UNIVERSITY REGISTRAR
VIRGINIA TECH

Prerequisite/Corequisite Change Request

(Existing Courses)

General Information			
Date:		***Effective Term:**	
College/Department:			
Course Designator and Number *(Cross-listed Course Designator and Number):*			
Title of Course:			
Instructor and/or Department Contact:			
Contact Phone:		**Contact E-mail:**	

Prerequisite Enforced	
Enable prerequisite enforcement?	☐ Yes ☐ No

Add the following Prerequisite/Corequisites:

*Attach department **letter of support** to include a non-departmental course as a prerequisite/corequisite.*

Drop the Following Prerequisites/Corequisites:

List Course Prerequisites/Corequisites **after change:**

Justification *(Justify prerequisite/corequisite changes and remaining prerequisites/corequisites after change)*

If adding a minimum grade as a prerequisite for a course, data must be provided to clearly show the need for that minimum grade in order to be successful in the course. Minimum grade requirements may not be used as a way to limit enrollment.

*If request is being processed for the upcoming **effective term:**

- Requests to **ADD** prerequisite requirements (i.e., turn enforcement **ON**, add grade restriction, add course) must be processed prior to the opening of "course request" for the applicable effective term.
- Requests to **REMOVE** prerequisite requirements (i.e., turn enforcement **OFF**, remove a grade restriction, drop course) may be completed at any time, unless the removal causes the course to be more restrictive.

Approval Signatures			
Department Head/Chair		*Date*	
College Curriculum Committee Representative		*Date*	
College Dean		*Date*	

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