Course Work Pre-Approval Form for Spring Admits

Newly admitted students who have submitted a commitment deposit can use this form to request evaluation of courses they wish to take at another university or college in the semester before entering USC. The evaluation of each course will appear on your Transfer Credit Report, which you can view on OASIS (www.usc.edu/oasis) after you have been granted access. A response will not be mailed to you.

This form is not valid for current USC students, applicants, or students who have not paid a commitment deposit. This form is NOT to be used to determine credit for courses you have already taken.

Review all information on our website (http://www.usc.edu/dept/ARR/articulation/spring_admits.html) and on the back of this form before signing and submitting it to the Registrar One Stop Center [JHH; fax (213) 821-3757; onestop@usc.edu]. Please request ONLY courses that you plan to take in a future term.

Please print clearly.

Student ID #: __________________________ Name: __________________________________________________________
Daytime Phone: ( ) ______________________ E-mail: ____________________________________________________

Courses will be completed and transcripted during SUMMER/FALL __________ (year)
Major(s): __________________ Degree Objective(s) (B.A., B.S., Double, Second): __________ Minor(s): __________

Please provide complete information for each course (one course per box, up to 3 courses). Use additional forms if necessary. For overseas studies courses, please provide detailed course descriptions and/or syllabi, and identify which university will provide the transcript for the course(s).

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<th>Name of School I plan to attend (Include City &amp; State):</th>
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RESERVED FOR AR&R STAFF:____________________________________________________________________________________
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Reviewed by (AR&R Staff) __________________________ Date __________________________
General Transfer Credit Information

Grades:
- Courses must receive at least a grade of C- (or Pass or Credit equal to C- or higher) to transfer.
- No more than 4 units of GE (one course) can be taken Pass/No Pass. The lower division writing course cannot be taken Pass/No Pass.

Units:
- Transferable courses are granted the number of semester units indicated on the transfer transcript, even if a USC equivalent course receives a different number of units.
- Units at a quarter school are converted to semester units by dividing them by 1.5.

Definitions of Credit

USC Core
General Education categories that can be fulfilled in transfer (see “Transferring to USC” brochure and http://www.usc.edu/dept/ARR/private/forms/articulation_documents/Subject_Credit_Descriptions__Spr_Admits.pdf for category descriptions):
- Category I: Western Cultures and Traditions
- Category II: Global Cultures and Traditions
- Category III: Scientific Inquiry (cannot be taken through distance education*)
- Category V: Arts and Letters

Diversity:
These courses address relations among groups marked by differences in age, ability, ethnicity, gender, language, race, religion, sexual orientation, nationality and social class within a contemporary American context.

Lower division writing requirement (WRIT 150):
Transfer courses that fulfill this requirement are typically the second of a two-semester writing sequence.

Foreign Language:
Many majors have a foreign language requirement. Please check the ‘Additional Coursework by Major’ section of the ‘Transferring to USC’ brochure to determine whether your major requires foreign language study. Students will be required to take a foreign language placement exam to continue in language courses at USC.

Other Credit
Equivalence to a USC course:
The Articulation Office is authorized to grant certain basic equivalences in departments such as Biology, Chemistry, Math, Physics, Psychology, Sociology, and foreign languages.

Special situations -- do these apply to your pre-approval request?

Are you taking this course abroad?
Study abroad programs offered through U.S. colleges and universities are evaluated on a case by case basis. Credit for study abroad courses may be different from courses taken at the regular campus. Indicate on the front of the form courses that will be taken abroad and be sure to provide information about the program, a course syllabus, and state which university will provide the transcript for the course(s). Programs offered through international institutions cannot be evaluated in advance.

*Are you taking a course that is offered to any student through distance education (instructional television, online, hybrid, correspondence, etc.)?
Elective units are granted. No equivalence or category III GE is granted for lab science courses nor is any level of foreign language granted to courses taken via distance education. Equivalence, foreign language levels, and GE in these subjects can be granted after completing the course upon petition supported by documentation that you took a traditional classroom version of the course. Documentation may include a registration summary and your course syllabus; keep copies of all related materials. No advance guarantee of equivalence or subject credit can be made.
All courses taught in non-traditional settings or time frames require individual review after completing the course; no advance guarantee of credit can be made.

I understand and agree to the terms on this page.

Student Signature: ___________________________________________ Date: ________________________
(required)