**HOW TO TRANSFER COURSES**

**USC Department of Political Science and International Relations PhD Program**

APPLICATION REQUIREMENTS

* **Application (\*note a separate application form should be completed for each course)**
* **Statement of justification for how this course fits the field for which you wish to transfer this course**
* **Course syllabus from semester in which course was taken**

***COURSE TRANSFER APPLICATION***

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| --- | --- |
| **Name of Student** |  |
| **Student ID#** |  |
| **Date of Request** |  |
| **Name of Course** |  |
| **Course Number** |  |
| **Number of Units** |  |
| **Final Grade** |  |
| **School Where Course was Taken** |  |
| **Semester and Year Course was Taken** |  |
| **Field for which you want to transfer this course to fulfill a requirement** |  |
| **FIELD DIRECTOR APPROVAL (or Faculty Advisor approval for specialized third field)** |  |
| **DATE SIGNED** |  |

**STEP 1: OBTAIN APPROVAL FROM FIELD DIRECTOR**

Students wishing to transfer courses from another program into the POIR PhD Program must submit an inquiry via email to the **field department director** of the field you wish to use this course for, along with a copy of the syllabus of the course from the semester in which the course was taken. CC: Program Administrator, [dderosa@usc.edu](mailto:dderosa@usc.edu), on the request. A separate application should be completed for each course being requested for transfer.

This should be completedno later than the student’s second semester in the program.

If approved, obtain faculty signature on application approving the request.

**STEP 2: AFTER APPROVAL IS GRANTED FROM FIELD DIRECTOR**

Send signed application, syllabus, unofficial transcript, and a statement of justification for how this course fits the field for which you wish to transfer this course to the POIR PhD administrator.

**STEP 3: SEND TRANSCRIPTS TO USC**

Contact the Office of Academic Records and Registrar to submit transcripts and request the transfer. If your transcripts have already been sent as part of your original application to POIR, you may skip this step.

**STEP 4: EMAIL DEGREE PROGRESS** ([degreeprogress@usc.edu](mailto:degreeprogress@usc.edu))

After you obtain approval for course transfer from the field chair and the program administrator you will need to email degree program to request the “Graduate Transfer Credit report”. With your request, you will give them the following information about the course:

* Course name
* Course Number
* School where course was taken
* Semester/year course was taken

Degree Progress will review the transcripts from the school and, if eligible, the courses will be added to your record. Once on your record, you will receive an update from degree progress. At that time, **please forward the report to the PhD Administrator and the course(s) can then be applied to your degree.**

**STEP 5: UPDATE DEGREE PROGRESS PLAN**

You will also want to make sure to update your degree progress plan adding these courses in the proper fields. Please send me your updated course plan to include in your file once you have updated it.