

# Academic Probation Information

*Information on policies and procedures for  
W. P. Carey students on Academic Probation.*

## INSTRUCTIONS:

1. Read through each topic below. You are responsible to know, understand, and follow the information.
2. Schedule an advising appointment with your academic advisor through [Advising SOS](#).
3. Complete the Canvas course *Rising Scholars*. You will automatically be enrolled in this course, and it will provide helpful information about ASU resources and policies.
4. If there's anything you'd like your academic advisor to know about your situation before your appointment, you can complete this [optional survey](#).

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### Undergraduate Programs

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## Academic Standards

### Academic Status Classifications:

#### Good Standing:

All W. P. Carey School of Business students must maintain a minimum ASU cumulative GPA of 2.00.

#### Academic Probation:

A student previously in academic good standing will be placed on academic probation if they end a fall or spring semester with a cumulative ASU GPA below 2.00.

#### Continuing Academic Probation

A student who was previously on academic probation will be placed on continuing academic probation if they earn a cumulative GPA below 2.00 for a second consecutive semester but earned a semester GPA of 2.00 or higher.

- If the student earned a semester GPA of 2.50 or higher with no D or E grades, they will be permitted to remain in their current W. P. Carey major, provided they are not off-track twice for any courses.
- If the student did not earn a semester GPA of 2.50 or higher with no D or E grades, the student can remain in W. P. Carey in the [Applied Business and Technology Solutions](#) major or the [Entrepreneurial Leadership](#) major.

#### Disqualification:

A student on Academic Probation who does not earn a semester GPA of 2.00 or greater (fall or spring) will be disqualified.

Students who are disqualified are not permitted to enroll at ASU in any subsequent fall or spring semester unless they are readmitted.

A disqualified student must wait for one semester to apply for reinstatement. Please see our [disqualification website](#) for additional information.

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## GPA Definitions and Calculation

### Definitions

- **ASU cumulative GPA**  
Includes all courses taken at ASU
- **Business GPA**  
Includes only W. P. Carey School of Business coursework taken at ASU
- **Skill Course GPA**  
Includes both ASU & Transfer grades in the Skill Courses: CIS 105, ECN 211, ECN 212, ECN 221, MAT 210, ACC 231 or 232, and ACC 241 or 242, and MAT 211 (required for Bachelor of Science degrees only)
- **Transfer GPA**  
Includes coursework taken at all colleges and community colleges (combined) other than ASU

### Calculation

To calculate your GPA, follow these steps below, or use ASU's [GPA Calculator](#).

1. Multiply the grade point value by the number of semester hours for which the course was taken to determine the honor points.
2. Add together all the honor points.
3. Add together all the semester hours that received one of the above grades to determine net hours.
4. Divide the honor points by the net hours to calculate the GPA.
  - $\text{Honor Points} \div \text{Net Hours} = \text{GPA}$
  - GPAs are rounded to the nearest 100th of a decimal point.
  - Semester GPA is based on semester net hours.
  - Cumulative GPA is based on total net hours.
  - Although the plus/minus scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00.

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## Repeating Courses

An undergraduate course taken at ASU may be repeated for credit if the grade/mark of "D", "E", "W", "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. If a "D" or "E" grade was earned, the course(s) may be repeated one time only.

Students wishing to take a course for a third time must complete a [curriculum petition](#). However, submitting a petition does not guarantee approval.

### **Repeat Policy: Students Admitted Fall 2008 and After**

#### **Students are permitted to repeat up to 12 hours and the following will apply**

For 100, 200, 300 and 400 level course repetition the student's academic record will reflect:

1. both grades received in the course on the student's transcript, and
2. only the highest grade received in the course in the student's cumulative grade point average.

#### **For all courses repeated beyond the 12 credit hour limit the following will apply**

For 100, 200, 300 and 400 level course repetition the student's academic record will reflect:

1. both grades received in the course on the student's transcript, and
2. the average course grade included in the student's cumulative grade point average.

### **Repeat Policy: Students Admitted Prior to Fall 2008**

#### **100 and 200 Level Courses**

For 100 and 200 level course repetition, the student's academic record will reflect:

1. both grades received in the course on the student's transcript, and
2. only the highest grade received in the course in the student's cumulative grade point average.

#### **300 and 400 Level Courses**

For 300 and 400 level course repetition, the student's academic record will reflect:

1. both grades received in the course on the student's transcript, and
2. both grades received in the course in the student's cumulative grade point average.

This policy does not apply to the repeating of course work that has identical prefixes and numbers but different content (e.g. MUS 354) or course work that has been designated in the University Catalog as "may be repeated for credit." (e.g. MGT 394).

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## Incompletes

Instructors may grant a grade of Incomplete ("I") only when a student who is doing acceptable course work (passing) is unable to complete the courses because of illness or other extenuating circumstances.

Students are required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the [Request for Grade of Incomplete form](#).

The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. If the student does not complete the course within one calendar year, the "I" will be automatically changed to a failure ("E"). When a student completes the course, the instructor must submit an online grade change request.

An undergraduate student does not re-register or pay fees for a course in which an incomplete has been received in order to complete the course. Marks of "I" received prior to Fall 1983 are not subject to the regulations of the policies listed above.

## Drop, Add and Withdraw

All university deadlines can be found on ASU's [academic calendar](#).

### Add deadline:

This is the last day to add a class to your schedule. Adding a class after the add deadline is considered a "Late Add" and requires instructor, department, and college approval, none of which are guaranteed.

### Drop deadline:

This is the last day to drop a class without receiving a grade of 'W' on your transcript. All withdrawals after this date will result in a grade of 'W' on your transcript for each class withdrawn. W's do not affect a student's GPA, but too many W's can affect a student's eligibility to receive federal financial aid.

### Course Withdrawal:

After the drop deadline through the course withdrawal deadline for a class, students can withdraw from the class while remaining enrolled in other classes. Students are encouraged to contact their academic advisor to discuss the impact this may have on meeting critical requirements.

### Complete Withdrawal:

Students can withdraw from **all** their classes in a session by requesting a complete session withdrawal. This should be viewed as a last resort as there may be serious academic and financial consequences.

### Requesting a Medical/Compassionate Withdrawal:

A medical/compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible.

Consideration is usually for a complete withdrawal. All applications for withdrawal require thorough and credible documentation; however, applications for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial medical/compassionate withdrawal.

More information concerning medical/compassionate withdrawal requests can be found here: <https://students.asu.edu/forms/medical-compassionate-withdrawal-request>.

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## Resources and Additional Options at ASU

### Resources

There are many resources available at ASU and the W. P. Carey School of Business to help you find success in your classes, we recommend that you take a look at some of the options below:

- **Major Support**
  - Academic Advising: <http://wpcarey.asu.edu/sos>
  - Major Exploration: <https://students.asu.edu/changingmajors>
- **Career Support**
  - W. P. Carey Career Services Center: <https://career.wpcarey.asu.edu/>
  - ASU Career Services: <https://career.asu.edu/>
- **Academic Support**
  - Tutoring: <https://tutoring.asu.edu/>
  - Math Tutoring: <https://math.asu.edu/resources>
  - Writing Center: [tutoring.asu.edu/student-services/writing-centers](https://tutoring.asu.edu/student-services/writing-centers)
- **Additional Support**
  - ASU Counseling: <https://eoss.asu.edu/counseling>
  - ASU Online Student Services: <https://asuonline.asu.edu/students/services/>
  - Student Accessibility and Inclusive Learning Services (SAILS): <https://eoss.asu.edu/accessibility>
  - Student Advocacy and Assistance: <https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>
  - Financial Aid and Scholarship Services: <https://tuition.asu.edu/>

### Additional Options

A student who wants to pursue interests outside of business but is not sure what major is right can consider changing their major to an exploratory track. This will give the student a chance to learn what majors might be a better fit for them.

#### **Tempe, Polytechnic, and ASU Online**

- Exploratory tracks are offered through University College: [universitycollege.asu.edu/explore](https://universitycollege.asu.edu/explore).

#### **West Valley Campus**

- Exploratory tracks are offered through the New College of Interdisciplinary Arts and Sciences: <https://newcollege.asu.edu/college-advisor>

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