

SPRING ADMIT PRE-APPROVAL FORM

Newly admitted spring 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 through my.usc.edu after you have been granted access.

USC has extensive **articulation agreements** with many California community colleges. These agreements comprise a set list of courses and how they will transfer to USC. If the school you are attending appears on an articulation agreement, you should **NOT** submit this form.

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.

Please remember to review the transfer policies and other information outlined in the [Course Planning Worksheet](#) and on the [Student Development Programs website](#) before you sign and date this page. Submit this form to Student Development Programs at sdpsd@usc.edu.

To ensure that you can enroll in time for the fall semester, we recommend you submit this form in **June or July 2024**. We will not process forms submitted after August 31, 2024. Please request **ONLY** the courses that you have registered for or intend to register for.

Special Situations: Do any of these apply to your pre-approval request?

Courses Taken 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 that granted for courses taken within the U.S. Indicate on page 2 of this form any 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). Please attach additional pages as necessary. ***Programs offered through international institutions cannot be evaluated in advance.***

Please note that U.S.-accredited schools are exempt from this policy. This includes but is not limited to: American University of Paris; Franklin University Switzerland; Richmond, The American International University in London; John Cabot University; Anglo-American University.

Distance Education Courses Offered to Any Student (Instructional TV, Online, Hybrid, etc.)

Distance-learning, online courses, concentrated “intensive” sessions, special weekend modules, and other nontraditional course formats and time frames will be considered by petition, and credit is granted on a case-by-case basis. Be sure to keep copies of course syllabi, exams and papers, as we may ask for these in making our determination. Please note that elective units only—not equivalence to USC courses or fulfillment of requirements—are granted for foreign language and laboratory science courses taught via distance learning, TV or in an online or correspondence course.

I have reviewed and understand the pre-approval instructions provided above.

Student's Signature: _____ Date: _____

Student Information

Student's Name: _____ USC ID Number: _____
First/Given Last/Family

USC Major:

Email Address:

College you plan to attend:

City/State or Country:

Please list the classes you plan to take and the requirements or course equivalents they will satisfy (example: Art History 1; GE-A/H).

Course:	<input type="checkbox"/> Study Abroad	Satisfies:
Course:	<input type="checkbox"/> Study Abroad	Satisfies:
Course:	<input type="checkbox"/> Study Abroad	Satisfies:
Course:	<input type="checkbox"/> Study Abroad	Satisfies:
Course:	<input type="checkbox"/> Study Abroad	Satisfies:
Course:	<input type="checkbox"/> Study Abroad	Satisfies:

Coursework transcribed for FALL: _____
(year)

Recommendations for fall course planning:

Students should make progress toward completing General Education, writing, foreign language (if required for your major), and/or other lower-division courses for your major, if available.

If required by your major, take a foreign language only if you are able to place into a course that is equivalent to USC's level three and can therefore satisfy the foreign language requirement.

In most cases, students at community colleges will need to take a second-semester composition course to satisfy USC's Writing 130/150 requirement. Take a writing course only if it is the course equivalent to USC's Writing 130/150. Sometimes a passing score (including a 3) in AP English can place a student into the equivalent course.

For students looking to enroll full-time, take 12-16 semester units (4-5 classes, depending on the units per class).

We encourage students enrolling at community colleges to begin the application and enrollment process as soon as possible. Many community colleges require placement exams, and classes can fill quickly. Check with your community college to see if AP exam credit can waive placement exams or course prerequisites.

Community colleges are designed to serve students in their local area and/or state. If you have plans to enroll at a community college in an area where you do not reside, it is possible you will need to complete additional steps for enrollment.

AR&R Staff Use Only

Signature _____

Date _____