



MASTER OF SCIENCE IN BUSINESS ANALYTICS (MS-BA) PROGRAM HANDBOOK



**W. P. Carey School of Business
Graduate Programs Office
McCord Hall, 3rd Floor
(480) 965-3332**

<https://wpcarey.asu.edu>
Admissions: wpcareymasters@asu.edu

TABLE OF CONTENTS

Welcome to the W. P. Carey School of Business	3
Inclusive Excellence at W. P. Carey	4
Program Overview	6
Program Curriculum	7
Tempe Campus	
Online	
Admissions	10
Graduate Conduct and Professionalism Policy	11
Academic Policies	14
W. P. Carey Tuition Refund Policy	20
Student Resources	22
Program Operations	
Career Services Center	
Student Clubs and Organizations	
Professional Development Funding Options	
Graduate Student Wellness	
Program Contacts	
Student Acknowledgement	24

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 diversity, equity, and inclusion to create stronger organizations and 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 Excellence activities being pursued and considered at W. P. Carey.

Inclusive Excellence Committee - formed in response to ongoing police violence against Black Americans, the Inclusive Excellence 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 Inclusive Excellence 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

Meet the demand

Be on the forefront of Big Data with a W. P. Carey Master of Science in Business Analytics (MS-BA) degree. This explosion of Big Data impacts every part of the global economy, making business analytics specialists one of the fastest-growing careers in our economy. You'll learn to derive value from data and modeling, lead data-driven analyses, and create a critical business advantage.

The MS-BA program offers five tracks that explore emerging areas of analytics and data science. Regardless of which MS-BA degree track you choose, you'll learn more about how big data is changing every sector of the economy, and you'll be better equipped to lead in the years ahead.

STEM-designated program

The W. P. Carey MS-BA program has been designated by the U.S. Immigration and Customs Enforcement agency within the Department of Homeland Security as a STEM eligible degree program (CIP code 52.1301). The STEM designation allows eligible graduates on student visas access to an Optional Practical Training (OPT) extension, up to 36 months, as compared to 12 months for non-STEM degrees. As an international student, the longer work authorization term may help you gain additional real-world skills and experience in the U.S.

PROGRAM CURRICULUM - Immersion

9-Month Track

Course	Description	Quarter(s)	Credits
CIS 505	Enterprise Data Analytics	1	3
SCM 516	Descriptive and Predictive Analytics	1	3
CIS 591*	Python for Data Analysis	1	3
SCM 517	Business Process Analytics	2	3
CIS 508	Machine Learning in Business	2	3
SCM 518	Analytical Decision Modeling	2	3
SCM 519	Quantitative Risk Management	3	3
MKT 562	Advanced Analytics for Marketing Decisions	3	3
CIS 509	Analytics for Unstructured Data	3	3
CIS 515	AI and Data Analytics Strategy	4	3
SCM 593	Applied Project	3 & 4	1.5
CIS 593	Applied Project	3 & 4	1.5

*MSBA students must have Python proficiency. The Python for Data Analysis course is optional and can be utilized to obtain proficiency.

Optional 3rd Semester Specialization Track - Immersion

In addition to the 9-month core curriculum, the MS-BA Tempe program offers several optional tracks, allowing you to strengthen your skills and knowledge in one specific area of big data. [Each industry-focused track](#) is 12 credit hours, with a minimum of two required courses and two required electives, as well as a summer internship opportunity and one additional credit of career preparation, taking you through goal setting and action planning for your next step.

Culminating Experience: SCM/CIS 593 Applied Project

The Applied Project is the culminating experience of the program, in which student teams study a problem in a domain where analytics solutions have not yet advanced to a point of wide-scale adoption. The students gain real-world experience through projects that address an important new frontier of an organization's analytics deployment. Students will be asked to identify appropriate analytics frameworks, models, and tools to make data-driven conclusions and discoveries. In addition, students will develop and advance their communication skills and leadership abilities.

PROGRAM CURRICULUM - Online

Fall Start (Online)

Course	Description	Term	Credits
CIS 505	Enterprise Data Analytics	Fall	3
SCM 516	Descriptive and Predictive Analytics	Fall	3
MKT 562	Advanced Analytics for Marketing Decisions	Fall	3
CIS 591*	Python for Data Analysis	Fall	3
SCM 518	Analytical Decision Modeling	Spring	3
SCM 519	Quantitative Risk Management	Spring	3
CIS 508	Machine Learning in Business	Spring	3
CIS 509	Analytics for Unstructured Data	Summer	3
SCM 517	Business Process Analytics	Summer	3
CIS 515	AI and Data Analytics Strategy	Fall	3
SCM 593	Applied Project	Fall	1.5
CIS 593	Applied Project	Fall	1.5

*MSBA students must have Python proficiency. The Python for Data Analysis course is optional and can be utilized to obtain proficiency.

Spring Start (Online)

Course	Description	Term	Credits
<u>CIS 505</u>	Enterprise Data Analytics	Spring	3
<u>SCM 516</u>	Descriptive and Predictive Analytics	Spring	3
<u>CIS 508</u>	Machine Learning in Business	Spring	3
<u>CIS 591*</u>	Python for Data Analysis	Spring	3
<u>CIS 509</u>	Analytics for Unstructured Data	Summer	3
<u>SCM 517</u>	Business Process Analytics	Summer	3
<u>CIS 515</u>	AI and Data Analytics Strategy	Fall	3
<u>SCM 518</u>	Analytical Decision Modeling	Fall	3
<u>MKT 562</u>	Advanced Analytics for Marketing Decisions	Fall	3
<u>SCM 519</u>	Quantitative Risk Management	Spring	3
<u>SCM 593</u>	Applied Project	Spring	1.5
<u>CIS 593</u>	Applied Project	Spring	1.5

*MSBA students must have Python proficiency. The Python for Data Analysis course is optional and can be utilized to obtain proficiency.

Culminating Experience: SCM/CIS 593 Applied Project

The Applied Project is the culminating experience of the program, in which student teams study a problem in a domain where analytics solutions have not yet advanced to a point of wide-scale adoption. The students gain real-world experience through projects that address an important new frontier of an organization's analytics deployment. Students will be asked to identify appropriate analytics frameworks, models, and tools to make data-driven conclusions and discoveries. In addition, students will develop and advance their communication skills and leadership abilities.

ADMISSIONS

Students can learn about what a competitive applicant to the MS - Business Analytics program would look like by viewing the [Tempe class profile](#) page or the [Online 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.

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: December 1, 2023

Round 2: February 1, 2024

Round 3: April 1, 2024

Round 4: July 1, 2024

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 this 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 Policy

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 (profanities, 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.

2024-2025 W. P. CAREY SPECIALIZED MASTERS ACADEMIC POLICIES

PROGRAMS: Master of Science in Artificial Intelligence in Business, Master of Science in Entrepreneurship & Innovation, Master of Real Estate Development, Master of Finance, Master of Science in Global Logistics, Master of Science in Information Systems Management, Master of Science in Business Analytics, Master of Accountancy and Data Analytics, Master of Taxation and Data Analytics, Master of Science in Supply Chain Management

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 their W. P. Carey Specialized Master's Program. It is each student's responsibility to understand how this policy may impact his/her/they ability to complete their Specialized Master's degree. W. P. Carey School of Business Graduate Programs reserves the right to enforce the academic policies outlined below.

Specialized masters programs vary in length. Some application of time frames detailed in these policies may not apply based on program length. Please speak with your coordinator regarding any questions.

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 3.0 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 degree-seeking student or 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 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 W. P. Carey Specialized Master's Program 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 Specialized Master's Program courses as scheduled.

- a) A student who withdraws from a W. P. Carey Specialized Master's 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 Specialized Master's Program course should contact his/her/they 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 his/her/they 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 specialized masters programs, failure to complete the course as outlined in the agreement, may result in a recommendation for discontinuation or dismissal.

PROBATION: A W. P. Carey Specialized Master's Program student shall be placed on probation when he/she:

- a) receives a "C+" (2.33) or "C" (2.00) in any W. P. Carey Specialized Master's Program course (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 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/they Program Operations Coordinator to develop an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in his/her/they degree program. A student on probation is allowed to complete coursework to bring his/her/they grades to an acceptable level (3.0 or above) by the end of the following academic term. Failure to do so will result in recommendation for dismissal from the W. P. Carey Specialized Master's Program.

DISCONTINUATION: A student shall be discontinued from the W. P. Carey Specialized Master's Program when he/she receives:

- a "D" (1.00) or "E" (0.00) in any course applicable to program 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 restart his/her program as agreed and will be placed on probation upon return.

Students that 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 W. P. Carey Specialized Master's Program and will not be permitted to continue course work when the student:

- a) is on academic probation and receives a third "C+" (2.33) or "C" (2.00) in any W. P. Carey Specialized Master's Program course, and/or
- b) is on academic probation and receives a "D" (1.00) or "E" (0.00) in any W. P. Carey Specialized Master's Program, and/or
- c) is on academic probation and receives a grade below "B" (3.00) in the thesis equivalency course
- d) returns from discontinuation and receives a grade below "B-" (2.67) in any W. P. Carey Specialized Master's Program course, and/or
- e) receives a ASU Cumulative GPA of less than 3.00 upon completion of coursework in the academic term after being placed on academic probation, and/or
- f) 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/they 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, comprised of core and elective courses. Students are advised to consult with a Program Operations Coordinator regarding their plan of study.

Thesis Equivalency Course: Students must receive a grade of B or better to pass and fulfill degree requirements. Thesis Equivalency courses are defined as follows:

- Master of Real Estate Development – RED 515 Synthesis Project #3
- Master of Finance – FIN 575 Applied Science in Finance
- Master of Science in Global Logistics – SCM 593 Applied Project
- Master of Science in Information Management – CIS 575 Emerging Technologies
- Master of Science in Business Analytics – SCM/CIS 593 Applied Project
- Master of Accountancy - ACC 586 Shareholder Value Creation and Financial Statement Analysis
- Master of Taxation - ACC 589 Multijurisdictional Tax III
- Master of Science in Supply Chain Management – SCM 551 Advanced Supply Chain Planning and Control
- Master of Science in Management – MGT 593 Applied Project
- Master of Science in Artificial Intelligence in Business -
- Master of Science in Entrepreneurship & Innovation -

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 \(ISSC\)](mailto:issc@asu.edu) at ASU at (480) 727-4776 or issc@asu.edu.

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

- Master of Accountancy and Data Analytics - quarters
- Master of Real Estate Development - fall and spring semesters, summer
- On-campus Master of Science in Business Analytics - quarters
- Online Master of Science in Business Analytics - fall and spring semesters, summer
- Master of Science in Finance - quarters
- Master of Science in Global Logistics - quarters
- Master of Science in Information Systems Management - quarters
- Master of Science in Management - quarters
- Master of Taxation and Data Analytics - quarters
- Master of Science in Supply Chain Management - fall and spring semesters, summer
- Master of Science in Artificial Intelligence in Business - quarters
- Master of Science in Entrepreneurship & Innovation - quarters

W. P. CAREY TUITION REFUND POLICY

<https://gradstudents.wpcarey.asu.edu/student-resources/wpc-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 Associate 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

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

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% cancellation 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 canceled
- 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: Sr. Associate Director of Admission & Financial Services
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 Sr. Associate Director of Admission & Financial Services
- 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

The program operations team works with you from orientation through graduation, dedicated to your academic success. Your program coordinator will advise you on your degree requirements and academic policies while supporting events and activities to keep you and your peers connected and engaged with the program.

W. P. Carey Career Services Center

You came to business school to advance your career with a W. P. Carey Master's Degree. A comprehensive program and experienced professional coaches in the W. P. Carey Career Services Center will help you build a solid plan with a focus on the critical skills for connecting with the employers you want to get the attention of.

Personal Attention, Transformative Results

At W. P. Carey, business is personal. When it comes to your career management, we will work with you every step of the way. Take advantage of all the resources available to you in this partnership, ranging from courses to a host of resources for you to opt into and utilize as you:

- Develop and refine your goal setting and job search skills
- Identify your strengths, interests, skills, ideal corporate cultures, and motivating incentives
- Seek feedback and guidance on all of your communications from networking to interviewing and signing your offer
- Build a framework to successfully manage your career and evolve your talents throughout your entire career beyond b-school

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>

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 explore private [student loans](#).

To learn more about your options please visit: <https://gradstudents.wpcarey.asu.edu/financial-services/funding-options>

Graduate Student Funding Opportunities

Explore a [variety of funding options](#) available to you! In addition to Awards and Scholarships, explore [other opportunities for funding your graduate degree](#). Utilize features like the tuition calculator and [Financial Aid and Scholarship Services](#) to become more informed about the cost of your college education.

Travel Grants and GPSA

To learn more about what GPSA is and how they support and fund graduate student programs, groups, and travel through the use of grants visit <https://gpsa.asu.edu/funding/> and explore the number of grants available.

Graduate Student Wellness

Support yourself in well-being throughout your graduate school experience:

- [Graduate Wellness Resources](#) – a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students developed by the Graduate and Professional Student Association (GPSA)
- [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>.

Program Contacts

For your admissions, program operations, career coach, and faculty director information, visit <https://gradstudents.wpcarey.asu.edu/academics/ms-ba/program-contacts>.

STUDENT ACKNOWLEDGMENT

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

Student Signature

Date