

ABANDONED UNDERGRADUATE POSTS/ “STOPPED OUT STUDENTS” REACTIVATION PROCEDURES

Undergraduate students who have not been continuously enrolled/attempted course work will have their PoSts (program of study) expired with a Reason Code of Abandoned PoSt (AP). This procedure was designed to prevent students from re-enrolling without appropriate departmental review and authorization. **(Students who filed a formal Leave of Absence request will not have their PoSt expired and do not need to go through this procedure.)**

To resume their studies at USC, they must begin by contacting their academic department and meeting with an advisor. The following items must be reviewed with the returning student prior to their PoSt reactivation. Returning students and advisors are required to sign the affidavit at the end of this form in order to ensure that all required steps have been discussed and understood.

1. The procedure students follow depends on their situation:
 - Probationary/disqualified students (RNR 01/ RNR 03 hold) should be directed to the **Office of Academic Review and Retention**.
 - Students who originally entered USC before Fall 1997 are subject to special rules and should contact the **Office of Admission**.
 - Students who have their first completed USC course work within the past six years can have their PoSt reactivated and will follow their original catalog (step 3 below). See the note below regarding transfer work.
 - Students who do not complete their degrees within six consecutive years from their first completed semester of USC course work will not be allowed to continue following their pre-major, major and minor requirements. (This time limit includes semesters during which students are not enrolled). The pertinent department chair will decide what pre-major, major and minor requirements each student must follow and communicate the decision to the student in writing.
2. Departmental advisors should:
 - Determine if the previously completed USC course work remains relevant and determine if additional/new course work or requirements must be completed.
 - Review any restrictions/holds/mandatory advisement that the returning student may have and advise accordingly.
 - Submit the PoSt reactivation form, signed by the advisor and returning student, to the **Registrar One Stop Office**.
3. Upon reactivation of a PoSt, the Registrar One Stop will create a registration appointment for the returning student. Registration can then be completed on Web Registration.
4. If the returning student has applied or will apply for Financial Aid, the student should contact the **Financial Aid Office** through the ask.usc.edu contact page and update their enrollment status with them.

Students are required to provide transcripts of all course work attempted at any postsecondary institution, regardless of the type of course(s) or quality of the work. **A student's failure to provide transcripts for all course work attempted while away from USC may result in denial of transferred course work and a charge of a violation of the university's academic integrity policies.**

Note: Students who entered in Fall 1997 or later will not receive credit for any transfer work taken in Fall, Winter, or Spring unless it was approved in advance on a Request for Exception to Residency Form.

The requirements for reactivation into an undergraduate program, including the limitation on transfer work, have been discussed and are understood.

Advisor Name (printed)/Department

Student Name (printed)

Student I.D. Number

Advisor Signature

Date

Student Signature

Date

PoSt Code/Effective Term