Prerequisite Petition

An appeal for exceptions to prerequisite courses or major restrictions will be granted only in the most unusual and 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 not be reviewed or processed unless the following conditions are met:
  - You have an overall GPA of 2.0.
  - You have an in-major GPA of 2.5 with at least 12 hours of AOE courses successfully completed.
  - You have provided sufficient justification as to why you believe you are prepared to take the next course without the prerequisite course(s).
  - You have attached a copy of your unofficial transcript and current schedule.
  - You have signed the Justification portion of the form.
  - The instructor of the petitioned course has signed the form, granting permission to register in the class without satisfying the prerequisite.
- University Policy 52 <http://purl.vt.edu/vtdocs/policies/ppm52> 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. The course instructor can be consulted regarding the implications of this expectation for a specific course… Prior to the official add day deadline, the instructor may require specific students not having the prerequisites to drop the course. The student granted permission to enroll without prerequisites should be informed that course expectations and grading practices will be the same for all students regardless of whether prerequisites were satisfied or waived.”

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 AM REQUESTING 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.

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Term Taken</th>
<th>Grade Received</th>
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JUSTIFICATION:

Provide justification for requesting the course listed on this petition.
(Attach additional information as necessary.)

Student Signature: ________________________________  Date: __________________

I consent to waive the prerequisite for this student in accordance with University Policy 52.

Instructor Granting Permission to take course: ________________________________
Instructor Signature: ________________________________  Date: __________________

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