

ACADEMIC WAIVER

It is the policy of Alexandria Technical and Community College to adhere to pre-requisites, maximum credit load and minimum GPA requirements unless a student can demonstrate the ability to successfully complete a course for which a pre-requisite exists. A student must make application to waive any pre-requisites for a course; and the program advisor and/or course instructor must approve the waiver. The petition for a waiver must then be forwarded to Academic Affairs for approval.

Student Name_____ **Star ID**_____

Program_____

_____ **WAIVER OF PRE-REQUISITE** (*Required developmental courses may not be waived.*)

I am unable to register for (**course name**) _____ and request that the prerequisite of (**course name**) _____ be waived. I understand that waiving the pre-requisite could result in the unsuccessful completion of this course and accept the responsibility.

I approve the override _____
(Signature of faculty teaching course)

_____ **OVERRIDE MAXIMUM CREDITS**

I request that I be allowed to register for more than the maximum of 21 credits in a term.

Current GPA _____ Total number of credits I wish to register for _____

Course attempting to register for _____ Section _____

_____ **OTHER OVERRIDE** (please indicate what needs to have an override) _____

(Student)

Date

(Advisor)

Date

(Dean/Associate Dean of Academic Affairs)

Date