REQUEST FOR EXCEPTION TO RESIDENCE

☐ A: Request to take this course out of residence in the Fall/Winter/Spring (complete all sections)
☐ B: Request to complete an upper division Major requirement with transfer work (complete 1, 3, 4, 5, 6)

Disqualified students use “Readmission Pre-approval Form”

Name ___________________________ USC I.D. # ___________________________

Last Name  First Name  Middle Name

Class Standing ___________________________ Phone: (______) ___________________________

E-mail: ___________________________

Degree Objective ___________________________ Major(s) ___________________________ Minor(s) ___________________________

1. Student Justification Statement: Describe why you need to take this course out of residence during the Fall/Winter/Spring, or why you need to take an upper division Major requirement in transfer. Attach supporting documents if necessary.

__________________________________________________________________________

__________________________________________________________________________

Student Signature: ___________________________ Date submitted: ___________________________

2. Dean’s Approval Section: (Only required if course work will be taken in Fall, Winter or Spring terms. Transferability and applicability of course work will be determined by Degree Progress and Major department after dean’s approval.)

Request to take course work in Fall/Winter/Spring approved and exception to the residence policy is granted for the following reason(s):

☐ Unique academic opportunity  ☐ Illness/emergency  ☐ Last 8 or fewer units and student has left L.A. area

☐ Other. Please provide details.

☐ Request Denied. Comment: ___________________________

Dean’s name (printed) ___________________________ Signature: ___________________________ Date: ___________________________

3. Course Information

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Course Prefix, Number &amp; Title (e.g. MATH-200 Calculus I)</th>
<th>Term &amp; Year Course Will Be Taken</th>
<th>USC Equivalence (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Online/TV/correspondence course? Yes ☐ No ☐</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: 1 quarter unit = 2/3 semester unit. For example, a course earning 4 quarter units earns 2.67 semester units at USC.

4. Student’s Major Department Approval: If “A” checked above, do not proceed unless Dean’s approval appears in section 2.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Dept. Approval</td>
<td></td>
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</tr>
</tbody>
</table>

Comments: ___________________________

5. Corresponding USC Department Approval (if different from major department in section 4).

To USC Department: Direct student to their major department if a signature does not appear in section 4.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Dept. Approval</td>
<td></td>
<td></td>
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</tbody>
</table>

Comments: ___________________________

6. Degree Progress Approval Section: (Request is not approved until Degree Progress verifies course transferability.)

To Degree Progress (TRO 101): Do not proceed unless all appropriate signatures appear.

Based upon information available, you may transfer up to _____ units in residence. All remaining units for subject credit only. If this box is checked, ☐ the unit limitation is not an issue at this time. See over for description of residence limits.

Comment: ___________________________

Signature: ___________________________ Date: ___________________________
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: The Dean’s Approval section is not required and should not be completed for summer requests.

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. Degree Progress approval: Once the above sections have been completed, submit this form to Degree Progress (TRO 101). Degree Progress will verify course transferability and mail confirmation of approval to the student’s address as it appears below.

After courses have been completed, please have official transcripts submitted to:
USC, DEGREE PROGRESS – TRO 101, UNIVERSITY PARK, LOS ANGELES, CA 90089-0912.
Secure pdf transcripts and electronic transcripts can be sent to admscan@usc.edu
Your transcript will be evaluated and your transfer credit report updated as appropriate.

Complete the return mailing address section below.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
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</table>

Revised 01/14/2015