



Request for Academic Block Removal without an Appointment Form CBPA Undergraduate Advising Office

This form is only applicable to the CBPA Undergraduate Advising Office and is not currently utilized by the Faculty Advisors within the College of Business.

- Requested information must be complete and a copy of the Degree Evaluation for the correct major (available on Leonline) attached for the academic block to be removed. **Failure to provide accurate, complete, and legible information can delay or even prevent a block removal until the student has met with an advisor.**
- First semester freshmen/transfer, seniors with 2 or less full semesters to graduation, or students with a 2.25 or less in their overall, CBK, and/or major GPA(s) are not permitted to use this process.
- Please grant sufficient and reasonable time to remove the block.
- An email will be sent to your ODU email account once the block has been removed. To forward ODU email account to an account checked more frequently, visit Season.odu.edu, click on Forward Email to Another Account
- Page numbers referenced below are for the 06-08 Catalog.
- Degree Evaluation instructions available on Registrar's website: <http://www.odu.edu/ao/registrar/registering/degeval/index.shtml>
- Electronic copies of Catalogs are available online: www.odu.edu, click on A-Z Index, click on Catalog

1. Name (Last, First, Middle Initial): _____ Daytime or Cell Number: (____) ____ - _____

2. ODU email address: _____@odu.edu UIN: _____

3. Current GPAs based on completed courses (If any one of these three GPAs is a 2.25 or lower, an appointment is necessary):

- a. Overall (pg. 48 and Leonline) _____
- b. CBK (pg. 106) _____
- c. Major (pgs. 102-111) _____

4. To satisfy the upper general education requirement, I plan to use the following option (if unsure, default is cluster):

- a. Cluster # _____ (pgs. 60-61)
- b. Minor(s) _____
- c. 2nd major, if not noted in question #3: _____



5. I expect the following transfer work to come from (institution): _____

(Use Monarch Transformation to list both course listing at other institution and ODU: visit Leonline.odu.edu, click on Admissions Menu, click on Monarch Transformation)

6. My goal graduation date is in Fall/Spring/Summer (circle one) semester of 20____. (If you intend to graduate within 2 full semesters or less, an appointment is necessary.)

7. My short-term and long-term career goals after graduation are:

8. I need information about the following (circle all that apply):

- a. CBPA Admissions Process
- b. Tutoring – is it available for: _____
- c. Another academic department on campus: _____
- d. Study Abroad Options
- e. Internships/Co-ops
- f. Information on contesting transfer credit equivalencies
- g. Other _____

9. Questions for an advisor:

By signing below, I am aware that this request replaces my appointment with an advisor but that I can still meet with one, if desired. I understand that I am ultimately the one held responsible for the information contained in the University Catalog. I, also, understand that any communication regarding this or any other information from the CBPA Undergraduate Advising Office will be sent to my ODU email account. I recognize that CBPA Undergraduate Advising can only remove my advisor block and I am the one who must follow up with the other department(s) responsible for any other blocks on my accounts.

Student _____ Date _____