CBPA undergraduate advising structure
Effective 29 August 2011

A student intending to major in business will be treated the same as a declared business major in terms of the College of Business and Public Administration Undergraduate Advising structure.*

Degree Works is the computer software which merges requirements identified in the Catalog with the student’s transcript and calculates the GPAs for the CBK and major (and minor, if appropriate). It is the software the Registrar’s uses for graduation clearance. Ultimately, the student is the one held responsible for the advising

Upon successful completion (2.3 GPA) of the student’s initial 24 credit hours (for freshmen) and 12 credit hours (for other incoming students such as transfers and change of majors) of coursework at the University, advisor holds will be removed** for six calendar years from the date in which the student started at ODU. This should allow sufficient time to progress academically with the idea that a student will finish prior to the expiration of a catalog. Additionally, this will follow in suit with the idea that the student is ultimately the one held responsible for the information contained within the Catalog. Should the overall GPA drop below 2.3, the advisor hold will be re-administered requiring an appointment to have it reset each semester until the GPA is raised above the 2.3 marker (see notice below about students in academic difficulty for further explanation of the exception). The student is welcome and encouraged to meet with an advisor even when not required.

All Hampton Roads students are required to be advised by main campus for advising unless otherwise approved by the Director of CBPA UGA. Hampton Roads is defined as those who attend the Norfolk main campus, the Higher Education Centers in Hampton, Portsmouth, and Virginia Beach, and videostreaming students residing in the Hampton Roads area.

Advising by class standing (assuming the student does not fit into a category listed in the next section):

- **Freshmen** business majors (less than 26 credit hours excluding incoming AP/IB credits): Meet with Student Success Advisor as directed by the Student Success Advisor. All incoming freshmen should have a degree plan established within Degree Works and the advising process with Student Success Advisor no later than the end of the student’s second semester at ODU.
  - Preview attendance is required of all freshmen students. Students intending to start in a Fall semester should plan to attend the June or early July Previews if possible. Students intending to start in a Spring semester should plan to attend the December Preview.
- Once the Degree Plan is vetted:
  - Pending overall and CBK GPA remain above a 2.3 and not in first semester at ODU – **Sophomores and Juniors** (between 26 and 90 credit hours applied to the BSBA program): Meet either in Fall or Spring with assigned faculty advisors within the academic departments.
  - **Seniors** (90 credits or more applied towards the BSBA program): Seniors will be advised by the CBPA UGA office from the point in which senior standing is reached until the degree is awarded and in the hands of the student. There will be two primary “meetings” as noted below. The only exception is for ECON majors (see item #4 below):
    1. Graduation audit = Meet with CBPA UGA office for graduation audit appointment at least two semesters prior to intended completion date. All students regardless of GPA must come in as noted below for an individual appointment.
      a. MAY candidates – Spring or Summer semester

(Subject to change)
b. AUG candidates – Summer or Fall semester  
c. DEC candidates – Fall or Spring semester  

2. Senior Meeting, if overall GPA is above a 2.3 = Attend a Senior Meeting for MAY candidates between 5 September and 15 October; for AUG candidates between 15 January and 15 February; and for DEC candidates between 15 May and 15 June. However, the intention of Senior Meetings is to not just process the paperwork but also inform students of the graduation process and what to expect. This traditionally will last approximately 15-30 minutes. Senior Meeting dates/times will be announced via the CBPA listserv (http://list.odu.edu/listinfo/cbpa-students).

3. Students with an overall GPA below a 2.3 will not be allowed to attend a Senior Meeting and instead must meet individually with the CBPA UGA office for graduation review. Appointments should be scheduled as noted in start of the Graduation Candidacy section.

4. The advisor hold will be removed through the established graduation date when the graduation paperwork is completed. If the date is extended beyond the paperwork graduation date, the advisor hold will be extended through the point in which the student believes is the new graduation date but for no more than 6 years. Graduation paperwork may need to be resubmitted depending on the dates involved and the Registrar’s need.

5. ECON majors will continue to see the ECON Chief Departmental Advisor for graduation paperwork related to the ECON major. If the student is a double major with one of which as ECON, the student will be meeting with both the ECON Chief Departmental Advisor and as noted above with the CBPA UGA office.

Situations where a student doesn’t exactly match the above: Students in a scenario below will be advised as noted in this section before they are placed into the advising structure as noted above.

- New (first-semester) transfer students (with 26 credits or more transferring): Meet with the CBPA UGA office in the first semester at ODU (see time schedule below). Within the first meeting with the UGA office, the advisor and student will discuss where within the above structure the student is to continue advising after the initial meeting. All new transfer students should have a degree plan established within Degree Works and reviewed by the CBPA UGA Director or CBPA UGA Academic Advisor prior to his/her Preview attendance. A review of the degree plan will occur at Preview or in a Preview follow-up appointment. However, the degree plan must be established no later than the end of their first semester at ODU.
  1. Summer and Fall entrants – Attend Preview in April or May. The next appointment with the UGA office should be between September and early October.
  2. Spring entrants – Attend Preview in December. The next appointment with the UGA office should be between late January and early February.

- Change of Majors from non-Business to Business majors****: Meet with CBPA UGA office once the decision to major in business has occurred. Within the first meeting with the UGA office, the advisor and student will discuss where within the above structure the student is to continue advising after the initial meeting. All change of majors must have a degree plan established within Degree Works and reviewed by the CBPA UGA Director or CPBA UGA Academic Advisor** no later than the end of the semester in which they meet with the CBPA UGA office.

- Students in academic difficulty (as defined by CBPA for those with a 2.3 or lower overall GPA): Regardless of class standing at the University, the College considers any business major with an overall GPA of 2.3 or less to be in academic difficulty. [University continuance policy defines this at 2.0; however, the College...](Subject to change)
takes a pro-active stance on risky academic performance.) Advisor holds will be re-implemented as well as required meetings every Fall and Spring with the CBPA UGA office until the overall GPA rises above the 2.3 marker. If the overall GPA rises above a 2.3, the student can submit a revised degree plan in Degree Works and the advisor hold will be extended accordingly. Once the degree plan is edited and reviewed by the CBPA UGA Director or CBPA UGA Academic Advisor, the student will fall within the appropriate advising structure as identified by class standing above. Students in academic difficulty should plan to meet during the following dates for each semester they are in academic difficulty as noted below:

1. Fall semester – 5 Sept – 15 Oct
2. Spring semester – 15 Jan – 28 Feb

- 2nd degree students: There are two types of second degree students – 1. Those who have finished the first degree and now seeking the second degree; 2. Those who are seeking both degrees concurrently. (Note: a second degree is different than a second major. Students interested in the option should see the next to last section in the “Requirements for Undergraduate Degrees” in the University Catalog for more information about the difference.)

1. For those who have previously finished the first degree and now seeking the second degree will not be required to attend Preview but are strongly encouraged to do so unless the first graduation was from ODU and within the past four years. Copies of all second degree memos should be retained by student, academic department, and UGA office. The UGA office will work with the Registrar’s to update the Degree Plan to reflect the 2nd degree memo in Degree Works within software limitations.
2. For those who are seeking both degrees concurrently, they would be treated as a first degree student. However, the “second” degree program should be approved and granted a 2nd degree memo. If both degrees are in the College of Business and when the student is to meet with the academic departments, they should meet with both departments for each respective major. If one of the degrees is outside the College of Business, the student must follow both advising requirements for CBPA and the protocol for the other college. Copies of all second degree memos should be retained by student, academic department, and UGA office. The UGA office will work with the Registrar’s to update the Degree Plan to reflect the 2nd degree memo in Degree Works within software limitations.

- Teletechnet students outside the Hampton Roads area: These students are advised by either the site director or advisor depending on the site personnel structure. Students should have a degree plan established in the system within the end of their first semester attending ODU. The degree plan should be approved by the site director or advisor and reviewed by the CBPA UGA office (Director or Program Advisor). The main campus UGA office will pass a transcript eval, dept. paperwork, and other related materials that would be reviewed in a student advising meeting with the site director or advisor as requested by the site. The chain of communication is typically student to site to Liaison for the College of Business to CBPA UGA.

- Videostreaming students outside the Hampton Roads area: These students are advised by the Liaison for the College of Business in the Distance Learning department. Students should have a degree plan established in the system within the end of their first semester attending ODU. The degree plan should be approved by the site director or advisor and reviewed by the CBPA UGA office (Director or Program Advisor). The main campus UGA office will pass a transcript eval, dept. paperwork, and other related materials that would be reviewed in a student advising meeting with the site director or advisor as requested by the site. The chain of communication is typically student to Liaison for the College of Business to CBPA UGA.

(Subject to change)
Students minoring in business but not majoring in the CBPA: There is no assigned advisor for business minors; however, business minors can email BusinessAdvising@odu.edu for advising questions. The intention to minor in the College of Business should be declared at the start of the minor coursework by submitting the proper paperwork through the Dean’s Office in Constant 2004 (form available on CBPA UGA website and in Dean’s Office). Graduation paperwork for business minors is completed through the CBPA UGA office. Students in this category should email BusinessAdvising@odu.edu with the graduation completion date, UIN, major and minor, and Catalog date being used. Graduation paperwork is processed for MAY candidates between 5 September and 15 October; for AUG candidates between 15 January and 15 February; and for DEC candidates between 15 May and 15 June. Students who are minoring in business but not majoring in CBPA should incorporate their minor into their degree plan.

*Students who have been away from the university for an extended departure (defined as more than one calendar year) and returning for the first time after August 2011 will follow suit as a new transfer student and required to meet with the CBPA UGA office. For those who have left after August 2011 and returned within less than six calendar years will follow suit in the advising structure as noted in the above sections. For those who have left after August 2011 and returned after a period greater than six calendar years will be required to meet with the CBPA UGA office regardless of the advising structure for their class standing at the time of departure. This is to reflect that within six years, there will have been the turnover of at least one catalog and policies/practices may have changed.

** The hold will be removed after the degree plan has been reviewed by the advisor.

***There is a chance that the Registrar’s graduation paperwork processing is to change to entirely all electronic formats in the near future. However, the intention of Senior Meetings is to not just process the paperwork but also inform students of the graduation process and what to expect. As a result, students would still be expected to attend either the Senior Meetings or an individual appointment as noted above if the Registrar’s does change their process unless determined by the CBPA UGA Director that a CBPA UGA change is appropriate.

****Change of majors between two business majors should notify the Dean’s Office (Constant 2004) that there has been a change. The Dean’s Office notifies the old department that there has been a change. The student is responsible for contacting the new department’s faculty advisor and establishing a new degree plan in Degree Works. Declared BA:ECON or BSBA majors should notify the Dean’s Office if they are adding a minor or second major as well.

If a student is dropping a minor or second major, they should notify the Dean’s Office in Constant 2004. If a student is switching altogether to a non-business major, they are encouraged to meet with the advisor for the new major. If the decision to leave the College is confirmed, they should email BusinessAdvising@odu.edu with their name, UIN, the major(s) they are leaving, and the major they are switching to so that their hard copy academic file can be sent to the new department.

(Subject to change)