GUIDELINES FOR PETITIONS:

Exception Requests (to retroactively add, drop, etc.)

To Extend Time for Removal of an Incomplete

To Count Graduate Course Work for Undergraduate Credit

To Count Excess PE Units

To Count Excess Units in a Course with a Unit Maximum

To Count a Course Taken Out of Sequence

To Count a Repeated Course for Non-Repetitious Credit
Exceptions Requiring Registration-related or CAPP Petition

Petitions Generated in the Academic Review Department (all registration-related):

- Late registration (no current enrollment)
- Late cancellation (drop entire program; courses will appear with marks of ‘W’)
- Late add (less than whole program)
- Late drop (less than whole program)
- Late delete (partial or whole program)
- Late enrollment status change to or from Pass/No Pass
- Late change in unit value in a variable unit course
- Enroll in an “emergency” 390 course

Petitions Generated in the Academic Unit:

- To extend time for removal of an Incomplete
- To count a GRAD course for UGRAD credit (petition only necessary if the student is petitioning for UGRAD credit prior to Fall 2004, otherwise see catalogue for instructions)
- To count excess PHED activity units toward an undergraduate degree
- To count excess units in a course with a unit maximum toward the degree
- To count a course taken out of sequence for subject credit only, or for subject, unit, and GPA credit
- To count in the GPA a repeated course in which a C+, C, or C- was originally earned by an UGRAD, or in which a C+ or C was originally earned by a GRAD

The following are not petitionable:

1. Registration-related petitions if the semester in question ended more than 24 months ago (this may be waived by the dean of the academic unit in which the student is seeking a degree for a period not to exceed five years.)

2. Change to or from audit enrollment status after the 3rd week of the semester (consult with Academic Review for special circumstances).
3. To remove a course that appears on the transcript with a mark of ‘W’ (unless the student never attended).

**Exceptions Made Elsewhere**

1. Exception made by School Dean or designate:
   - To count a course taken P/NP toward the UGRAD upper-division major requirements

2. Exceptions made by College Dean of Curriculum & Instruction:
   - To count > 40 upper division major units toward a Bachelors degree
   - To count < 104 units in the College academic departments toward a College degree

3. Exceptions made by General Education Coordinator or designate (denials may be reviewed by CAPP):
   - Foreign language requirements
   - General Education requirements
   - Diversity requirement (contact GE Coordinator)

**Note:** Exceptions made by entities other than CAPP are formalized through notification from the authoritative body to the Degree Progress Department via a Memo of Internal Substitution, or electronically through the STARS exception procedure. Information about what is needed in order for an exception to be made may be obtained from the office responsible for granting the exception.
**Exception Request Petitions**

*You may choose to initiate an Exception Request petition in order to request a retroactive change to your enrollment, e.g., to drop or add a course. Before making your decision to initiate such a Request, please carefully read this handout. You will then have an opportunity to discuss this information and any other questions you may have with an Academic Review counselor.*

- Exception Request petitions seek to retroactively change enrollment and therefore have *no guaranteed outcome*. In accordance with the University catalog, permission to deviate from published regulations is neither automatic nor pro forma; each request is considered on its own merits.

- The Exception Request process does not exist to replace established University procedures and deadlines. It is every student’s individual responsibility to ensure that all registration-related actions are accomplished in accordance with these deadlines.

- Completed Exception Request documentation should be returned to Academic Review (JHH 113) within 10 *working days* of the initiation of the request. It is to your advantage to submit everything as quickly as possible, since petitions are reviewed in the order in which they were received. At the conclusion of the Committee on Academic Policies and Procedures’ review of your request, a $100 petition-processing fee will be assessed to your University account, regardless of the outcome of your request.
Exception Request documentation:

☐ Exception Request cover sheet: You will be given a petition cover sheet stating your request. Attached to it, you will provide a written explanation of 1) your efforts to accomplish the action in question prior to the deadline for doing so, and 2) when and how you became aware that the action had not been accomplished. This statement isn’t necessarily lengthy, but should identify all persons, dates and events directly related to your request.

☐ Instructor Verification Form(s): one form will be issued for each course in question, and must be completed and signed by the instructor of record. No portion of the form should remain blank; those questions considered ‘Not Applicable’ may be identified as such by the instructor. Under no circumstances should you fill out this form.

☐ Other (to be determined by the Academic Review counselor):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

☐ Notes: __________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
IMPORTANT: If you are a financial aid recipient petitioning to withdraw from course(s) in a particular semester, you may no longer be eligible for the full amount of funds received. Please review the University Catalogue section entitled “Withdrawal Implications for Recipients of Financial Aid” and contact the Office of Financial Aid before submitting this request.

Last Name __________________________________ First Name __________________________ M.I. __________
USC ID __________________________________________ Holds __________________________
Class _______ Major __________________________ Deg. Obj. ___________ School ________________

Request __________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
On a separate page, please provide a written explanation of your efforts to accomplish the action in question prior to the deadline for doing so, and when and how you became aware that the action had not been accomplished. This statement isn’t necessarily lengthy, but should identify all persons, dates and events directly related to your request.

Student Statement of Responsibility
I understand I am requesting an exception to University policy, therefore a decision in my favor cannot be guaranteed. I certify that the information provided is accurate, to the best of my knowledge, and I authorize the use of this information to be used as a part of my request by the Office of Academic Records and Registrar and the Committee on Academic Policies and Procedures (CAPP). Upon review of my request, I understand that a $100 processing fee will be assessed, regardless of the outcome.

Signature ___________________________ Date ________________
Phone Number ________________________ Email ________________________

FOR OFFICE USE ONLY
REG ACTION __________________________________ Date ________________
REG Comments _______________________________________________________
_____________________________________________________________________
_____________________________________________________________________
CAPP ACTION (if required) __________________________________________ Date ________________
CAPP Comments _______________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Fee Applied ________________ Recorded ________________ QA ________________
Updated 4/23/2008 KE
EXCEPTION REQUEST
INSTRUCTOR VERIFICATION FORM

Please return to: Academic Review Department | Academic Records and Registrar
John Hubbard Hall (JHH) 113; Los Angeles, CA 90089-0912
O (213) 740-7741 ● F (213) 821-0249 or 740-8299 ● Em acadrev@usc.edu

Counselor

Date Initiated

Return as soon as possible but no later than

Last Name ____________________________ First Name ____________________________ M.I. __________
USC ID ________________________________

Semester ____________________________ Lec __________

Course ____________________________ Unit Value __________ Dis __________

Request ____________________________ Lab __________

Instructor ____________________________ Qz __________

↓ TO BE COMPLETED BY THE INSTRUCTOR ↓

Please answer each question as it pertains to the student course mentioned above.

1. In what week did the student begin attending? ____________________________________________

2. If the student did not begin attending in the first week, what arrangements have been / were made to complete missed work? ____________________________________________

3. What was the student’s last date of attendance? ____________________________________________

4. What percentage of exams / assignments have been / were completed? ____________________________

5. What grade has the student earned to date? ____________________________________________

6. If the final has been given, did the student take it? ____________________________________________

7. Do you recommend approval of this student’s request? ____________________________________________

Comments ____________________________________________

__________________________________________

Signature ____________________________ Date ____________________________

Phone ____________________________ Email ____________________________ Office Hours ____________________________

Updated 4/23/2008 KE
TO: School Petition Contact Persons

FROM: Kenny Eng, Assistant Registrar

SUBJECT: Petition Information Packets

This petition information packet has been revised to ensure that all information is clear and current. Important general information about department-generated petitions is provided on the “Guidelines and Procedures” handout, and the individual “Instructions for Petitioning” sheets have been simplified.

Here are some suggestions for avoiding the most common problems:

1. If in doubt as to whether a student’s request is petitionable, consult the USC Catalogue. If you are still uncertain, feel free to contact the Academic Review Department. CAPP will not review requests that are not petitionable; such requests will be returned without a decision.

2. Review of the request by you is essential to determine that it is indeed petitionable, and that the resulting petition form is properly completed with all the necessary attachments and signatures. Petition forms completed by students may be returned to the school, further delaying the process.

3. Petitions to extend time to complete Incompletes are the most common request. The “completion date” portion of this form is often misinterpreted. The “completion date” is the actual date on which the student submitted or will submit the work; it is not necessary to tack on additional time for the grading or petitioning process.

4. If a student cites medical circumstances, misadvisement, or any other situation in which corroborating documentation should be available, that documentation must be included with the petition. Lack of documentation delays processing and will likely result in a denied request; CAPP cannot make informed decisions when the student’s circumstances suggest that additional information would offer valuable clarification, yet is not included.
Guidelines and Procedures for Petitions
Generated in Academic Units

1. As the designated School Petition Contact person, meet with the student to discuss the method and feasibility of petitioning and to review the student’s academic record.

2. Determine the type of petition and proper form to be used. Consult the “Instructions for Petitioning” corresponding to the petition type for correct wording and required endorsements. **Complete the top portion of “DEPARTMENT USE ONLY” section. Note the date of initiation on the “ISSUED” line and your initials on the “OPERATOR” line.**

3. Review petition procedures with the student:
   - Review the wording of the request to assure that the request appropriately reflects the student’s intent. Advise students that petitioning is a privilege, there is no guarantee of approval, and requests are granted only under exceptional circumstances. Note that asking for an exception to USC policy is considered a serious matter and requires review by CAPP.
   - Advise the student to type the justification statement. Emphasize the importance of the student’s statement, as it is the only means the student has of presenting his or her case to CAPP. The statement should be concise, should use college-level spelling and grammar, and should include all pertinent details and dates. Supporting documentation should be included whenever available.
   - **Highlight or mark each item on the petition form for which the student is responsible, including attachments that should be provided and endorsements and information that must be obtained.** A current, unofficial USC transcript should always be included. Advise the student that timeliness in completing the petition is essential.

4. The student should return the completed petition for a final review. The return date should be indicated on “RETURNED” line.

   Screen the petition for completeness and sound reasoning:
   - Check that all required attachments and endorsements are present. If not, return the petition to the student or, if necessary, help the student to complete the task.
   - Read the student’s statement and assess whether or not, given the facts of the case, the statement has met the petition criteria in as cogent a manner as possible. If it does not, improvements should be recommended.

5. Mail or deliver the petition to Academic Review (JHH 113, mc 0912) for CAPP review. If you have any questions regarding the petition process, contact the Academic Review Department at x07741.
Instructions for Petitioning
To Extend Time for Removal of an Incomplete

Policy:
Effective Fall 2001, one year is allowed to remove an IN in courses numbered 499 and lower, e.g., an IN assigned in Fall 2001 will expire at the end of Fall 2002 (previously, only one semester was allowed). As before, one calendar year is allowed to remove an IN in courses numbered 500 and higher. Extensions beyond the specified time limit are rarely approved if the student has enrolled in subsequent semesters; the removal of an IN should be the student’s first priority before completing new course work.

If the IN is not completed within the designated time, it is considered lapsed and the grade changes to an IX; this expired incomplete counts as an “F” in the GPA. [Note: if the course is completed within one year but the grade is not reported by the instructor within that time, the IN will still become an IX. The student does not need to petition, however, since the work was completed within the allowed time. Once the instructor submits the Removal of IN form to the Grade Department, the appropriate grade will replace the IX).

Procedure:
Form: Petition to Extend Time for Removal of Incomplete

Wording: Printed on the form. Fill in ‘Completion date’ (exact date on which the student submitted or will submit work), course, and term in which the IN was assigned.

Endorsements: Instructor
Chair of Course
Dean of Student’s School

Justification: An exception may be considered for the following reasons:

1. The student must work with the instructor and the instructor is not available within the time allowed. Such circumstances should be confirmed by the instructor and explained in the student’s justification statement.

2. Necessary research data or equipment are not available, thus inhibiting the completion of the remaining work within the allowed time. Such circumstances should be documented.

3. The work could not be completed within the allowed time because of a medical condition. Medical documentation should be included.

Note: The petition requires information from the instructor explaining what is needed to complete the course and why the instructor supports the student’s request; these questions are included on the petition form, and space is provided for the answers. Also, if additional courses were completed during the time that the IN should have been completed, the student’s justification statement must address why it was possible for the student to complete subsequent work but not possible to complete work for the IN course.
PETITION TO EXTEND TIME FOR REMOVAL OF INCOMPLETE

UNIVERSITY OF SOUTHERN CALIFORNIA
Committee on Academic Policies and Procedures

This petition pertains to academic issues only, and does not waive any financial responsibilities or obligations.

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**TO BE COMPLETED BY INITIATING DEPARTMENT**

**REQUEST:** to extend time until ________________ for the removal of an incomplete earned in ________________ course during the ________________ semester.

exact completion date (MONTH, DATE, AND YEAR)

Semester (Fall, Spring, Summer)

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One calendar year is allowed to complete an incomplete IN. Individual academic units may have more stringent policies regarding these time limits. If the IN is not completed within the designated time, the course is considered lapsed which results in a mark of IX for graded courses, NP (No Pass) for courses taken on a Pass/No Pass basis, or NC (No Credit) for courses taken on a Credit/No Credit basis. The Committee on Academic Policies and Procedures (CAPP) has determined that completion of an IN should be your first priority and therefore rarely grants an extension of time if you have enrolled in subsequent semesters.

On a separate page, explain clearly and concisely your justification for this request.

Student's Signature ______________________ Date ______________

**INSTRUCTOR APPROVAL REQUIRED:** (For Faculty use ONLY)

State what work is not yet completed ____________________________

_________________________________________________________________________________________

Explain why you support this student’s request for even further time for completion ____________________________

_________________________________________________________________________________________

Instructor’s Signature ______________________ Date ______________

**ENDORSEMENTS REQUIRED:**

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<th>Recommendation</th>
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<td>Chair (Course)</td>
<td>☐ Recommended ☐ Neutral ☐ Not Recommended</td>
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<td>Comments</td>
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<tr>
<td>Dean (Student’s School)</td>
<td>☐ Recommended ☐ Neutral ☐ Not Recommended</td>
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**CAPP ACTION:**

Date ______________ Approved ______________ Not Approved ______________

Comments __________________________________________________________

____________________________________________________________________

RETURN TO THE INITIATING DEPARTMENT WHO WILL FORWARD ALL COPIES TO THE ACADEMIC REVIEW DEPARTMENT FOR DISTRIBUTION.

ACADEMIC REVIEW DEPARTMENT; JHH 113, mc 0912; (213) 740-7741; acadrev@usc.edu

Copy Distribution: WHITE – Academic Review, CANARY – School, PINK – Student
Instructions for Petitioning
To Take and Count Graduate Course Work for Undergraduate Credit

Policy:
Students of junior or senior class standing with a GPA of 3.0 or higher (cumulatively and in the area of the graduate course) may receive special permission from the academic unit offering the course to enroll in and earn undergraduate credit for a graduate course. Petition is only necessary if the student is petitioning for UGRAD credit prior to Fall 2004, otherwise see catalogue for instructions.

Undergraduate students who do not meet this standard may petition to enroll in a graduate course and have it count for undergraduate credit. A student whose cumulative GPA is under 2.0 or who is enrolled through the Structured Curriculum Program may not pursue such a petition.

Procedure:
Form: Graduate Coursework for Undergraduate Credit
Wording: Printed on the form.
Endorsements: Instructor
          Dean of Student’s School
          Dean of Unit Offering the Course

Justification:
Undergraduate courses are considered more appropriate for undergraduate students. Therefore, the student must explain the advantage of the graduate course over an undergraduate course and offer evidence of ability to perform academically at a graduate level. If misadvisement is claimed, documentation must be provided.
PETITION TO TAKE GRADUATE COURSEWORK FOR UNDERGRADUATE CREDIT

UNIVERSITY OF SOUTHERN CALIFORNIA
Committee on Academic Policies and Procedures

A CURRENT USC TRANSCRIPT MUST BE ATTACHED
This petition pertains to academic issues only, and does not
waive any financial responsibilities or obligations.

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<th>Last Name</th>
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FOR DEPARTMENT USE ONLY

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<th>Request: To register for and count (Course, Units and Class #)</th>
<th>Code</th>
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<td>(Course)</td>
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<td>to be taken for undergraduate credit. (Semester and year)</td>
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<td>CAPP ACTION: Date Granted Denied</td>
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Committee remarks

Refer to the School Bulletin for departmental minimum g.p.a. and class level requirements needed for a petition to take graduate coursework for undergraduate credit.

Explain clearly and concisely your justification for this request

Student's Signature (attach additional page if needed) Date

INSTRUCTOR APPROVAL REQUIRED: (For Faculty Use Only)

Instructor of course in question

Provide rationale for making your graduate course available to this undergraduate student

Signature

ENDORSEMENT REQUIRED:

(In order indicated)

1. Dean of students majors Recommended Neutral Not Recommended Date

2. Dean of course in question

3. Dean of

Comments:

RETURN ALL COPIES TO THE DEPARTMENT IN WHICH THE PETITION WAS INITIATED

Form 4062

Copy Distribution: White - ASS Department/ Canary - School/ Pink - student
Instructions for Petitioning
To Count Excess PE Activity Units toward an Undergraduate Degree

Policy:
No more than four Physical Education activity units may count toward any undergraduate degree.

Procedure:
Form: General Petition
Wording: “To count (total activity units) of PHED toward the (degree objective) in (major)”
Endorsements: Chair of Student’s Major
Dean of Student’s School

Justification:
The student should explain why he or she enrolled in excess PE units. If the student is claiming misadvisement, written documentation must be provided. A degree summary and credit evaluation, if applicable, must also be provided.
Instructions for Petitioning
In a Course with a Unit Maximum Toward the Degree

Policy:
For courses that may be repeated for credit (directed research, special topics, etc.), the maximum number of units allowed toward the degree is indicated after the unit value in the catalogue. The limits set on such courses serve to insure the proper balance in a student’s degree program.

Procedure:
Form: General Petition

Wording: “To count (total units) of (course I.D.) toward (degree objective) in (major)”

Endorsements: Chair of Course
Chair of Student’s Major
Dean of Student’s School

Justification:
Student should explain why he or she repeated this course beyond the number of units allowed rather than enrolling in a different course. Documentation that the work was not repetitious, such as Directed Research contracts, course descriptions or syllabi should be included. If misadvisement is claimed, documentation must be provided.
Instructions for Petitioning
To Count a Course taken out of Sequence toward the Degree

Policy:
Prerequisites are courses and/or specific background required of students prior to advancing to the next course in a prescribed sequence of courses. A prerequisite course within the same discipline taken after the higher level course has been passed will not be available for unit or grade point credit.

Procedure:
Form: General Petition
Wording: “To count (course and term) taken out of sequence for unit and grade point credit”
Endorsements: Chair of Course
Chair of Student’s Major
Dean of Student’s School

Justification:
Student must explain why the course was taken out of sequence. If the course in question was taken elsewhere, a transfer credit evaluation should accompany the petition. If misadvisement is claimed, documentation must be provided.
Instructions for Petitioning
To Count a Repeated Course for Non-Repetitious Credit

Policy:
Undergraduate students may repeat courses in which grades of D+ or below were received, and both grades will automatically be calculated into the GPA. Students who wish to repeat a course in which a C+, C, or C- was received and have the subsequent grade calculated into the GPA must petition for permission to do so prior to re-registering for the course.

Graduate students may repeat courses in which grades of C- or below were received and both grades will automatically be calculated into the GPA. Students who wish to repeat a course in which a grade of C+ or C was received and have the subsequent grade calculated into the GPA must petition for permission to do so prior to re-registering for the course.

Students may be required to repeat a course to meet admission or graduation requirements for a program or may wish to repeat a course to assure their mastery of the subject. The repeated course and grade will appear on the student’s transcript, but will not be included in the student’s GPA unless a petition has been granted. Unit and subject credit may be requested only if the student is contending that the course in question was not actually repetitious, but rather a different course taught under the same course number. Syllabi from all courses must be attached.

Procedure:
Determine whether the student is asking to repeat the same course to improve the grade or asking to count a course which is not the same but has the same course number. Select the appropriate wording for the request.

Form: General Petition

Wording: “To repeat (course and term) for grade point credit” OR “To count (course and term) as non-repetitious for subject, unit and grade point credit”

Endorsements: Instructor of Course
Chair of Course
Chair of Student’s Major
Dean of Student’s School

Justification:
Student must explain why the course needs to be repeated. If misadvisement is claimed, documentation must be provided.
GENERAL PETITION

UNIVERSITY OF SOUTHERN CALIFORNIA
Committee on Academic Policies and Procedures

This petition pertains to academic issues only, and does not waive any financial responsibilities or obligations.

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**REQUEST:**

☐ to count __________ units of ____________ for which the degree limit is ________
   total units course ID unit limit

☐ to count ____________ taken out of sequence for unit and grade point credit
   course ID term

☐ to repeat ____________ for grade point credit
   course ID term

☐ to count ____________ as non-repetitious for subject, unit, and grade point credit
   course ID term

☐ OTHER:

**ATTACHMENTS REQUIRED:**

☐ Student Statement ☐ Supporting Documentation

**ENDORSEMENTS REQUIRED:** (Endorsements vary by petition. Check instructions.)

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<th>Printed Name</th>
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☐ Instructor
   Comments

☐ Chair (Course)
   Comments

☐ Dean (Course)
   Comments

☐ Chair (Student’s Major)
   Comments

☐ Dean (Student’s School)
   Comments

☐ General Education
   Comments

☐ Other
   Comments

**CAPP ACTION:**

Date __________________ Approved __________ Not Approved __________

Comments

RETURN TO THE INITIATING DEPARTMENT WHO WILL FORWARD ALL COPIES TO THE ACADEMIC REVIEW DEPARTMENT FOR DISTRIBUTION.

ACADEMIC REVIEW DEPARTMENT; JHH 113, mc 0912; (213) 740-7741; acadrev@usc.edu

Form 4094 – Rev 5/2008

Copy Distribution: WHITE – Academic Review, CANARY – School, PINK – Student