Programs: Master of Science in Management, Master of Real Estate Development, Master of Finance, Master of Science in Global Logistics, Master of Science in Information Management, Master of Science in Business Analytics, Master of Accountancy, Master of Taxation

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 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 (See Satisfactory Academic Progress below): To be eligible for a degree from Graduate Education, master’s students must: (1) maintain a cumulative graduate GPA of 3.00 or better (courses numbered 500 and higher), (2) achieve a cumulative GPA of 3.00 or better in all work included on the W. P. Carey Specialized Master’s Program Plan of Study, and (3) receive a passing grade of B or higher in the capstone/applied project course, the thesis equivalency course. Courses with grades of D or E cannot be used to meet master’s degree requirements although they will be used in calculating the cumulative Graduate GPA. Courses with grades of I cannot appear on the POS.

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, Student Services department as soon as the applicable grade(s) have been identified.

*International F-1 and J-1 students are required to maintain full-time enrollment status (9 credit hours per semester). Due to the accelerated nature of our specialized masters programs, failure to maintain the following policies may impact your ability to continue in a program. Academic integrity violations, withdrawal, dismissal, and/or discontinuation from a degree program can have consequences regarding visa status. Federal guidelines on Visa status supersede WP Carey GPO academic policies. We will apply these policies in a manner to be in compliance with Federal regulations. Immediately contact the International Students and Scholars Center (ISSC) at ASU regarding visa status questions. The ISSC’s phone number is (480) 727-4776 and their website is https://students.asu.edu/international/issc.”

SATISFACTORY ACADEMIC PROGRESS: All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual degree programs as well as Graduate Education. These, as well as all other Graduate Education policies, can be found in the ASU Graduate Policies and Procedures.

1. Maintain a minimum 3.0 for all GPAs.
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, ten years or five years from comprehensive exams (whichever comes first); for doctoral, see ”Time to Degree” section.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their degree program. Failing to do so without a Graduate Education approved request to Maintain Continuous Enrollment is considered to be lack of academic progress.

Please note: W. P. Carey School of Business Graduate Programs reserves the right to change/update policies at any time without notice
GPA (Grade Point Average): Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPAs (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA).

1. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS (with the exception of LAW and Transfer credits)
2. Cumulative ASU GPA represents all courses completed at ASU.
3. 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.
4. 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.

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 Student Services 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 Student Services Coordinator a written plan, mutually agreed upon with the faculty member to complete the coursework within a one year window. Failure to complete the course as agreed will result in the grade of incomplete becoming a permanent part of the student’s record and the student may be subject to dismissal as noted above. If the incomplete is in a course that is a pre-requisite for another course the student needs to finish the incomplete before enrolling in the course with the pre-requisite.

c) If a student is on probation with two C’s and incurs an Incomplete (letter grade of I) in class, the student will be required to enroll in MGT 595 to maintain continuous enrollment for no longer than a year from the incomplete class end date to complete coursework. They may not enroll in other classes until the incomplete grade is removed. If they do not maintain continuous enrollment, the student will be withdrawn from the university. If this occurs, the student will need to re-apply to the program.

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

a) C+/C in any W. P. Carey Specialized Master’s Program course
b) cumulative Graduate GPA or Plan of Study (POS) grade point average (GPA) below 3.00, and/or
c) violation of the W. P. Carey School of Business and/or ASU honor code policies.

A student on probation must develop with his/her Student Services Coordinator an academic performance improvement plan that includes 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 following term (quarter). Failure to do so will result in recommendation for dismissal from the W. P. Carey Specialized Master’s Program.

Please note: W. P. Carey School of Business Graduate Programs reserves the right to change/update policies at any time without notice
**DISCONTINUATION:** A student shall be discontinued from the W. P. Carey Specialized Master’s Program when he/she receives a D or E (or below B in the thesis equivalent course—see definitions) in any W. P. Carey Specialized Master’s Program course while *NOT* on probation.

A student who is discontinued must maintain continuous enrollment by registering for MGT 595 Continuing Registration. A student can maintain continuous enrollment for two semesters. A student must restart his/her program as agreed and will be placed on probation upon return. **The Associate Dean has complete discretion to establish which courses need to be retaken.**

Students graduate under the degree requirements and policies in effect at the semester and year of admission to a graduate degree program. Students that fail to maintain continuous enrollment and are re-admitted to the degree program, graduate 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 he/she receives a:

a) third C+/C (or below B in the thesis equivalent course) in any W. P. Carey Specialized Master’s Program course while on probation, and/or

b) D or E (or below B in the thesis equivalent course) in any W. P. Carey Specialized Master’s Program course while on academic probation, and/or

c) grade below B- (or below B in the thesis equivalent course) in any W. P. Carey Specialized Master’s Program course after returning from discontinuation, and/or

d) cumulative GPA of less than 3.00 upon completion of coursework in the term (quarter) after being placed on academic probation, and/or

e) significant or repeated violation of the W. P. Carey School of Business and/or ASU honor code policies.

**ACADEMIC INTEGRITY REQUIREMENT:** A student who engages in academic misconduct as outlined in ASU’s academic integrity policy ([http://provost.asu.edu/academicintegrity](http://provost.asu.edu/academicintegrity)) while attending the W. P. Carey Specialized Master’s 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 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.

**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 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.

**Plan of Study:** Courses needed to meet the graduate degree requirements, comprised of core and elective courses. Students are advised to consult with a Student Services Coordinator regarding their

*Please note:* W. P. Carey School of Business Graduate Programs reserves the right to change/update policies at any time without notice
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 Science in Management – MGT 593 Applied Project and MGT 593 Applied Project Lab
- Master of Real Estate Development – RED 515 Synthesis Project #3
- Master of Finance – FIN575-Applied Science in Finance
- Master of Science in Global Logistics – SCM 593 Applied Project
- Master of Science in Information Management – CIS 593 Applied Project
- Master of Science in Business Analytics – SCM/CIS 593 Applied Project
- Master of Accountancy - ACC 586 Shareholder Value Creation
- Master of Taxation - ACC 589 Multijurisdictional Tax I

Graduate GPA: A student’s cumulative GPA for all classes that are 500 level and above.

POS GPA: Cumulative GPA for all courses on a student’s plan of study.

Maintain Continuous Enrollment: Graduate students must remain continuously enrolled in their degree program. Failing to do so without a Graduate Education approved request to Maintain Continuous Enrollment is considered to be lack of academic progress. Graduate students planning to discontinue registration for a semester or more must submit a Request to Maintain Continuous Enrollment form. The request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. A student with a Graduate Education approved Request to Maintain Continuous Enrollment 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.

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 INTEGRITY: The ASU student academic integrity policy (http://provost.asu.edu/academicintegrity/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 POLICY: https://my.wpcarey.asu.edu > Academics > Academic Policies > Flat Fee Tuition Refund Policy

GRADUATE EDUCATION POLICIES:  https://graduate.asu.edu/key-policies

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 term; the process and decision
on the grade grievance will be completed by the end of that term. Students 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: https://catalog.asu.edu/appeal

- Student discusses grievance with course instructor
- If a resolution cannot be reached with the instructor, student discusses grievance with Faculty
  Director
- If a resolution cannot be reached with the Faculty Director, student files petition with the Office of
  Academic Affairs (Dean’s Delegate)
- If the Office of Academic Affairs determines no formal 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
  Office of Academic Affairs; all decisions are final and may not be appealed.