The academic records of graduate students are reviewed at the completion of each course to ensure that satisfactory progress and minimum academic 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.

PROBATION: An MBA student shall be placed on probation when he/she receives:

a) C+ in any MBA core course or a grade below B- in any course on the plan of study, and/or
b) cumulative Graduate or Plan of Study (POS) grade point average (GPA) below 3.00.

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. Failure to do so will result in recommendation for dismissal from the MBA program. A student cannot have more than two Cs on his/her plan of study*. As a result, a student may need to take additional courses.

DISCONTINUATION: A student shall be discontinued from the MBA program when he/she receives a:

a) D or E (or below B in the thesis equivalent course) in any course on the plan of study while not on probation.

A student who discontinues coursework must apply to the Graduate College for an approved leave of absence or maintain continuous enrollment by registering for MGT 595 Continuing Registration. 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 course(s) need to be retaken.

DISMISSAL: A student shall be recommended for dismissal from the MBA program and will not be permitted to continue coursework when he/she receives:

a) third C+/C (or below B in the thesis equivalent course) in any course on the plan of study while on probation, and/or
b) D or E (or below B in the thesis equivalent course) in any course on the plan of study while on probation, and/or
c) grade below B- (or below B in the thesis equivalent course) in any course on the plan of study after returning from discontinuation.

COURSE COMPLETION REQUIREMENT: A student must complete all MBA core courses as scheduled.

a) A student who withdraws from an MBA core course will receive a grade of W and will not be permitted to continue coursework as scheduled. A student who wishes to withdraw from the MBA core curriculum should contact his/her Student Services Coordinator to discuss options, policies, and processes. (See leave of absence policy and Graduate College continuous enrollment policy)
b) Upon receipt of an incomplete (grade of 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.

ACADEMIC INTEGRITY REQUIREMENT: A student who engages in academic misconduct as outlined in ASU’s academic integrity policy (http://provost.asu.edu/academicintegrity) while attending the W. P. Carey MBA program will receive strict penalties. Those penalties ordinarily will range from a full 2-letter reduction in final course grade at a minimum to expulsion from the program and School of Business. 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.

DEGREE REQUIREMENTS SUMMARY: To be eligible for a degree from the Graduate College, master’s students must: (1) maintain a cumulative graduate GPA of 3.00 or better (courses numbered 500 and higher), (2) achieve a cumulative plan of study GPA of 3.00 or better, and (3) receive a grade of B or better in MGT 589 Strategic Management, the thesis equivalent course. A student cannot have more than two Cs on his/her plan of study*. Courses with grades of D or E cannot be used to satisfy master’s degree requirements or appear on the POS but will be included when calculating the Graduate GPA. Courses with grades of I cannot appear on the POS.

*Exception: A student receives more than two Cs in core classes within one quarter while not on probation. These Cs will be placed on the plan of study and count toward GPA requirements.

A student who fails to make satisfactory progress in pursuit of the MBA degree will be provided notice from the Graduate Business Student Services office as soon as the applicable grade(s) have been identified.

Please note: W. P. Carey School of Business Graduate Programs reserves the right to change/update policies at any time without notice.
DEFINITIONS:

**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 plan of study.

**Thesis Equivalency Course**: MGT 589 Strategic Management is the thesis equivalency course for the MBA degree. Students must receive a grade of B or better to pass and fulfill degree requirements.

**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.

**ACADEMIC INTEGRITY**: The ASU student academic integrity policy ([http://provost.asu.edu/academicintegrity/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](https://my.wpcarey.asu.edu)

**GRADUATE COLLEGE POLICY**: [http://graduate.asu.edu/faculty_staff/policies](http://graduate.asu.edu/faculty_staff/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:
  - 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

*Please note: W. P. Carey School of Business Graduate Programs reserves the right to change/update policies at any time without notice.*