Instructions for the Graduate Transfer Credit Request Form

- Print your full name and 10-digit USC ID number <u>clearly.</u>
- Provide your USC e-mail address so that we may contact you if necessary. Do <u>not</u> use a non-USC e-mail address for your contact information.
- Be sure that you list all requested courses by the exact title that appears on your original transcript and provide course numbers (if available).
- If you want all courses evaluated, write "ALL" at the top of the Requested Courses field. Do not list courses.
- Submit the form to the Office of Degree Progress
- . If official transcripts/diplomas are not on file with the Office of Graduate Admissions you must submit them.
    - o Please note that documents are only considered "official" when they are received in a sealed envelope from the originating institution. All other documents are considered "unofficial" and cannot be used for transfer credit evaluation or degree verification purposes.
- Respond promptly to any requests for additional information or materials.
- After receiving notice of approval for transfer from the Office of Degree Progress, contact your academic department advisor to determine if coursework is applicable toward your degree.

General Guidelines for Graduate Transfer Credit

- Your Bachelors degree verification must have been completed.
- Transcripts/Diplomas submitted must be official (see definition above).
- Your previous institution must be officially recognized as a degree-granting educational institution by the Ministry of Education of the country in which it is located.
- Courses must be graduate-level.
- The institution <u>must</u> have been listed in the Educational History section of your original USC graduate application.
- Transfer credit requests should be submitted no later than the end of your second term.
- Eligible courses must have a grade of "B" (3.0 on a 4.0 +/- scale) equivalent or better, as determined by the Office of Admission.
- Courses graded Pass/Fail or Credit/No Credit are <u>not eligible</u> for transfer credit.

- No transfer credit is granted for:
    1. Research/Projects
    2. Individual Study
    3. Language study (ESL courses, etc.)
    4. Military Service
    5. Dogma courses
    6. Thesis work
    7. Labs
- Courses must be 1 unit equivalent or more.
- The maximum number of transfer credits that may be applied toward a master's degree, subject to departmental approval, is: four units in degree programs requiring 24–32 units; eight units in programs requiring 33–40 units; 12 units in programs requiring 41 or more units.
- Applicability of course work to your degree program will be determined by your major department.
- Final determination of transfer credit eligibility is determined by the Office of Graduate Admission

GRADUATE TRANSFER CREDIT REQUEST

This form is to be used for requesting graduate transfer credit. Please carefully read the instructions and information on the back of this form before filling out and submitting it.

<u>**Student Information**</u>

Name: _____
               Last   First   Middle

USC ID number: _____

Date of Birth (mm/dd/yyyy): _____   First Term Enrolled at USC: _____

Major: _____   Degree Objective: _____

Mailing Address: _____

                     _____

                     _____

Phone Number:_____   E-mail (USC address only): _____

NAME OF INSTITUTION: _____

LOCATION (City, Country):   _____

DATES ATTENDED (mm/yy-mm/yy):_____

LIST GRADUATE COURSES TO BE EVALUATED

Course Number (ex: EE545)   Course Title (ex: Robotics)   Semester (ex: Fall 2012)

_____
_____
_____
_____
_____

I certify that I have read and understood the instructions and information on the back of this form. I understand that transfer credit is not guaranteed and that the Office of Graduate Admissions has final authority with respect to eligibility of coursework.

                                 _____
                                     Student Signature and Date