

Transfer coursework information for students currently enrolled at USC

<http://www.usc.edu/dept/ARR/transferringcoursework/>

Discuss your plans with an academic advisor:

If you must take courses away from USC, speak with your departmental advisor as early as possible. Please read this document carefully and completely, as it contains the information you need to decide whether or not your preliminary plans will meet USC requirements.

After starting at USC, **ONLY elective** and **lower-division major/minor** coursework, the University Foreign **Language** Requirement, and the University **Diversity** requirement, may be taken away from USC, and **ONLY during the summer**.

USC Students are not allowed to take courses outside USC during Fall, Winter, and Spring terms.

All General Education Requirements, Writing Requirements, and all upper-division major/minor requirements MUST be taken at USC.

Determine if the course is transferable and will fulfill the requirements you wish:

IF YOU INTEND TO TAKE A COURSE AT A CALIFORNIA COMMUNITY COLLEGE:

- Obtain the current **articulation agreement** (comprehensive list of transferable courses) for the specific California Community College on the articulation website: <http://www.usc.edu/dept/ARR/articulation/>
- If the course you intend to take is listed on the agreement, then the course is transferable for unit credit. If not, it is not. *Regardless, you still need to fill out and submit the Transfer Course Work Pre-Approval Form.*

IF YOU INTEND TO TAKE A COURSE AT CAL STATE LA, CAL STATE LONG BEACH, CAL STATE NORTHRIDGE, CAL POLY POMONA, UCLA OR UC RIVERSIDE:

- Obtain an articulation history (the list of courses which have previously transferred) from the articulation website (above). If the course you intend to take is listed on the agreement, then the course is transferable. If not, it is either not transferable or has not yet been reviewed; please submit a detailed syllabus with the pre-approval form.

IF YOU INTEND TO TAKE A COURSE AT AN INSTITUTION NOT LISTED ABOVE:

- Submit a detailed syllabus with the paper version of the pre-approval form (below).
- *Note that ALL extension (and "At Night") courses DO NOT transfer into USC for any credit.*

you plan to take a Fine Arts course outside of USC:

▪ **Will the transfer course fulfill the requirement(s) you wish?**

You need to provide us with a current syllabus of the course along with your USC Transfer Coursework Pre-Approval Request Form. We recommend you phone the art department at the school you are planning to attend to request this. It can be a syllabus from a different teacher and different semester, as long as it is the same course number and less than one year old. This is required for us to determine if the transfer course is similar to ours.

▪ **Are you hoping to take the next course in sequence back at USC Roski School of Fine Arts?**

For example, you plan to take beginning drawing at Santa Monica College during the summer, and you want to take FA 101b, second semester drawing back at USC in the fall. After completing your course outside, you must successfully pass a portfolio review with an authorized full-time faculty person in the appropriate media area **BEFORE YOU WILL BE ABLE TO REGISTER FOR THE NEXT COURSE IN SEQUENCE** at USC. Portfolio Review/Prerequisite Waiver forms available in WAH 116 and online at http://roski.usc.edu/downloads/waiver_form.pdf

Go through the USC Transfer Credit Pre-Approval Process:

- Web-based process on OASIS: Use the "Request for Pre-approval to transfer coursework to USC" on OASIS for immediate feedback, unless you have been informed you cannot use it for this request. *You can access OASIS through <https://my.usc.edu>*
- Pre-Approval Form: Download this form if you are not able to use the web based process on OASIS. **All studio Fine Arts courses require the paper form with attached course syllabus. See box above for more info!** <http://www.usc.edu/dept/ARR/transferringcoursework/>

Upon completion of your coursework, submit your official sealed transcript to USC:

We recommend HAND DELIVERING OFFICIAL SEALED TRANSCRIPTS to Degree Progress rather than post mailing them. You have a much better chance they will get where they need to go! Degree Progress: (213) 740-7070.

University of Southern California
Degree Progress Department: JHH 010 (*basement of Student Administrative Services building*)
University Park
Los Angeles, CA 90089-0912

Confirm the acceptance of your course work.

Your Transfer Credit Report and STARS Report should both be updated on OASIS 10 - 15 working days after the receipt of your transcript by Degree Progress. If you have any questions, please call Degree Progress at (213) 740-7070.

Notify Degree Progress of impending graduation (if applicable).

If you plan to finish your final degree requirements with transfer course work, submit your transcripts ASAP. There is a submission deadline each term that affects your degree date. Notify Degree Progress as soon as you receive your updated Transfer Credit Report. 213-740-7070.

This is a partial listing of important rules that determine how courses taken elsewhere are transferred. Please consult your advisor or the Academic Policies section of the USC Catalogue for more information.

Residency: To be eligible for graduation, you must take a minimum of **64 units at USC**. Students may transfer in a maximum of 64 units toward the bachelor's degree. After you have earned **64 college-level units**, regardless of where they were earned, you may transfer a maximum of **8 units** to USC **up to the 64 unit transfer limit**. Courses past this limitation may earn "subject credit" – i.e., they may fulfill university requirements – but they **will not earn units** toward the total needed for graduation. For example, if you have already transferred 64 units, you may still take a course outside of USC to fulfill the Diversity or Foreign Language subject requirement, **but you will not receive units for the course**. Courses past the unit limits are still included in your transfer course GPA.

Repeated courses: Unit credit cannot be earned for a transferred undergraduate course previously taken at USC or elsewhere. In some circumstances, such a repeated course **may** receive subject credit. Consult your departmental advisor.

The University reserves the right to change its policies, rules, regulations and course offerings at any time.