2021-2022 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).
   • Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
   • 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).
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) Executive MBA and Full-time MBA 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.

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 coursework when he/she:

a) is on academic probation and receives a third “C+” (2.33) or “C” (2.00) in any 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 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)

Grievance procedure:
● Student submits a grade appeal with the Office of Academic Affairs (Dean’s Delegate)
● Student discusses grievance with course instructor
● If a resolution cannot be reached with the instructor, student discusses grievance with Faculty Director and/or Department Chair.
● If a resolution cannot be reached with the Faculty Director, student should make an appointment to see the W. P. Carey Academic Integrity Officer. At the meeting, the student’s dispute will be heard again, and if it still cannot be resolved satisfactorily, a formal committee can be called to review the complaint. If the Office of Academic Affairs determines no hearing is needed, the decision is final and may not be appealed.
● If the Office of Academic Affairs determines a formal hearing is warranted, the grievance will be reviewed by the W. P. Carey Standards Committee who will then make a recommendation to the Dean. All decisions are final and may not be appealed.

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 Assistant Dean 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
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.