

Subject: Validation of Course Credit  
Policy Number: V10  
Date: April 25, 2003  
Revised: December 15, 2008

#### POLICY:

Some students who have taken courses elsewhere or have had professional experience may desire to obtain college credit for those courses at USC.

#### PROCEDURE:

The University and the School normally accept academic credit from other higher education institutions that are accredited by their regional accrediting organization, such as the Southern Association of Schools and Colleges.

The School occasionally gets transfers from institutions that are not regionally accredited, such as private sectarian schools. Credit from such institutions is not automatically transferred. Students are required to petition the Petition's Committee. Our normal procedure is to see the Student Services Manager and request a petition form. Once the petition is returned to the Student Services Director, the petition will be forwarded to the committee for approval.

Journalism and mass communications courses taken at a school that is not accredited by ACEJMC cannot be counted for the degree unless they are "validated" by the Student Services Director and the student must have earned a grade of "B" or better in the class. The student must bring the course syllabus or course description to the Undergraduate Student Services Office to be referred to the Associate Director.

The Student Services Director will determine the course's eligibility to be validated. If approved, the student will be notified.

Validation exams should be arranged within one semester after the student transfers or the student should enroll in the class.

No more than 12 credit hours in journalism and mass communications may count from a non-ACEJMC accredited institution. A maximum of 15 credits hours in journalism and mass communications may count from an accredited institution.