

College of Business and Public Administration Conditions for approval of a Program Restriction Waiver to enroll in 300- or 400-level business courses

1. Student started at ODU in Fall 2011 or later:
 - a. Program Restriction Waiver Form must be accompanied by a completed Step 1 application for admission to Bachelor of Science in Business Administration (BSBA) **OR** the student must have an active, previously-submitted application for admission to the BSBA.
 - b. Students do not need to wait until they have completed all of the required courses for Step 1 admission to submit their application, however they must have completed a minimum of three of the courses required for admission and be **ACTIVELY** in the process of completing the remaining requirements. Additionally, the student's resume must have been reviewed and approved by the Career Management Center.
 - i. If the student will be completing the remaining requirements in the same semester for which they are requesting a PRW, the waiver will not be processed until proof of registration for the remaining required course(s) is provided to the CBPA Dean's Office. (exceptions will be considered on a case-by-case basis)
 - ii. If the student is granted a waiver based on current enrollment in their remaining required course(s) and does not complete the course(s) with a grade of C or better, they must contact the dean's office to discuss plans for retaking the course(s). Without a plan in place for retaking the course(s), restriction waiver approvals may be withdrawn.
 - iii. Students who have completed all Step 1 requirements **must be making satisfactory progress** toward completion of Step 2 requirements to qualify for a Program Restriction Waiver. (exceptions will be considered on a case-by-case basis)



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2. Student started at ODU in summer 2011 or earlier:
 - a. Program Restriction Waiver Form must be accompanied by a completed application for admission to Bachelor of Science in Business Administration (BSBA) **OR** the student must have an active, previously-submitted application for admission to the BSBA.
 - b. Must have completed a minimum of two of the courses required for admission and be **ACTIVELY** in the process of completing the remaining requirements. Additionally, the student's resume must have been reviewed and approved by the Career Management Center.
 - i. If the student will be completing the remaining requirements in the same semester for which they are requesting a PRW, the waiver will not be processed until proof of registration for the remaining required course(s) is provided to the CBPA Dean's Office. (exceptions will be considered on a case-by-case basis)
 - ii. If the student is granted a waiver based on current enrollment in their remaining required course(s) and does not complete the course(s) with a grade of C or better, they must contact the dean's office to discuss plans for retaking the course(s). Without a plan in place for retaking the course(s), restriction waiver approvals may be withdrawn.
3. Student is pursuing a non-business major and is required to take a business course as part of that major.

NOTES:

1. Students will continue to need Program Restriction Waivers for upper-level business classes until they have successfully completed ALL requirements for admission and their Degree Works reflects a declared major (**not** intended).
2. Students do not need to wait until their registration time-ticket is open before submitting their PRW form.
3. Approved waivers are processed within one business day. Students not meeting the requirements for PRW approval will be notified within one business day regarding additional actions they must take to obtain waiver approval.