

# **Academic Disqualification Information**

*Information on policies and procedures for W. P. Carey students that have been disqualified from the University.*

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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 (Good Standing).

#### **Academic Warning**

An undergraduate student with a cumulative GPA of less than 2.00 at the end of their first semester (fall or spring) is considered to be in the status of University Academic Warning.

#### **University Academic Probation**

An undergraduate student is placed on University Academic Probation if, at the end of a semester (fall or spring) that is not the student's first semester at ASU, the student has a cumulative GPA of less than 2.00, or the student received an academic warning in the prior term.

#### **University Continuing Academic Probation**

A student is said to be on University Continuing Academic Probation each semester (fall or spring) that student (previously on University Academic Probation) earns a semester GPA greater than 2.00, but yet has a cumulative GPA of less than 2.00.

#### **Disqualification**

A student on University Academic Probation or University Continuing 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.

Disqualified must wait one semester before returning to ASU, though they can take summer classes from ASU in the summer immediately following their disqualification to try to return to Academic Good Standing.

## **Readmission and Reinstatement for Disqualified Students**

### **For Students interested in majors within W. P. Carey**

Disqualified students may take courses in the immediately following summer session after being disqualified to raise their ASU GPA to 2.00 (good standing) to be considered for reinstatement. A student disqualified in May after the spring semester can take summer classes without reapplying to ASU. A student disqualified in December after the fall semester must reapply to ASU before being able to enroll in summer classes.

After being disqualified, students must wait for one semester to apply for readmission to ASU. To be readmitted to W. P. Carey, the following requirements must be met:

- **Bachelor of Science Programs**

- a. All required skills classes complete with grades of C or higher (ACC 231, ACC 241, CIS 105, ECN 211, ECN 212, ECN 221, MAT 210, and MAT 211)
- b. The student meets direct admission requirements or is readmitted via Admissions Portfolio

- **Bachelor of Arts in Business Programs**

- a. All required skills classes complete with grades of C or higher (ACC 231, ACC 241, CIS 105, ECN 211, ECN 212, ECN 221, and MAT 210)
- b. The student meets direct admission or is readmitted via Admissions Portfolio

- **Bachelor of Arts in Entrepreneurial Leadership or Applied Business and Technology Solutions**

- o There are no additional requirements for students to be readmitted to these majors, though the college can still exercise discretion when reviewing a student's readmission appeal.

Students must submit readmission application by June 1 for the fall semester and December 1 for the spring semester. The readmission decision will be made by the Readmissions Section of the Office of the Registrar and the W. P. Carey School of Business Standards Committee.

If a student has been disqualified from the W. P. Carey School of Business and seeks to transfer to another college at ASU, the student may apply for readmission and/or reinstatement to that college. The readmission/reinstatement decision will be made by the Readmissions Section of the Office of the Registrar and the standards committee of that college.

\*Note: Some colleges require an ASU cumulative GPA higher than 2.00 to qualify for reinstatement.

### **Reinstatement Appeals**

A student wishing to appeal the decision of the standards committee of a college may submit an appeal to the University Undergraduate Admissions Board. The decision of the Board is final.

## Repeating Courses

An undergraduate course taken at ASU may be repeated for credit if the grade or 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.

### Students Admitted Fall 2008 and After

Students are permitted to repeat up to 12 credit hours of any level course and the following will apply:

1. both grades received in the course on the student's transcript  
&
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:

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

### Students Admitted Prior to Fall 2008

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  
&
2. only the highest grade received in the course in the cumulative student's grade point average.

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  
&
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).

## 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. You 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](#).

An incomplete must be completed with the same instructor within one calendar year or 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.

## Medical Compassionate Withdrawals

### **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.

Usually, consideration is 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 <https://students.asu.edu/forms/medical-compassionate-withdrawal-request>.