

**UM-St. Louis**  
**College of Business Administration**  
**Appeal of 2.0 Prerequisite**

**Semester:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Student No.** \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

Have you filed a 2.0 appeal before? \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Hours Attempted** \_\_\_\_\_ **Quality Points** \_\_\_\_\_ **Campus GPA** \_\_\_\_\_

Remaining hours need to graduate \_\_\_\_\_

List any courses you propose to take at UM-St. Louis in the coming semester.  
Circle the "M" if the course is intended to be used for grade modification.

\_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_ M \_\_\_\_\_ M

Enter your grade at UM-St. Louis in the following five courses. If you have transfer credit for the course, enter a "T". Leave the space blank if you haven't completed the course.

BA 103 \_\_\_\_\_ BA 140 \_\_\_\_\_ BA 145 \_\_\_\_\_ BA 156 \_\_\_\_\_ BA 250 \_\_\_\_\_

How many hours of grade modification have you used at UM-St. Louis? \_\_\_\_\_

List the courses at UM-St. Louis that you have NOT grade modified and in which you have earned a D or F.

\_\_\_\_\_

How many hours do you work a week? \_\_\_\_\_

What special circumstances do you believe merit the prerequisite waiver for you? Type or print your response on a separate sheet.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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(For Official Use Only)

Validation: College of Business Administration Academic Advisor should verify accuracy of above information and provide student's Campus GPA from CICS \_\_\_\_\_;

Business \_\_\_\_\_ / \_\_\_\_\_  
Hours Attempted                      Quality Pts.                      Bus. GPA

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Resolution:**                      Denied \_\_\_\_\_                      Approved \_\_\_\_\_

**Terms:** \_\_\_\_\_

\_\_\_\_\_

**Signed (Committee Chair):** \_\_\_\_\_ **Date** \_\_\_\_\_

### *Tips for 2.00 Appeals*

Here are some suggestions for you to keep in mind as you prepare your 2.00 appeal.

- **Fill out the form completely and neatly.** If you forget to fill in the courses you need and the form looks hastily filled out, the Undergraduate Studies Committee will not be impressed. Just as the most highly qualified worker would be turned away with a handwritten resume, appearances count here as well.
- **Provide documentation.** Instructors and committees hear excuses all the time. Documented reasons carry more weight.
- **What are you going to do differently?** If your transcript has many D's and F's the committee may question your commitment to your education. They need to know that something is going to change. What are you going to do differently in order to succeed?
- **Are there any lower level courses you are eligible to take?** The committee is less likely to grant your appeal if they know you have alternatives. A student rarely is granted more than one 2.00 appeal, and the committee doesn't like to see students "waste it" if there are other courses you can take to pull up your grade point average.

The Undergraduate Studies Committee is composed of a faculty member from each area in the College of Business Administration. They set up the 2.00 appeal process out of concern for students who were not making progress toward a degree, or "spinning their wheels". Your appeal will be scrutinized, and this committee has been known to spend 30 minutes or more on a single appeal. Their decision is the result of much deliberation.

Remember: the idea behind having you appeal to take upper level business courses is not to be punitive, but rather out of concern that you will waste time and money which could be applied to an alternative and more attainable goal. During times of limited funding and full classes, our faculty wants to be available to assist students who are serious about their education. Hopefully, this process will result in some introspection on your part as to whether business is the right field of study for you.

Good luck! We hope the result is the one that is best for you.