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 Systems Management, Master of Science in Business Analytics, Master of Accountancy, Master of Taxation, 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 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).
   - 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, ten years or five years from comprehensive exams (whichever comes first); for doctoral, see "Time to Degree" section.
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 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 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 academic 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

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 Program Operations Coordinator to develop 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 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.

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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:

- 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
- 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
- is on academic probation and receives a grade below “B” (3.00) in the thesis equivalency course
- returns from discontinuation and receives a grade below “B-” (2.67) in any W. P. Carey Specialized Master’s Program course, and/or
- 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
- 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 Senior Associate Dean for Students, Dr. Kay Faris, by contacting Bianca Birchfield. 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 further 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 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 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

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, comprised of core and elective courses. Students are advised to consult with a Student Services 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

**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](https://students.asu.edu/drop-add).

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

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

- Master of Accountancy - 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
● On-campus Master of Science in Information Systems Management - quarters
● Online Master of Science in Information Systems Management - fall and spring semesters, summer
● Master of Science in Management - quarters
● Master of Taxation - quarters
● Master of Science in Supply Chain Management - fall and spring semesters, summer