

**Pamplin College of Business**  
**REQUEST FOR EXCEPTION TO UPPER DIVISION CRITERIA**



In order to take 3000-level college core courses, all Pamplin students must meet the following criteria:

1. have at least 60 earned semester hours;
2. have earned at least a 2.00 overall GPA;
3. have completed ACIS 1504, ACIS 2115-2116, BIT 2405-2406, ECON 2005-2006, and MATH 1525-1526 (or equivalent) with a grade of C- or better; and
4. have at least a 2.00 in the above nine Business Core courses

This form is for students seeking an exception to the upper division clearance policy. If you are missing more than two courses, taking courses out of sequence, and/or missing any of the above criteria, you will need an exception. Exceptions are considered for extenuating circumstances like, not having the ability to create a full-time schedule, studying abroad resulting in courses being taken out of sequence, and/or not having the required number of credits (60) for upper division clearance. Exceptions are **not** made if you can create a full-time schedule, have not retaken failed business core courses, or are not being familiar with the Upper Division Clearance policy.

If you are missing only TWO of the above courses, but have satisfied criteria 1, 2, and 4, you will receive **partial approval** and you DO NOT need to complete this form. The remaining business core course(s) must be taken during the first semester that you attempt upper level courses. **Exceptions for Upper Division are not needed for ACIS upper level courses.**

**Complete the Information Below**

<u>Course Completed</u>	<u>Term</u>	<u>Grade</u>	<u>Course Completed</u>	<u>Term</u>	<u>Grade</u>	<u>Course Completed</u>	<u>Term</u>	<u>Grade</u>
Math 1525 (or equivalent)	_____	_____	ACIS 1504	_____	_____	BIT 2405	_____	_____
Math 1526 (or equivalent)	_____	_____	ACIS 2115	_____	_____	BIT 2406	_____	_____
3 <sup>rd</sup> Math (if needed)	_____	_____	ACIS 2116	_____	_____	ECON 2005	_____	_____
						ECON 2006	_____	_____

You must retake the above business core courses if you received a grade below a "C-"

Did you take any of the above courses at another institution and request that the transcript be sent to Virginia Tech? Yes \_\_\_ No \_\_\_  
 If credit for the above courses is not showing up in Hokie Spa, you must attach an unofficial copy of the grades earned.

Have you been granted partial approval before? \_\_\_ Yes \_\_\_ No If so, for what classes? \_\_\_\_\_

**HOURS COMPLETED** \_\_\_\_\_ **CURRENT OVERALL GPA** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Student ID (90...):** \_\_\_\_\_

**Term requesting to take upper division classes:** \_\_\_ Fall \_\_\_ Spring \_\_\_ 1<sup>st</sup> Summer \_\_\_ 2<sup>nd</sup> Summer 20\_\_\_

**Major(s):** \_\_\_\_\_ **Email Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Explain why you are requesting to take upper division classes when you do not meet the criteria:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Request exception to: (check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Hours less than 60 (Total Hours Earned _____ )    | <input type="checkbox"/> Missing more than two courses |
| <input type="checkbox"/> Cumulative GPA less than 2.0 (Current GPA _____ ) | List: _____  |
| <input type="checkbox"/> Business Core GPA less than 2.0 (Bus GPA _____ )  | _____  |

**Upper Division Course(s) you wish to take: (check all that apply)**

- |                                   |                                    |                                    |  |                                    |
|-----------------------------------|------------------------------------|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> BIT 3414 | <input type="checkbox"/> MGT 3304  | <input type="checkbox"/> MKTG 3104 | <input type="checkbox"/> *FIN 3104   | <input type="checkbox"/> *FIN 3055 |
| <input type="checkbox"/> MGT 3334 | <input type="checkbox"/> MKTG 4154 | <input type="checkbox"/> *FIN 3134 | <b>*You may be required to provide evidence of partial clearance to enroll in these courses.</b> |                                    |

**Proposed schedule for term in which you would like to have the exception (list all courses you plan to take):**

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Recommendation:** \_\_\_ Approve \_\_\_ Deny **Signature:** \_\_\_\_\_

**For Office Use Only** Decision: Approved \_\_\_ Not Approved \_\_\_ Conditional Approval \_\_\_ Date: \_\_\_\_\_

Condition of Approval, if any \_\_\_\_\_

Decision made by: \_\_\_\_\_ Date notified \_\_\_\_\_ Initials \_\_\_\_\_