



## UNDERGRADUATE HANDBOOK 2022-2023

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Bachelor of Arts (B.A.)  
Bachelor of Science (B.S.)

College Website: <https://wpcarey.asu.edu/>  
Current Student Website: <https://students.wpcarey.asu.edu/>

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## **Welcome to the W. P. Carey School of Business!**

As the Senior Associate Dean of Undergraduate Programs, I would like to welcome you to Arizona State University and the W. P. Carey School of Business. The W. P. Carey School of Business was founded in 1961 and through its commitment to academic excellence and student services has risen to be one of the top business schools in the nation.

I hope that you will find tremendous opportunity here. We have 21 Bachelor of Arts and 11 Bachelor of Science programs to choose from - all of which are accredited by The Association to Advance Collegiate Schools of Business (AACSB). The college also has 40+ student organizations and the university has well over 1000 student organizations. If one of these doesn't match what you are looking for, you can also start your own organization as well.

I strongly urge you to be as engaged as you can. Reach out to your faculty with questions, visit our FREE tutoring centers, join a student organization, and get involved with the many student engagement opportunities provided by the college. Each of these steps will help you become deeply embedded in our community.

On the next page, you will find our Carey Code, which is a promise that we all make to support the future success of every W. P. Carey Sun Devil. We do this because we believe that business is personal and that our potential is truly limitless.

If you need anything along the way, please do not hesitate to reach out to me. We are here to help you succeed - every step of the way.

Michele Pfund  
Senior Associate Dean of Undergraduate Programs

# 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.

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## Purpose of this Handbook

This handbook serves as a guide for undergraduate students admitted into the W. P. Carey School of Business. It includes information about admissions, advising, career and engagement resources. It also includes information about key policies which students are expected to follow.

This handbook is intended to be an initial resource for students. Students are encouraged to meet with their academic advisor on a regular basis to discuss academic progress as well as any questions that they may have along the way.

## W. P. Carey Vision, Mission and Values

### ***W. P. Carey Vision***

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.

### ***W. P. Carey Mission***

W. P. Carey sparks positive change in business and society on a global scale by:

- Educating students and growing talent to enrich and lead organizations
- Producing groundbreaking and impactful research
- Engaging actively with business, government, communities, and our campus

### ***W. P. Carey Values***

Excellence  
Integrity

Impact  
Community

## W. P. Carey AACSB Accreditation Learning Objectives

Communication  
Critical thinking  
Discipline Specific Knowledge  
Ethical Awareness  
Global Awareness

## Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by Arizona State University and the W. P. Carey School of Business. It is a requirement for all students to read and understand the Undergraduate Handbook, the Student Code of Conduct, and the ASU Catalog.

All W. P. Carey students are also required to have an active ASU e-mail account that they check frequently. Students may forward their ASU email to another preferred account.

## Academic Integrity

The W. P. Carey School of Business takes academic integrity very seriously, as it is not only important to develop these values and skills for future employment in life and society, but it is also important to assure that students are being evaluated for their own work.

Students will demonstrate their commitment to academic integrity by signing the Undergraduate Student Honor Code (Appendix A), found here: <https://students.wpcarey.asu.edu/resources/honor-code>.

The ASU student [academic integrity policy](#) lists violations in detail. Example violations of academic integrity include:

- Cheating on tests (using unauthorized materials, collaboration, etc.)
- Plagiarism
- Signing in for another student
- Aiding academic integrity policy violations and inappropriately collaborating
- Falsifying data or other records

Sanctions may include:

- Reduced grade on an assignment
- Reduced grade in the course
- XE (a mark of academic integrity on your transcript)
- Dismissal from the college
- Dismissal from the university

Visit <https://provost.asu.edu/academic-integrity> for information on what constitutes an academic integrity violation and the university processes that are followed when such events occur.

It is important for the college to maintain a high standard of academic integrity. If you witness a violation, please report it to your faculty or report it to our academic integrity office by going to the [Arizona State University – Academic Affairs Report Form](#) and select, “Report an Academic Integrity Violation”. Your complete anonymity will be protected throughout the process. For additional information about the academic integrity policy or other university policies, please refer to the [ASU Catalog](#) as it is the authoritative source for the university.

## Professionalism

Every interaction with fellow students, faculty, staff, alumni, and recruiters develops your personal reputation and brand. We expect students to follow our Honor Code (Appendix A) and our Professionalism Policy (Appendix B) whenever they are representing themselves as a student of the W. P. Carey School of Business.

Students accused of violating the Honor Code or Professionalism Policy will attend a meeting with the Associate Dean of Undergraduate 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. Possible sanctions include: professional workshops, suspension, or dismissal from the college.

A student may appeal the decision and sanction to the standards committee. The standards committee will meet with the student and provide a recommendation to the Dean. The Dean's decision will be final.

## **Academic Programs Offered**

The W. P. Carey School of Business offers 32 undergraduate degree programs, 11 business certificates and 2 minors:

### ***Bachelor of Arts Degree Programs***

- Business Administration
- Communication
- Corporate Accounting
- Financial Planning
- Food Industry Management
- Global Agribusiness
- Global Leadership
- Global Logistics Management
- Global Politics
- Health Care
- Human Resources
- Information Security
- Language and Culture
- Law
- Public Service and Public Policy
- Retail Management
- Sports Business
- Statistics
- Sustainability
- Technology
- Tourism

### ***Bachelor of Science Degree Programs***

- Accountancy
- Business Data Analytics
- Business Entrepreneurship
- Computer Information Systems
- Economics
- Finance
- Management
- Marketing
- Marketing (Digital & Integrated Marketing Communications)
- Marketing (Professional Sales)
- Supply Chain Management

### ***Undergraduate Business Certificates***

- Applied Business Data Analytics
- Digital Business Innovation
- Entrepreneurship and Innovation
- Food Industry Management and Marketing
- International Business
- Leadership in Business
- Professional Sales
- Risk Management
- Sales and Marketing Essentials (non-business majors only)
- Small Business and Entrepreneurship

### ***Undergraduate Business Minors***

- Business (non-business majors only)
- Real Estate

## **Admissions Criteria**

### ***Direct Admissions***

#### **Bachelor of Science (BS) Degrees**

Students who meet ASU admission requirements and the following criteria may be directly admitted to a W. P. Carey School of Business Bachelor of Science degree.

##### **Option 1: ACT / SAT / High School Performance**

To be admitted via path one, you must meet **one** of the following direct admission requirements:

- SAT combined math and critical reading sections score of 1230\* (1160\* if taken before March 2016) *or*
- ACT composite score of 25\* *or*
- High school class ranking in the top 8 percent *or*
- Overall, unweighted high school GPA of 3.4 in competency courses defined by ASU (4.0 = A)

\*ASU and W. P. Carey does not require the writing portion of these tests.

In addition, you must have met all of the following:

- 3.0 cumulative ASU GPA (if you have attended ASU)
- 3.0 cumulative transfer GPA (if you have attended another institution)
- A minimum grade of C or higher must be met for all business skills courses (or equivalent) taken:
  - CIS 105: Computer Applications & Info Technology
  - MAT 210: Brief Calculus
  - MAT 211: Math for Business Analysis
  - ECN 211: Macroeconomic Principles



- ECN 212: Microeconomic Principles
- ACC 231: Uses of Accounting Info I
- ACC 241: Uses of Accounting Info II
- ECN 221: Business Statistics

### **Option 2: Excellent Performance at ASU**

Students who have previously attended or are currently attending ASU may be directly admitted to Bachelor of Science degree majors if they meet all of the following requirements. Consult with your academic advisor to confirm your qualifications:

- Minimum 30 hours completed at ASU
- Minimum 3.4 cumulative ASU GPA
- 3.0 cumulative transfer GPA (if you have attended another institution)
- Completion of all Business skill courses (minimum of 6 business skill courses taken at ASU)
- Minimum 3.4 cumulative GPA in all Business skill courses with a C grade or higher
- No academic integrity violations on file

### **Bachelor of Arts (BA) Degrees**

Students who meet ASU admission requirements and the following criteria may be directly admitted to a W. P. Carey School of Business Bachelor of Arts in business degree.

- A 3.0 cumulative ASU GPA
- A 3.0 cumulative transfer GPA (if you have attended another institution)
- A minimum grade of C or higher must be met for all business skills courses (or equivalent) taken:
  - CIS 105: Computer Applications & Info Technology
  - MAT 210: Brief Calculus
  - ECN 211: Macroeconomic Principles
  - ECN 212: Microeconomic Principles
  - ACC 231: Uses of Accounting Info I
  - ACC 241: Uses of Accounting Info II
  - ECN 221: Business Statistics

### **OR**

- 24 credit hrs. completed at ASU and
- 2.75 cumulative ASU GPA and
- A minimum grade of C or higher in the following business skills courses (or equivalent) taken:
  - CIS 105: Computer Applications & Info Technology
  - MAT 210: Brief Calculus
  - ECN 211: Macroeconomic Principles or ECN 212: Microeconomic Principles
  - ACC 231: Uses of Accounting Info

## ***Admissions Portfolio and Concurrent Degree Request***

If you do not meet the requirements for direct admission to a W. P. Carey BA or BS degree program, you may submit an Admissions Portfolio for review. The same process is followed to request concurrent degrees with W. P. Carey.

The Admissions Portfolio and Concurrent Degree Request are competitive processes and admission is not guaranteed. Preference will be given to students with at least a 3.0 cumulative ASU GPA and 3.0 transfer GPA (if applicable). Students are only allowed a maximum of two (2) application attempts (via Admissions Portfolio or Concurrent Degree Request). For more information, visit:

<https://wpcarey.asu.edu/portfolio>.

## **Degree Requirements**

### ***University Requirements***

- Successful completion of a minimum of 120 credit hours is required for graduation with a baccalaureate degree.
- Successful completion of a minimum of 50 upper-division credit hours is required for graduation. Please note this is more than the university requirement of a minimum of 45 upper-division credit hours.
- No more than 60 semester hours in independent learning courses and/or earned by comprehensive examination (including Advanced Placement, College-Level Examination Program, DANTES Subject Standardized Test, and International Baccalaureate Diploma/Certificate exams) are accepted for credit toward the baccalaureate degree.
- Every candidate for the baccalaureate degree is required to earn a minimum of 30 semester hours in resident-credit courses at ASU. No more than 64 hours of community college credit may be used toward a baccalaureate degree.

### ***General Studies Requirements***

- All students pursuing a baccalaureate degree program must complete a minimum of 35 credit hours of general studies coursework.
- Students transferring from Arizona community colleges with a certified completion of the appropriate Arizona General Education Curriculum (AGEC) or Associate in Business (ABUS) will have satisfied all lower-division General Studies requirements of the baccalaureate degree with which the AGEC articulates.
- Students transferring from out-of-state institutions with a certified completion of an Associate of Arts (A.A.) degree will have satisfied all lower-division General Studies requirements of the baccalaureate degree. Completion of an A.A. degree does not constitute completion of individual course pre-requisites.
- First Year Composition Requirement: Completion of both ENG 101 and 102 or completion of ENG 105 with a grade of “C” or better is required for graduation from ASU in any baccalaureate program. International students from non-English-speaking countries may meet the First Year Composition requirement by completing ENG 107 and 108 with grades of “C” or better.

For additional information about the degree requirements or other university policies, please refer to the [ASU Catalog](#) as it is the authoritative source for the university.

# W. P. Carey School of Business Requirements

## Major Requirements

### *Business Skill Courses*

All students majoring in business are required to successfully complete (with grades of “C” or better) eight business skill courses (24 credit hours) which includes the following courses or the equivalent as approved by the W. P. Carey School of Business:

- ACC 231            Uses of Accounting Info I
- ACC 241            Uses of Accounting Info II
- CIS 105            Computer Appls & Info Technology
- ECN 211            Macroeconomic Principles
- ECN 212            Microeconomic Principles
- ECN 221            Business Statistics
- MAT 210            Brief Calculus
- MAT 211            Math for Business Analysis \*not required for BA program

### *Business Core Courses*

All students majoring in business are required to successfully complete (with grades of “C” or better) six business core courses (18 credit hours) which includes the following courses or the equivalent as approved by the W. P. Carey School of Business:

- FIN 300            Principles of Finance
- LES 305            Business Law and Ethics for Managers
- MGT 300            Org & Mgt Leadership
- MKT 300            Marketing and Business Performance
- SCM 300            Global Supply Operations
- WPC 300            Problem Solving and Actionable Analytics

### *International Business Course*

All students majoring in business are required to complete an international business course. Students will have a choice between the following five courses which will also fulfill the Global awareness area (G) toward the general studies requirements:

- AGB 302            International Mgt and Agribusiness
- ECN 306            Survey International Economics
- MGT 302            Principles of Intl Business
- MKT 425            Global Marketing Management
- SCM 463            Global Supply Chain Management

### *Capstone Course*

Students pursuing a Bachelor of Science (B.S.) degree program in the W. P. Carey School of Business are required to complete WPC 480 Capstone Course. All core courses and the international business course must be completed prior to enrolling.

### ***Additional Course Requirements***

In addition to major requirements, business students are required to complete at least one Communication (COM) course: COM 100 Intro to Human Communication, COM 225 Public Speaking, COM 230 Small Group Communication, or COM 259 Communication Business and the Professions; one Psychology (PSY) course with a Social-Behavioral Studies (SB) designation; and one Sociology (SOC) course with a Social-Behavioral Studies (SB) general studies designation. Students must also complete the ENG 302 Business Writing and Continuous Career Path Course sequence.

### ***Major Proficiency Requirements:***

Students must receive a grade of “C” (2.00) or more in upper-division courses for the major. If a student receives a grade less than “C” (2.00) in any course in the major, the course must be repeated. In Finance, if two grades less than “C” (2.00) are received, the student is no longer eligible to take additional upper-division courses in that major.

## **WPC in 3 Programs**

The following degree programs are offered in an accelerated format that can be completed in three years (assuming some summer study):

- Accountancy
- Business Data Analytics
- Business Communication
- Business Entrepreneurship
- Computer Information Systems
- Economics
- Finance
- Management
- Marketing
- Supply Chain Management

These programs may be beneficial to students who have earned a New American University (NAMU) Scholarship as they can complete a bachelor’s degree in 3 years and apply their 4th year of scholarship funding towards an ASU graduate program. For more information, visit:

<https://students.asu.edu/NAMUcommitment>.

## **Academic Tools**

### ***Major Maps***

A Major Map is an outline of the graduation requirements for each degree program that provides information about required courses and minimum grades in a term specific format including when courses should be completed.

Current [W. P. Carey School of Business Major Maps](#) are available online and have requirements determined by catalog year. For more information on how to determine catalog year, visit: [https://catalog.asu.edu/ug\\_grad\\_req](https://catalog.asu.edu/ug_grad_req). An archive of Major Maps with former catalog years is also available online.

## ***eAdvisor Tracking***

ASU's eAdvisor Tracking outlines critical courses, GPA requirements and milestones that predict success in each major and tracks students' progress toward meeting them. eAdvisor Tracking is a supplement to in-person academic advising and offers students the ability to:

- View the graduation requirements of their major
- Plan for and schedule the appropriate courses in the correct sequence to maximize their success
- Monitor their progress toward degree completion
- Find out how their courses may fit with other majors if they decide to change majors

More information about Critical Tracking is available on the eAdvisor [website](#).

Part of the eAdvisor tool is a system of "tracking" student progress in important requirements each semester. ASU introduces major-related coursework during the first-year student and sophomore years that are called "critical requirements." During the junior and senior years, these important requirements are called "necessary requirements."

Critical Tracking will notify students if they do not satisfy these "critical" and "necessary" requirements by the designated semester; not meeting these requirements in a timely manner can prevent a student from graduating in four years. ASU Online and transfer students are strongly encouraged to follow the eAdvisor guidelines, however they will not receive eAdvisor notifications nor be officially tracked.

Undergraduates in the W. P. Carey School of Business are expected to be strong academically, especially with regard to grades earned in business courses. Careful course planning, in consultation with an academic advisor, will assist in maintaining satisfactory academic performance and progress.

## ***DARS (Degree Audit Reporting System)***

The DARS report is a helpful tool that allows students to monitor their progress to degree completion in conjunction with meeting with their academic advisor each semester.

To access and review the DARS Graduation Audit:

1. Go to My ASU and log in. Under "My Programs" select the "Degree Progress" drop-down option.
2. Click "Graduation Audit (DARS)".
3. Select the "Run Default Program" button. The system will default to the student's current major and catalog year. Check that major and catalog year are correct, and then click "Run Audit".
  - It is possible to run a different program or "What If" DARS audit by clicking on the "Select a Different Program" option.
    - i. To select a different program including a BA Business degree program:
      1. Under "Select the first letter of your area of interest", select "B".
      2. Next to Degree, under "Area of Interest", select "Business".
      3. Then, under "Field/Specialization", select the business concentration of interest. The "Degree Program" field will automatically populate.
      4. Next to Catalog Year, select the applicable catalog year.

Students may also use this report to search other degrees in which they might be interested to see how completed courses apply to degree requirements by using the aforementioned "What If" DARS audit.

## Academic Status Reports

The Academic Status Reporting system provides students with early, personalized feedback regarding their course progress and can help prompt students to take the appropriate action that will improve their performance in the course whether that means talking with the instructor, getting tutoring, or seeking advisement regarding options. This tool notifies students of progress in classes to enable early intervention to correct any possible issues a student may have in their enrolled courses.

## Grading

Standard grading includes grades of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D," or "E" and are given upon completion of a course, unless another grading option such as "audit" or "pass/fail" is indicated at the time of registration. There are no plus or minus grades below grades of "C". Grading options cannot be changed after the close of the drop/add period. The instructor of a course has full discretion in selecting which grades to use and report from the available grading options. The grading rubric should be included on the course syllabus for each course. More information can be found here:

<https://students.asu.edu/grades>.

## Incompletes

In the event of an emergency situation that occurs near the end of the term in which a student is successfully passing the course by means of "C" average, students may work with the instructor to see if they are eligible for an incomplete for the course. If awarded, the student is required to make arrangements with the instructor for the completion of the course requirements which are recorded on the [Request for Grade of Incomplete form](#). The student has up to one calendar year, if allowed by the instructor, to complete an agreed upon set of work to finish the course. If the work is not completed with the time allotted by the faculty, but in no longer than one calendar year, the mark of "I" on the student transcript will turn into a mark of "E" failure to complete the course requirements. For more information, visit: <http://www.asu.edu/aad/manuals/ssm/ssm203-09.html>.

## Grade Repeat Policy

An undergraduate course taken by undergraduate students at ASU may be repeated for credit if the grade or mark of "D," "E," "W," or "X" is received. To be eligible for the deletion of "D" or "E" grades from calculations of the GPA, the course must be repeated at ASU. Independent Learning courses may not be used to repeat "D" or "E" grades. Students who have graduated are not eligible to delete the grade for a course taken before the award of the ASU bachelor's degree. Undergraduate courses in which grades of "D" or "E" are received may be repeated only once. Generally, students may not repeat an undergraduate course for credit when a grade of "C" or higher is earned.

For additional information on repeating courses, refer to the following policies:

[SSM 203-06: Deletion of a "D" or "E" Grade Received by an Undergraduate in an Undergraduate Course](#)

[SSM 203-05: Duplication of Credit by an Undergraduate Student](#)

## **Grade Grievance**

The W. P. Carey School of Business follows the University Policy for Student Appeals on Grades which can be described here: <https://catalog.asu.edu/appeal>.

This process involves an informal process in which resolution is attempted informally with the instructor and department chair. If a resolution cannot be achieved, a formal hearing is held in which the standards committee reviews the decision and makes a recommendation to the dean on the matter.

Grade grievances can only be filed at the end of the term and only if the matter would result in a change of letter grade.

To initiate a grade appeal, visit the [Grade Appeal](#) website.

For additional information about the grading policies or other university policies, please refer to the [ASU Catalog](#) as it is the authoritative source for the university.

## **Academic Standards**

### **Dean's List**

Undergraduate students who earn 12 or more graded semester hours ("A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D" or "E") during a semester in residence at ASU with a GPA of 3.50 or higher are eligible for the Dean's List. A notation regarding Dean's List achievement appears on the unofficial transcript.

### **Academic Warning**

A student is placed on academic warning when their ASU Cumulative GPA falls below 2.00 at the completion of the first semester of study. If after one term with an academic warning a student still does not achieve the minimum GPA standard, the student will be placed on probation for at least one additional term. Students placed on academic warning should review the following next steps: [W. P. Carey Academic Warning Information](#).

### **Probation**

A student is placed on academic probation when the minimum 2.00 GPA standard is not achieved after one term with an academic warning, or a student's minimum GPA falls below the standard 2.00 in a fall or spring term that is not the student's first term at ASU. Students on academic probation must review the Probation Information Packet and meet with an academic advisor to discuss a plan for getting back into good standing. For more information, including next steps, visit: [W. P. Carey Probation Information](#).

**W. P. Carey Continued Probation:** If a student's ASU cumulative GPA is still below 2.00 at the end of the Probation semester, but the student has earned a semester GPA of 2.50 or higher with no grades below "C", the student will be placed on CONTINUED PROBATION in the subsequent semester. The student will then have only one more semester to raise their ASU cumulative GPA to 2.00 or higher.

**ASU Continued Probation:** If a student's ASU cumulative GPA is still below 2.00 at the end of the Probation semester, but the student has earned a semester GPA of 2.00 or higher with no grades below "C", the student will be placed on CONTINUED PROBATION with ASU, but is INELIGIBLE to remain in W. P. Carey as a Business student. The student will then have to change their major out of W. P. Carey.

## ***Disqualification***

A student whose ASU Cumulative GPA is below a 2.00 at the end of a Probation semester will either be academically Ineligible at the W. P. Carey School of Business or Disqualified from Arizona State University.

A student is disqualified from the W. P. Carey School when his or her ASU Cumulative GPA is still below a 2.00 at the end of the Probation or Continued Probation semester. A student who has been disqualified is not in academic good standing and is not permitted to enroll for fall or spring semesters. If a disqualified student elects to attend another institution, any credits earned there will not affect the ASU cumulative GPA as non-ASU courses cannot be utilized for grade replacement at ASU.

A disqualified student must wait for one year to apply for readmission to ASU and, if intending to return to the W. P. Carey School of Business, only after completing the following eight skill courses (or equivalent) with a minimum 3.00 GPA in these courses and no grade less than "C": ACC 231/232, ACC 241/ 242, CIS 105, ECN 211, ECN 212, ECN 221, MAT 210, and MAT 211. Disqualified students should contact their academic advisor immediately to determine what is needed to earn readmission to the university in the future.

For more information, including the Disqualification Information Packet, visit: [W. P. Carey Disqualification Information](#).

For additional information about the academic standards or other university policies, please refer to the [ASU Catalog](#) as it is the authoritative source for the university.

## **Academic Advising**

All W. P. Carey School of Business students are assigned an academic advisor. While all students are encouraged to connect with their academic advisor on an ongoing basis, academic advising is required for first-year students and new transfer students. Students who are not in good academic standing, i.e. academic warning, probation, continuing probation or disqualification, and those who are off-track for their degree requirements, will receive a hold on their account and be required to meet with an academic advisor.

### ***Academic Advising Appointments***

ASU undergraduate students may schedule 30-minute academic advising appointments with a W. P. Carey advisor through Advising SOS.

1. Visit [Advising SOS](#).
2. Login using your ASURITE ID and password.
3. Once in Advising SOS, start by selecting a topic. If you are not a W. P. Carey student, but are interested in changing your major, start by clicking "Change Major."



4. Select the day and time that best works for your schedule. Available appointments are shown up to two weeks from the current date.
5. Students may schedule in-person, phone or Zoom appointments.

Students will receive a reminder email the day before the scheduled appointment with the date and time of the appointment. Students should review the DARS report prior to meeting with their advisor and bring a copy to the appointment.

Students should plan to arrive a few minutes prior to the scheduled appointment. Students who are more than 10 minutes late will be required to reschedule the appointment for a future time.

More information about W. P. Carey Advising Services can be found [here](#).

## Leave of Absence

Continuing students who are in good academic standing or who are on academic probation may step out for up to seven consecutive fall or spring semesters without the need to apply for readmission before they are discontinued at the university. If students believe that they need to be out for longer than two semesters, they should review the university's undergraduate [Leave of Absence policy](#) and submit a [Leave of Absence application](#), when applicable.

## Medical/Compassionate Withdrawals

Students may request a medical or compassionate withdrawal when faced with unforeseen circumstances beyond the student's control. This policy covers both physical-health and mental-health difficulties. For more information about this process, visit: [Medical/Compassionate Withdrawal Process](#). Please note that submitting a request for a medical or compassionate withdrawal does not guarantee approval.

## Petitions

The curriculum petition is a formal request for an exception to a university or school standard or policy. In certain unusual circumstances that are beyond your control, you may ask for an exception to curriculum requirements. To ask for an exception, you will need to file a Curriculum Petition, which will be reviewed by the W. P. Carey School of Business Standards Committee and either approved or disapproved. For more information, visit: [W. P. Carey Curriculum Petition](#).

Please note that a petition for a waiver or exception to a policy does not mean the request will be granted. While the Standards Committee can be understanding about your plight, missing deadlines or failing to achieve performance standards does not release students from accepting personal responsibility.

## Term Overload Requests

Students may register for a maximum of 18.50 credit hours during the fall/spring semesters and a maximum of 14 credit hours during the summer:

- 18.50 credits maximum in any combined Fall and Spring A, B, and/or C Sessions
  - 9 credits Session A
  - 9 credits Session B

- 18.50 credits Session C
- 14 credits maximum in any combined Summer A, B and/or C Sessions
  - 7 credits Session A
  - 7 credits Session B
  - 9 credits Session C

**First-Year Students:** Requests for more than 18.50 credit hours requires establishment of an ASU GPA based on two consecutive semesters at ASU.

**Current Students:** In certain circumstances, we will consider granting an overload to allow students to enroll in more credits than allowed for a term/session. Overload requests are submitted through [Advising SOS](#). The overload request determination factors include: rigor of intended course load, GPA, withdrawal history and other student-related factors.

For additional information about university policies, please refer to the [ASU Catalog](#) as it is the authoritative source for the university.

## **Career Services Center**

At W. P. Carey, Business is Personal comes in many forms. With your career, there is a group of professionals supporting you and designing plans to help you get where you want to get to. Here are a few key elements of how we will work together in your time at W. P. Carey.

### ***WPC Career Navigation Program***

To help you find your way, a four-year course series has been designed to be with you for your entire business school journey. Each of your four years has a mandatory course embedded within. It has been designed to get you what you need, when you need it so you can launch the career you came here to start. Your time in the program will help you consider critical self-knowledge, career skill-building activities, and some of the key relationship building that will support you in your lifelong career journey.

Major Goals of the program include:

- Understanding the intersection of personal interests and personal branding.
- Developing adaptive Life & Career Planning models
- Support every student in the W. P. Carey School of Business to define, target and achieve an internship, at-graduation, and post-graduate employment success.

### ***Individualized Career Support Workshops and Appointments***

W. P. Carey career coaches are a skilled team of professionals who design programs, workshops and work one-on-one with students to help them understand how to successfully communicate to the employment market and launch their careers. They will help you define the pertinent fundamental issues, identify useful resources and tools, offer advice on job search processes, and provide support and encouragement for long-term career success. Students frequently report that they are reassured after meeting with their career coach.

For more information on ways you can access programs and individual time with your coach, refer to the [W. P. Carey student website](#).

### ***Access to On-Campus Employers***

Career Services is directly tied to employers looking for the right talent for their organization's hiring needs. There are a number of ways that you can take advantage of these relationships and the times that the team hosts firms on campus. This includes career panels to help you identify the careers that you will fit best with, career fairs so that you and the organizations can start to get to know one another, interview to get the job and other valuable channels. Staying up to date on the appropriate opportunities to engage with firms for research, information and to get noticed is easy.

You can find out more about [Handshake](#). Keep checking back!

***Other ways W. P. Carey can support you in your personal career journey:***

### ***WPC Internships***

Academic credit is available to students for internship work within a real-world business environment in association with the course WPC 484 – Internship & Applied Learning. The course allows students to learn and reflect on their business experience while engaged in their internship. Students must show completion of at least 45 hours worked in their internship per credit hour over a semester. The internship provides general business upper division elective credit at the 400 level for up to 3 credits per semester and is repeatable.

### ***Mentorship Programs***

W. P. Carey provides various opportunities for students to successfully gain insight and develop relationships that bridge the gap between the business classroom and the real world by engaging in mentoring discussion groups and building relationships through the ASU Mentor Network (<https://mentorship.asu.edu>). Join the “Business - Career Interest Community” group or connect with mentors individually. There are many ways to form lasting relationships to gain the knowledge, connections and opportunities needed to thrive at both ASU and in the workplace.

## **Academic Success Resources**

### ***Tutoring Centers***

The W. P. Carey School offers free business tutoring in the Undergraduate Suite on the second floor of the BA building on the Tempe Campus. Students may use the space to get tutoring for their business classes, study for tests, or complete assignments. The W. P. Carey Tutoring Center also provides writing tutoring by appointment. For Tutoring Center hours of operation visit: <https://students.wpcarey.asu.edu/resources/student-success-centers>.

In addition to the W. P. Carey Tutoring Center, ASU students have access to free tutoring services on all ASU campuses and online. To learn more about the options and locations available, visit <https://tutoring.asu.edu>.

### ***Scholarships and Financial Aid***

To support students majoring in business, W. P. Carey facilitates a general scholarship application that is available November - January. Most of the school's scholarships are awarded through this process, but students may find additional opportunities on the school's website. For more information and to view any open applications, visit: <https://wpcarey.asu.edu/scholarships>

In addition to academic scholarships, the W. P. Carey School of Business has made funds available through the Emergency Fund. This fund is meant to help business students who have found themselves in a sudden unexpected circumstance that may prevent them from being able to continue their studies in the W. P. Carey School of Business. More information regarding the Emergency Fund can be found here: <https://students.wpcarey.asu.edu/resources/scholarships/emergency-fund>.

Financial aid awards, as well as additional scholarship opportunities may be available through the University. To learn more about the scholarship opportunities provided by ASU, visit: <https://students.asu.edu/scholarships>.

## **Beyond the Classroom**

Not all learning takes place in the classroom. In addition to the many resources and opportunities provided by Arizona State University, the W. P. Carey School of Business offers a variety of events, activities, opportunities, and programs to enhance your experience. W. P. Carey students will learn about these opportunities through flyers, email notifications, social media, and a bi-weekly emailed newsletter called "Carey Connection."

### ***Key Events and Activities***

#### ***Business Community Advantage (BCA)***

All first-year business students are automatically part of the Business Community Advantage — a program that aligns and integrates first-year classes, where you live, supportive student leaders, and in-time resources to help you thrive. The Business Community Advantage connects you with a tight-knit community centered on helping you excel academically and personally as you meet new friends to form study groups with, build important networks, learn from student leaders, and find out about events and conversations geared toward you and your success. To learn more about BCA, visit: <https://students.wpcarey.asu.edu/student-experience/residential-communities>

#### ***Camp Carey***

Camp Carey is a first-year business student's introduction to college and life at W. P. Carey. While the event is planned for first-year students, it is a great leadership opportunity for continuing students who serve as facilitators and informal mentors to first-year students. To learn more about Camp Carey, visit: <https://camp-carey.com/>.

#### ***Clubs and Organizations***

Joining clubs and organizations is one of the best ways for a student to become involved in the ASU and W. P. Carey communities. ASU boasts more than 1000 clubs and organizations for students. The W. P. Carey School of Business offers 35+ business-affiliated organizations that focus on developing strong, ethical future professionals and are primarily business students. To learn more about all of ASU's student organizations, visit [asu.edu/clubs](https://asu.edu/clubs). For more information about the W. P. Carey affiliated clubs and organizations, visit: <https://students.wpcarey.asu.edu/student-experience/leadership-opportunities/overview> or <https://wakelet.com/@WPCiWeek>.

### ***Involvement Center***

The W. P. Carey Involvement Center connects students with student leaders, known as Navigators, who provide information about getting involved on campus; discovering leadership opportunities; and finding answers to basic questions about majors, class scheduling, internships or jobs. Navigators will even share their own leadership and collegiate experiences. Students seeking assistance from Navigators can schedule an appointment through [SOS](#).

### ***WPC Involvement Week (I-Week)***

At the beginning of each semester, students are encouraged to get involved in W. P. Carey student-led clubs and organizations. The Business School Council organizes an involvement fair on the Tempe campus to provide opportunities for all students to meet and connect with members of the approximately 35+ business-affiliated clubs and organizations. Students can learn about these clubs and find which may be a great fit. WPC 101 students will use this opportunity for exploration and involvement as part of a class assignment. Visit <https://wakelet.com/@WPCiWeek> for more information.

### ***Leadership Opportunities and Information Sessions***

W. P. Carey offers a variety of leadership opportunities that vary in type, length, and commitment. To learn about these opportunities, students are invited to attend **W. P. Carey Student Leader Information Sessions**. Offered multiple times each semester, these sessions consist of a panel of current W. P. Carey students talking about the school-sponsored leadership positions they hold. Leadership opportunities highlighted include WPC 101 facilitators, Residential Engagement Leaders, Community Assistants, Navigators, APPLEs, Peer Advisors, and more.

### ***Study Abroad***

All W. P. Carey students are encouraged to study abroad. As globalization continues to impact the way we live and work, international experiences have become vital to our success in every field of business. Through international study and/or internships, you can gain valuable skills employers are looking for: communication and interpersonal skills, flexibility, motivation, and a real-life perspective on business applications worldwide. If planned in advance, students should be able to study abroad for a semester without delaying graduation. In addition to semester experiences, students may consider studying abroad for an academic year or participating in a shorter program during summer, spring or winter break. To learn about other options, as well as costs and how your scholarships and financial aid may be used for study abroad experiences, visit: <https://students.wpcarey.asu.edu/degrees-and-advising/study-abroad/overview>.

## **Other Resources**

### ***Campus Safety***

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus safety matters should be directed to 480-965-3456. ASU has an opt-in, text message alert system in which students can choose to receive a text message from ASU in times of emergency. For safety resources and contacts, such as Counseling Services and Policy and Safety Escort Services, visit: <https://eoss.asu.edu/dos/Safety>.

### ***Counseling Center***

Counseling Services at Arizona State University offers confidential, personal counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Support is available 24 hours a day, 7 days a week. For more information, visit: <https://eoss.asu.edu/counseling>. There is also a dedicated crisis hotline called EMPACT that is available after hours and on weekends: 480-921-1006.

### ***Student Accessibility and Inclusive Learning Services (SAILS)***

The W. P. Carey School of Business supports the Americans with Disabilities Act (ADA). Reasonable accommodations will be made for qualified students. Reasonable accommodation is the provision of an auxiliary aid or modification to the course or program which will allow access to the job duties, educational process, program and degree, or activity. Students with a qualifying disability are encouraged to visit the [Student Accessibility and Inclusive Learning Services](#) at ASU with offices located at the Downtown, Polytechnic, Tempe and West locations.

### ***International Student Office***

W. P. Carey attracts students from many different countries across the world. International students are required to take a minimum of 12 credits per semester, nine of which must be in-person (not online or iCourse format). Sponsored students also have certain requirements regarding online/hybrid enrollment including a 12 credit hour maximum of online/hybrid courses, therefore student consultation with their sponsor is advised prior to registration each term. International students are encouraged to work closely with the International Students and Scholars Center and their academic advisor. For more information, visit: <https://students.asu.edu/international/issc>.

### ***Student Advocacy and Assistance***

Student Advocacy and Assistance guides students in resolving educational, personal and other campus impediments toward successful completion of their academic goals. Student Advocacy and Assistance links students with appropriate university and community resources, agencies, and individuals, collaborates with faculty and staff in the best interest of the students, and follows through to bring efficient closure to student concerns. For more information, visit: <https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>.

### ***Veterans***

Arizona State University is one of the best schools in the country for veterans. The W. P. Carey School of Business supports the Pat Tillman Veteran Center and encourages all veterans to take advantage of available resources and support through their office: <https://veterans.asu.edu>. For access to the W. P. Carey School of Business Veterans study area, visit the 2nd floor of the Business Administration Building.

For additional information about the university resources and/or university policies, please refer to the [ASU Catalog](#) as it is the authoritative source for the university.

## **Important Dates and Deadlines**

Visit [students.asu.edu/academic-calendar](https://students.asu.edu/academic-calendar) for a list of academic deadlines including semester and course start dates, as well as add, drop, and withdrawal dates.

Final exam schedules and dates can also be located at <https://students.asu.edu/final-exam-schedule>.

## **W. P. Carey Staff and Faculty Directory**

Visit <https://wpcarey.asu.edu/people/directory> for a list of W. P. Carey School of Business staff and faculty.

## **Appendix A - Undergraduate Honor Code**

### **W. P. Carey School of Business Undergraduate Honor Code**

The mission of the W. P. Carey School of Business is to educate tomorrow's business leaders, take an entrepreneurial approach to learning, and conduct groundbreaking research, in order to create positive change on a global scale. Key values that support this mission include: excellence, integrity, impact and community.

To achieve this, the W. P. Carey School of Business is committed to fostering an atmosphere of personal responsibility, trust, honor, and academic excellence for its students both on and off campus.

#### **1. *Honesty and Faithful Representation***

W. P. Carey undergraduate students will be honest and act with integrity in all their interactions and decisions. Students will follow the Arizona State University Code of Conduct and the W. P. Carey School of Business Academic Integrity Policies during all academic and extracurricular activities.

#### **2. *Thoughtfulness and Consideration for Others***

W. P. Carey undergraduate students will treat their peers, ASU staff, and faculty with respect and courtesy. Students should strive to add value to the university environment by helping and encouraging others, fostering intellectual dialogue, and promoting justice. By respecting others and articulating thoughtful input, students will continue to improve the image of business and business leaders.

#### **3. *Commitment to the W. P. Carey Mission***

W. P. Carey undergraduate students should understand and recognize the value of cultivating an intrinsic desire to promote ethical and successful business practice. This means that students should implement their acquired knowledge with the intention of greatly enhancing their own business and social environments. In this sense, W. P. Carey students will become positive and responsible role models in their respective communities.

This document and the referenced University policies are not abstract concepts: students are expected to remain resolute in abiding by these principles, in both letter and spirit. The business community, and society as a whole, will excel only when individuals make concerted efforts to live by standards of ethical conduct and responsibility.

As students in the W. P. Carey School of Business at Arizona State University, it is our job to understand that our actions are habits in the making – not isolated behaviors – and that these habits form our long-term character.

I will abide by these principles and conduct myself as a positive and ethical representative of the W. P. Carey School of Business. I will continually strive for excellence in each of my endeavors and seek to add value and contribute to my community.



## **Appendix B - Professionalism Policy**

### **W. P. Carey School of Business Professionalism Policy**

W. P. Carey School of Business is committed to promoting the highest levels of honesty, integrity, and professionalism so as not to impede the personal, academic, and social development of all students. 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.

The behaviors that are practiced today will become habits in the future. To that end, 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. Students should be cognizant of the fact that they are representing the W. P. Carey School of Business and Arizona State University.

#### ***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 may 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 may not meet this standard:**

- Fail to complete or follow through on projects and/or commitments on time and by deadlines.
- Fail to honor commitments to attend events, which includes arriving on time and dressing appropriately.
- Consistently disparage professional development activities or academic learning.

***Co-curricular***

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 may not meet this standard:**

- Violation of School, University, or workplace policies, or the law.
- Dress in attire that could be considered inappropriate for the event, classroom, or workplace.
- Misuse electronic media, using threatening or self-destructive behaviors.

***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 may 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.

***Student Resources***

- [ABOR Student Code of Conduct](#)
- [Arizona State University Academic Integrity Policy](#)
- [Undergraduate Support Resources](#)
- [Undergraduate Honor Code](#)