Abandoned 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 reenrolling 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.)**

Undergraduate students who wish to resume their studies at USC must begin by contacting their academic department and meeting with an advisor. In order for the returning undergraduate's POST to be reactivated, the following items must be reviewed with the returning student. 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:
    a. Probationary/disqualified students should be directed to Academic Review.
    b. Students who originally entered USC before Fall 1997 are subject to special rules and should see the Office of Admission.
    c. 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 note below regarding transfer work.
    d. Students who do not complete their degrees within six consecutive years from the beginning of the semester of their first completed USC course work will not be allowed automatically 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:
    a. Determine if the previously completed USC course work remains relevant and determine if additional/new course work or requirements must be completed.
    b. Review any restrictions/holds/mandatory advisement that the returning student may have and advise accordingly.
3. To reactivate the POST, send this form, signed by the advisor and returning student, to the Office of Academic Records at: JHH lobby, MC 0912, Phone 213-740-8500, Fax 213-821-3724.
4. The returning student should visit the Registration Department and register in person. In some cases a returning student may be eligible for a Web registration appointment. Contact the Registration department for further information at x08500 or *register@usc.edu*
5. If the returning student has applied or will apply for Financial Aid, the student should contact a Financial Aid advisor (JHH Lobby) and inform the counselor of his/her enrollment status.

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.*

_____   _____   _____
Advisor Signature   *Date*   *Student Signature*   *Date*   *POST Code/Effec. Term*