

Department of Electrical Engineering

Course Exception Request Form

The primary purpose of prerequisites and co-requisites is to ensure that students possess the skills and knowledge necessary for academic success. Students traditionally demonstrate their readiness to progress to a next course by following the sequence of courses in the curriculum. In some exceptional cases, a different way of satisfying the prerequisite knowledge requirement may be approved. Please be sure to attach all necessary documents to this petition.

Name of Student:		USC ID:	
Major:		GPA:	

I am petitioning to ...

- Take a prerequisite concurrently (as a co-requisite)
- Satisfy the prerequisite with knowledge gained in another comparable course
- Waive a prerequisite requirement

Course (s) to Enroll (number & title) & include Semester/Year i.e. ELCT 222 – Signals & Systems – Fall 2022	Prerequisite Course (s) (number & title) or Course(s) (number & title) to substitute i.e. MATH 242 – ELEM Differential Equations

Justification for the petition (check all that apply) –

<input type="checkbox"/>	I transferred from another institution and am trying to catch up to graduate on time. I am in good academic standing and I believe that I can study ahead to learn the background material before it is needed in this class.
<input type="checkbox"/>	I spent a semester doing a co-op, study abroad, or an exchange program and would like to get back on track to graduate on time. I believe that I can study ahead to learn the background material before it is needed in this class.
<input type="checkbox"/>	I already learned the material in another course that appears to satisfy the knowledge requirements. (Identify the course -- _____ and provide the syllabus)
<input type="checkbox"/>	Other rationale:

Please describe your plan for success in the enrolled course.

By signing my name below, I certify my understanding of and agreement with the above action(s). I understand that I am responsible for meeting all the course and degree requirements. If I fail to complete the above action(s), this approval may be revoked and I can be administratively withdrawn from the course. This can happen at any time, which may result in loss of my time investment, loss of my tuition payment, and loss of my course and curriculum credit.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Faculty Advisor's signature _____ Date: _____

The Undergraduate Director (please select one): -- Approve or Disapprove

Undergraduate Director's Signature: _____ **Date:** _____

Please see second page to identify your reasons.

Reason (s) for approval (check all that apply)

<input type="checkbox"/>	The student is in good academic standing and the transcript shows that he or she has enough knowledge to be successful in both prerequisite and main courses.
<input type="checkbox"/>	Graduation plan submitted by the student shows a reasonable timeline that, by taking prerequisite as a corequisite, will permit the student to graduate on time.
<input type="checkbox"/>	The syllabus of _____ from the previous institution provides sufficient evidence that the student has acquired the requisite knowledge.

Reasons (s) for disapproval (check all that apply)

<input type="checkbox"/>	The student is not in good academic standing and/or does not appear to possess the knowledge requisite for success.
<input type="checkbox"/>	The graduation plan submitted by the student does not make a convincing case that the prerequisite exception will actually allow an earlier graduation.
<input type="checkbox"/>	The syllabus of _____ from the previous institution does not convince me that the requisite knowledge has been gained.