



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 for the information.
2. Schedule an advising appointment with your academic advisor through Advising SOS: <http://wpcarey.asu.edu/sos>
3. During your appointment, work with your advisor to complete your Probation Advising Worksheet.

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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.

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.

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 is disqualified from the W. P. Carey School of Business 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. Please see our [disqualification packet](#) for additional information.

GPA Definitions

The ASU grade point average (GPA) is obtained by dividing the total number of ASU honor points earned by the number of ASU semester hours graded. Grade point averages are rounded up to the nearest hundredth of a grade point.

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 210/270, MAT 211/271, ACC 231/ 232, and ACC 241/242,

Transfer GPA

Includes coursework taken at all colleges and community colleges (combined) other than ASU

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
&
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
&
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
&
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
&
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).

GPA Calculations

Use the [Calculate Your GPA - Online Calculator](http://students.asu.edu/gpa-calculator)

<http://students.asu.edu/gpa-calculator> to calculate:

- How the grades that you anticipate receiving in the courses you are taking will affect your ASU cumulative GPA.
- The grades and the amount of credits needed to raise your ASU cumulative GPA to the targeted level.

Explanation of how to calculate GPA

1. Grades have a Point Value:

A+ = 4.33
A = 4
A- = 3.67
B+ = 3.33
B = 3
B- = 2.67
C+ = 2.33
C = 2
D = 1
E = 0

2. Courses are assigned a specific number of Credit Hours. For example:

ENG 101 = 3 credits
MAT 210 = 3 credits
ECN 211 = 3 credits
BIO 100 = 4 credits
WPC 101 = 1 credit

3. Multiply the Point Value of the grade by the Credit Hours. This product is your Honor Points.
For example:

| Class | Grade Earned | Point Value | x | Credit Hours | = | Honor Points |
|---------------|--------------|-------------|---|--------------|---|--------------|
| ENG 101 | A- | 3.67 | | 3 | | 11.01 |
| MAT 210 | B | 3 | | 3 | | 9 |
| ECN 211 | D | 1 | | 3 | | 3 |
| BIO 100 | C+ | 2.33 | | 4 | | 9.32 |
| WPC 101 | A | 4 | | 1 | | 4 |
| Totals | | | | 14 | | 36.33 |

4. Divide the total Honor Points by the total Credit Hours to obtain your Grade Point Average.
 $36.33 \div 14 = 2.595$ GPA

Explanation of how to calculate the effect on GPA by repeating a course:

1. Obtain the current GPA (steps 1-4 listed above).
2. Subtract the Credit Hours and Honor Points for the course to be repeated from the total Credit Hours and Honor Points.

Old ECN 211 Grade = "D"

| | | | |
|----------------------|-----------|----------------------|-----------|
| Total Credit Hours | 14 | Total Honor Points | 36.33 |
| ECN 211 Credit Hours | <u>-3</u> | ECN 211 Honor Points | <u>-3</u> |
| | 11 | | 33.33 |

3. Add the Credit Hours and projected Honor Points of the course being repeated to obtain the new totals.

New ECN 211 Grade = "B+"

| | | | |
|----------------------|-----------|--|--------------|
| Total Credit Hours | 11 | Total Honor Points | 33.33 |
| ECN 211 Credit Hours | <u>+3</u> | ECN 211 Honor Points (3.33 x 3 credit hours) | <u>+9.99</u> |
| | 14 | | 43.32 |

4. Divide the Honor Points by the Credit Hours to obtain the projected GPA

$$43.32 \div 14 = 3.094 \text{ GPA}$$

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.

Drop, Add and Withdraw

Drop/add deadline:

This is the last day to add a class or to drop a class without receiving a grade of 'W' on your transcript. Adding a class after the drop/add deadline is considered a "Late Add" and requires instructor, department, and college approval. All withdrawals after this date will result in a grade of 'W' on your transcript for each class withdrawn.

Complete Withdrawal:

If you no longer plan on attending or completing your classes in a given session, you can remove all of your courses from your current schedule by requesting a complete session drop/withdrawal up until the complete withdrawal deadline. This should be viewed as a last resort as there may be serious academic and financial consequences.

Course Withdrawal:

After the drop/add 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.

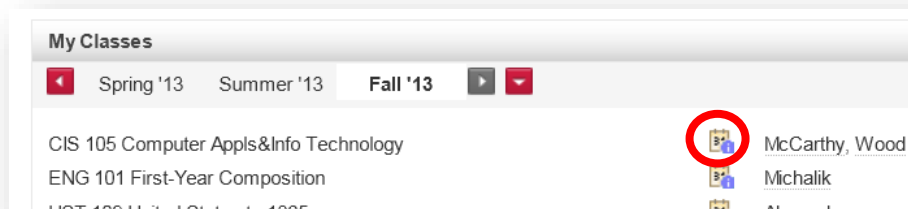
Requesting a Medical/Compassionate Withdrawal:

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>.

Determining Dates:

To determine the withdrawal dates please refer to the academic calendar and your [MyASU](#) webpage. Keep in mind that if your course is dynamically dated, the withdrawal deadline may be different than the regular course withdrawal deadline. On [MyASU](#), you can check by clicking on the calendar icon next to your instructor's name. For example:



Resources & 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 Exploration | cisa.asu.edu/majorexploration |
| Student Success Center / Tutoring | studentsuccess.asu.edu |
| Math Tutoring | math.asu.edu/resources/ |
| Writing Center | tutoring.asu.edu/student-services/writing-centers |
| ASU Career Services | students.asu.edu/career |
| Financial Aid | students.asu.edu/financialaid |
| Grading & Repeat Policy | students.asu.edu/grades-grading-policies |
| Off Campus Student Services | asu.edu/studentaffairs/reslife/occss/ |
| Disability Resource Center | eoss.asu.edu/drc |
| Counseling at ASU | students.asu.edu/counseling |

Additional Options:

There are numerous ways to pursue your education at Arizona State University. Although you may be on Academic Probation or off track to continue as a student in the W. P. Carey School of Business, you may be academically eligible to change your major into the [College of Integrative Sciences and Arts](#), the [New College of Interdisciplinary Arts and Sciences](#), or the [College of Liberal Arts and Sciences](#).

Exploratory Degree with College of Integrative Sciences and Arts/New College:

Students who have earned less than 45 credit hours may be reinstated to the [College of Integrative Sciences and Arts](#) or the [New College of Interdisciplinary Arts and Sciences](#) as an exploratory student. Please contact the academic advising office on your campus to make arrangements to change your major. You may be required to complete a restricted enrollment agreement which indicates specific classes and strategies you must complete to remain eligible for future registration.

Locations and Contact Information:

Tempe

Sonora Marketplace
1480 S. Rural Rd.
Phone: (480) 965-4464

Phoenix

Arizona Center
Suite 380
Phone: (480) 965-4464

Polytechnic

Santa Catalina Hall,
Second Floor
Phone: (480) 965-4464

West

Faculty Admin Building
N100
Phone: (602) 543-3000

Online

For appointments
call (480) 965-4464

College of Liberal Arts and Sciences:

Any probation student may seek transitional advising from the College of Liberal Arts and Sciences. Transitional advising helps students find the right major and career path to meet their interests and graduate with a degree from ASU.

To schedule an advising appointment, students should visit <http://clas.asu.edu/advising/transitional> to find the pre-appointment, transitional homework assignments required to schedule an appointment.