

## Special Request Form

Date \_\_\_\_\_ Name (Last, First) \_\_\_\_\_

USC ID \_\_\_\_\_ Email \_\_\_\_\_

Degree Objective (select one)

- BSEE     MSCENG     MSEE     MSEEPP     MSEEEN     MSEEEMC     MSEEEMG  
 MSEEVL     MSEEWH     MSEEWN     MSFINE     MSGRNT     PhDCENG     PhDEE

**Undergraduate Students:** Contact Prof. Edward Maby (maby@usc.edu) for substitutions and waivers

**Graduate Students:** Contact Prof. Todd Brun (tbrun@usc.edu) for non-EE course work approval

*Students must take a STARS report to all faculty advisement appointments*

Request (select)

Count a NON-EE class toward the degree

Prior faculty approval is required for all non-EE classes, not including cross-listed courses (e.g. CSCI 455x)

Course you want to take \_\_\_\_\_

Waive a pre-requisite class for which there is no placement exam or a co-requisite

**EE 450, EE 457, EE 477L, EE 479, EE 559 may not be waived except by passing the placement exam**

Course you want to take \_\_\_\_\_ Course Pre/Co-requisite \_\_\_\_\_

Take a pre-requisite course as a co-requisite

Course you want to take \_\_\_\_\_ Course Co-requisite \_\_\_\_\_

Substitute a different course for a required/elective course

Indicate both required course and substitute

Substituting \_\_\_\_\_ in place of \_\_\_\_\_

Transfer courses

**BS degree:** Not for GEs. Major & math/science courses only.

**MS degree:** A maximum of 4 units from another institution as indicated on STARS.

*To get graduate transfer coursework evaluated by the University follow the instructions at*

<https://arr.usc.edu/services/degree-progress/graduatetransfercredit.html>

Non-USC Course \_\_\_\_\_ USC equivalent \_\_\_\_\_

### Department Use Only

Approve     Deny    Date \_\_\_\_\_    Comments \_\_\_\_\_

Advising Faculty Name (Print) \_\_\_\_\_

Advising Faculty Signature \_\_\_\_\_

Department Approval Name (Print) \_\_\_\_\_

Department Approval Signature \_\_\_\_\_