

REQUEST FOR EXCEPTION TO RESIDENCE

This petition applies only to students who matriculated at USC in fall 1997 or later (or are following a Fall 1997 or later catalogue) and are requesting permission to take transfer course work in Fall/Winter/Spring or upper division Major requirements in transfer at any time.

Disqualified students use “Readmission Pre-approval Form” from Academic Review and Retention, FIG 107.

Please read and follow these instructions carefully. *Note that approval is granted only in very rare circumstances.* To take other courses in the summer, see your advisor and use the online pre-approval process available on OASIS (“Request for Pre-approval to transfer course work to USC”).

Section 1. Complete the Justification Statement. Attach supporting documentation if necessary. You must complete a separate form for each course.

Section 2. Approval by the dean of the school that houses the student’s major department must be received **ONLY** if you wish to take courses in the Fall/Winter/Spring out of residence. The Dean’s approval only indicates permission to take course work in the term specified. It does not indicate the transferability or applicability of the course to the degree, nor does it authorize the student to exceed the *transfer unit limitations: a maximum of 64 transfer units, of which no more than 8 may be earned after the student has completed 64 total units at USC and in transfer combined.* The Dean of the student’s major department must complete the section marked “Dean’s approval” (including rationale) prior to submitting this petition to the Major department.

NOTE: For summer term requests the Dean’s Approval section is not required and should not be completed.

Section 3. No equivalence is granted for foreign language or lab science courses taken via distance education (e.g., online or hybrid). Elective units only are granted. You cannot fulfill your language requirement with a distance education course. Distance education courses in subjects other than foreign language and lab science do not need special review.

In order to determine transferability and applicability, each course must be approved by the relevant department, as described below.

Section 4. Major department approval is required. Undecided and undeclared students should contact Dornsife advising. Approval indicates that the student may take the course out of residence during Fall, Winter or Spring and/or that the course may be applied to the student’s upper division major requirements regardless of when it is taken. Under “Comment,” note briefly how the course will be applied to major requirements. This approval neither indicates that the course is transferrable to USC nor authorizes the student to exceed transfer unit limits. Note: All upper division minor course work must be taken at USC.

Section 5. Corresponding USC department approval is required by the USC department that would offer the course if the student were taking the course in residence. This approval is required for all course work taken out of residence in the Fall, Winter or Spring term, and for courses to be applied to student’s upper division major requirements at any time.

Note: If this is the same as the student’s major department, this section may be left blank; an authorized signature in section 4 represents approval in section 5.

Section 6. Academic Records & Registrar approval: Once the above sections have been completed, submit this form to the Registrar One Stop Center (JHH 106). Transfer Credit Services will verify course transferability and notify the student of the outcome of the request along with any restrictions on transferability.

After courses have been completed, please have official transcripts with final grades submitted to:
USC TRANSFER CREDIT SERVICES
UNIVERSITY PARK, JHH 106
LOS ANGELES, CA 90089-0912

Secure pdf transcripts and electronic transcripts can be sent to ETTRANS@USC.EDU

Your transcript will be evaluated and your Transfer Credit Report (TCR) updated as appropriate.

Credit available for approved courses to be taken Out of Residence will appear on the pre-approval section of your TCR online in OASIS.

You will receive an e-mail at your USC address when your TCR has been updated.