeal letter to wpcareymasters.finaid@asu.edu.

- Appeals will be reviewed by the Director of Recruitment & Admissions
- Decisions will be sent to a student's ASU student email within 7-10 business days from the time their appeal letter is received

STUDENT RESOURCES

Graduate Program Operations

Focus on your studies while we focus on the student experience. Our dedicated team will help you with the resources you need to be successful in the classroom through academic advising, course enrollment, and navigating the policy and process of being a student. We also work closely with you and your peers to host events and opportunities to keep you connected and engaged throughout.

<https://gradstudents.wpcarey.asu.edu/academics/executive-mba/program-contacts>



Jacob Powers

Associate Director, Executive MBA

W. P. Carey School of Business

Jacob.D.Powers@asu.edu / 480-727-8626

W. P. Carey Career Services Center

When it comes to your career beyond your MBA, W. P. Carey Career Services Center will work with you every step of the way — beginning before you even take your first class.

- Consultations and guidance from dedicated career professionals
- Career leadership courses and a summer internship help you find your path
- A pre-program self-assessment to identify your skills and career interests
- On-campus recruiting and exclusive access to top

recruiters <https://career.wpcarey.asu.edu/channels/executive/>

Professional Development Funding Options

There are several opportunities available to support the academic and professional development endeavors of ASU graduate students. Options are available to support costs associated with students' travel to and from academic conferences and professional development events. These opportunities are available through the Graduate and Professional Student Association (GPSA) and the ASU Graduate College. Below are options you can explore.

[Graduate College Funding Options](#)

[GPSA Travel Grants](#)

Graduate Student Clubs and Organizations

Clubs and organizations provide the opportunity to network with students across graduate business programs who have similar interests. These clubs and organizations bring in guest speakers and organize activities to enhance your classroom experience while providing an opportunity to grow professionally.

Joining a club is easy! Log into SunDevilSync (<https://orgsync.com/login/arizona-state-university>) to search for clubs. For more information and a list of W. P. Carey student organizations, visit: <https://gradstudents.wpcarey.asu.edu/student-life/clubs-organizations>

Health and Wellness

Your health and wellbeing is a priority and will only further your success in graduate school. ASU provides an abundance of resources to assist in maintaining your health and help you when you need it. Below are comprehensive guides and resources you can reference.

“[Graduate Wellness Resources](#)” developed by the Graduate Professional Student Association (GPSA), this is a one-page guide to financial, social, emotional, and physical health and wellness resources for ASU Graduation students.

“[10 Best Practices in Graduate Student Wellbeing](#)” - proven ways to help graduate students better care for themselves under the increasing demands of graduate school.

Facilities Resources

[McCord Hall](#) - McCord Hall is home to several master's programs within the W. P. Carey School of Business. The building also accommodates Graduate Programs Office Administration which includes Recruitment, Financial Services and Program Operations staff which support graduate students, as well as undergraduate Carey Academy Suite and team rooms. The hall features state-of-the-art classrooms and computer labs, as well as specialized industry spaces, executive education facilities, conference/seminar rooms, interview rooms, and study areas for undergraduate, graduate and executive students.

The four-story building emphasizes sustainability, with a minimum goal of LEED silver certification.

Team Rooms - Team rooms in McCord Hall are available for groups of two to six students who are working on a project or studying as a group. More information about team rooms, including a reservation link, may be found at

<https://gradstudents.wpcarey.asu.edu/student-resources/team-rooms>.

STUDENT ACKNOWLEDGMENT

I, _____, confirm that I have read and understand the 2024-2025 Executive MBA Graduate Handbook. I agree to abide by all policies for the duration of my time as an enrolled W. P. Carey MBA student.

Student Signature

Date