



Academic Disqualification Information

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

CONTENTS:

Academic Standards	2
Reinstatement & Readmission	
For B. A. and B. S. in Business	3
Repeating Courses	4
Incompletes & Medical/Compassionate Withdrawal	5

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).

Probation:

A student is placed on academic probation when the ASU cumulative GPA falls below 2.00 at the end of the semester after grades are posted.

Students on academic probation must see an advisor before further registration.

A student who is on probation must raise their ASU Cumulative GPA to 2.0 at the end of the probation semester to return to good standing. A student can take courses in the immediately following summer session to raise their ASU cumulative GPA to 2.00.

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.

Disqualification:

A student is disqualified from the W. P. Carey School when a student's ASU cumulative GPA is still below a 2.00 and does not meet University Academic Good Standing at the end of the probation or continued probation semester.

A disqualified student must wait for one year (two semesters) to apply for reinstatement.

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.

If the student does not raise their ASU cumulative GPA to the 2.00 minimum by the end of the immediate summer session after being disqualified, students must wait for one year to apply for readmission and only after completing the following eight skill courses with a minimum 3.00 GPA in these courses and grade of "C" or higher: CIS 105, ECN 211, ECN 212, MAT 210, MAT 211, ECN 221, ACC 231/232, and ACC 241/242.

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>.