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. 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 and on the back of this form before signing and submitting it to Student Development Programs at sdpesd@usc.edu. Please request ONLY courses that you plan to take in a future term.

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**Name of School I plan to attend**  
(Include City & State):

**Course Prefix, Number, & Title**  
(as it appears at the school you plan to attend, e.g. BIO-101 General Biology I):

- [ ] This is a study abroad course.  
  (See reverse)

- [ ] This would like this course to satisfy the following:  
  - [ ] General Education Category ______  
    (No science equivalence or GE-E for distance education courses.)

- [ ] Foreign Language Requirement: Level____  
  (No FL level available for distance education courses)

- [ ] Equivalence to:____________________

- [ ] WRIT 130/150

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  (No FL level available for distance education courses)

- [ ] Equivalence to:____________________

- [ ] WRIT 130/150
General Transfer Credit Information

**Grades:**
- Courses must receive at least a grade of C- (or Pass or Credit must be equal to C- or higher) to transfer.
- No more than 4 semester units of GE 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.
- Quarter units are converted to semester units by dividing them by 1.5. 3 quarter units will yield 2 semester units.

**Definitions of Credit**

**General Education:** Students starting college study at any college during Fall 2015 or later must satisfy General Education requirements described at dornsife.usc.edu/2015ge/:

- **Core Literacies:**
  - GE-A The Arts
  - GE-B Humanistic Inquiry (2 courses required)
  - GE-C Social Analysis (2 courses required)
  - GE-D Life Sciences
  - GE-E Physical Sciences
  - GE-F Quantitative Reasoning

- **Global Perspectives:**
  - GE-G Citizenship in a Global Era
  - GE-F Traditions and Historical Foundations

**Lower division writing requirement** (WRIT 130 — transfer equivalence of 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.

**Equivalence to a USC course:**
The Articulation Office is authorized to grant only certain basic equivalences in departments such as Biology, Chemistry, Math, Physics, 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 or general education credits are granted. USC course equivalence, GE-E and foreign language level are not granted to courses taken via any of these methods. If your course in these subjects is available to any student via one of these options, subject credit 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.