

# Summer Course Work Pre-Approval Form

**This form is for undergraduates who cannot use the pre-approval process at [www.usc.edu/oasis](http://www.usc.edu/oasis). To satisfy upper division major requirements or to take courses during Fall/Winter/Spring, use a "Request for Exception to Residence" available from your advisor.**

Requests for courses at U.S. institutions require 10-15 business days for review. **The response will not be mailed to you** but will be posted on your **Transfer Credit Report** on OASIS. Requests for courses at overseas institutions may require more time.

There are significant restrictions on transferring courses. Please consult your academic advisor before signing the back of this form and submitting it to the Registrar One Stop Center (JHH; fax (213) 821-3753; [www.usc.edu/askusc](http://www.usc.edu/askusc)). Please note that pre-approval is granted based on available data. Transfer work in progress or not yet evaluated may reduce the credit available for transfer. **Please print clearly.**

Student I.D #: _____ Name: _____
Daytime Phone: (    ) _____ E-mail: _____@usc.edu
In addition to checking your Transfer Credit Report on OASIS, you may receive important comments via email. Be sure to monitor both for responses.
Major(s): _____ Minor(s): _____
Courses will be completed during <b>SUMMER</b> _____ (year)

**All courses must be completed in the summer requested and be recorded on the sending institution's transcript as a summer course.**

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).*

<b>Name of School I plan to attend</b> (Include City & State):  <b>Transfer Course Prefix, Number, &amp; Title</b> (e.g. MATH 200 Calculus I):  <b>I would like this course to satisfy:</b> <input type="checkbox"/> Diversity <input type="checkbox"/> GE Global Perspectives category: _____ (Only categories G and H available in transfer) <input type="checkbox"/> Equivalence to: _____ (No equivalence for distance education lab science courses.) <input type="checkbox"/> Foreign Language Level: _____ (No FL level for distance education courses.) <input type="checkbox"/> Lower Division Major / Minor requirement (Dept. approval may be required) <input type="checkbox"/> Dornsife units- College basic requirement <input type="checkbox"/> <b>Elective units</b> Department Approval/Comments (see reverse):  	<b>Name of School I plan to attend</b> (Include City & State):  <b>Transfer Course Prefix, Number, &amp; Title</b> (e.g. MATH 200 Calculus I):  <b>I would like this course to satisfy:</b> <input type="checkbox"/> Diversity <input type="checkbox"/> GE Global Perspectives category: _____ (Only categories G and H available in transfer) <input type="checkbox"/> Equivalence to: _____ (No equivalence for distance education lab science courses.) <input type="checkbox"/> Foreign Language Level: _____ (No FL level for distance education courses.) <input type="checkbox"/> Lower Division Major / Minor requirement (Dept. approval may be required) <input type="checkbox"/> Dornsife units- College basic requirement <input type="checkbox"/> <b>Elective units</b> Department Approval/Comments (see reverse):  	<b>Name of School I plan to attend</b> (Include City & State):  <b>Transfer Course Prefix, Number, &amp; Title</b> (e.g. MATH 200 Calculus I):  <b>I would like this course to satisfy:</b> <input type="checkbox"/> Diversity <input type="checkbox"/> GE Global Perspectives category: _____ (Only categories G and H available in transfer) <input type="checkbox"/> Equivalence to: _____ (No equivalence for distance education lab science courses.) <input type="checkbox"/> Foreign Language Level: _____ (No FL level for distance education courses.) <input type="checkbox"/> Lower Division Major / Minor requirement (Dept. approval may be required) <input type="checkbox"/> Dornsife units- College basic requirement <input type="checkbox"/> <b>Elective units</b> Department Approval/Comments (see reverse):  
--	--	--

RESERVED for AR&R STAFF: _____  _____  _____  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>AR&amp;R staff signature</span> <span>Date</span> </div>
---

## General Transfer Credit Information\*

### Undergraduates may:

- transfer the following subject credit after beginning study at USC: GE global perspectives (categories G and H), Diversity requirement, USC course equivalence and Dornsife units toward the College basic requirement.
- transfer a maximum of 64 units, but no more than 8 units after attaining Junior-level status.
- satisfy subject credit listed above even if they have transferred the maximum number of units.

### Undergraduates may NOT:

- satisfy Writing Requirements or GE Core Literacy (categories A-F) in transfer after starting classes at USC.
- satisfy **upper-division minor requirements** in transfer.
- satisfy **upper-division major requirements** in transfer without an approved “Request for Exception to Residence” available from your major advisor. *DO NOT USE this pre-approval form.*
- earn any credit for courses taken outside of USC during Fall, Winter, or Spring terms without an approved “Request for Exception to Residence.” See major advisor for assistance. *DO NOT USE this pre-approval form.*

\*IF YOU BEGAN STUDIES AT USC BEFORE FALL 1997 and are following a pre-Fall 1997 catalogue, different rules apply. Please speak to your academic advisor regarding transfer course eligibility.

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

#### Are you taking a transfer course associated with an internship?

No credit is allowed for internship courses from junior colleges. No advance guarantee of credit can be made for internship courses from four-year colleges; document carefully all academic work from the course for review after completing the internship.

#### Are you taking this course abroad?

Be sure to provide information about the program, a course syllabus, and state which university will provide the transcript for the course(s). If you request more than six international courses, your request may be subject to a special fee.

#### Are you taking a lab science or foreign language course that is offered to any student through distance education (online, instructional TV, hybrid, correspondence, etc.)?

Elective units are granted. Courses taken via distance education will not earn equivalence to USC lab science courses, nor will they satisfy foreign language levels. After completing the course, you must petition with documentation that you took a traditional classroom version of the course. Documentation includes a registration summary; a course syllabus is not sufficient documentation. Keep copies of all related materials. No advance guarantee of subject credit can be made. Online courses in other subjects are acceptable.

**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.**

### “Departmental approval/comments?” (on other side)

**An authorized signature is required here** from the USC department offering a similar course if you wish to repeat a class you took at USC with an unsatisfactory grade. Unit and subject credit are allowed if you repeat a class you failed (grades of F, NP, NC, IX, UW). Subject credit only is allowed if your previous grade was passing but did not meet departmental grade requirements.

Approval to transfer this course does not automatically grant approval to apply the course to your lower division major or minor requirements. **Do not assume that this course will satisfy departmental requirements unless you have written consent from your major/minor department.** Approval signature on the front of this form from the department is **strongly recommended**.

**Advisor:** see articulation agreements/histories and/or consult Transfer Credit Services to see if equivalence or subject credit is granted for this course, which may make further approval unnecessary. Sign to indicate approval and/or make brief comments on front side and/or document decision in advisement database. Inform student of departmental conditions, if any.

I have met with my academic advisor, \_\_\_\_\_ (advisor name), and I understand and agree to the terms on this page. I understand that Academic Records & Registrar must still verify my eligibility to transfer credit and the transferability of the courses.

Student Signature: \_\_\_\_\_  
(required)

Date: \_\_\_\_\_