

Term (Semester/Year): _____
(to be entered by student)

Date: _____
(to be entered by AOE staff)

Prerequisite Petition

An appeal for exceptions to prerequisite courses or major restrictions will be granted only in the most extenuating circumstances and, then, only if the overall GPA and in-major GPA are satisfactory. After obtaining permission of the instructor to register for the petitioned class, the Prerequisite Petition form must be submitted to 215 Randolph Hall by 12:00 noon on the second day of the first week of classes each semester or summer session.

INSTRUCTIONS:

- Read this petition **carefully** and complete both pages.
- The petitions will be reviewed to check for the following conditions:
 - Overall GPA of at least 2.0.
 - In-major GPA of at least 2.5.
 - Sufficient **justification** as to **why** you believe **you are prepared** to take the next course without the prerequisite(s). Desire to avoid postponing graduation alone is not sufficient.
 - Copy of your **unofficial transcript** and **current schedule**.
 - You have signed the Justification portion of the form.
 - Instructor of the petitioned course has signed the form, granting permission to register in the class without satisfying the prerequisite.
- University Policy 6355 <<https://policies.vt.edu/assets/6355.pdf>> provides that “Students are permitted to take courses without having the specified prerequisites only upon obtaining the consent of the instructor. Students who enroll in a course for which they have not clearly satisfied the prerequisites or equivalent or obtained the appropriate permission, may be dropped from the course.”

STUDENT INFORMATION:

Name: _____ Student Number: _____

Major: _____ Academic Level: _____ Expected Graduation Date: _____

Overall GPA: _____ In-Major GPA: _____

Phone: _____ Email: _____

Are you a transfer student? YES NO

I request to waive the prerequisite(s) for the following AOE course:

AOE _____ Course Name: _____

Preferred CRN(s): _____

Term Requested (Semester/Year): _____ Credit Hours: _____

PREREQUISITE INFORMATION:

List all prerequisite information, not just the course(s) in which you failed or failed to take. If you are unsure of prerequisites, please consult the Undergraduate Catalog or Timetable of Classes. *NOTE: If you took a prerequisite course more than once, list each time you took the course.*

Course Number	Course Name	Term Taken	Grade Received

JUSTIFICATION: (Attach additional information as necessary.)

Provide justification for requesting the course listed on this petition. *Desire to avoid delay in graduating, while understandable, is not a sufficient justification to waive a prerequisite.*

Student Signature: _____ Date: _____

I approve to waive the prerequisite for this student in accordance with University Policy 6355.

Instructor Granting Permission to take course: _____

Instructor Signature: _____ Date: _____

Administrative Action	Comments:
Approved: _____	
Denied: _____	
Date Processed: _____	