



Department of Biomedical Engineering

Petition Form for BS, MS, and PhD students

Today's Date: _____

Catalog Year: _____

Name: _____

10 digit USC ID: _____

Email: _____

Local Phone: _____

Semester Entered: _____

Expected Graduation: _____

Affiliated Department: *circle one* BME Other: _____

Degree Objective: *circle one* BS MS Phd Other: _____

Degree Program: *circle one* BME BME(biochemical) BME/Electrical BME/Mechanical MDDE MIII

I. Please attach a letter addressed to Dr. Khoo, Department Chair, explaining the reason(s) for your request.

II. Please indicate the purpose of this petition:

☐ **SUBSTITUTION**

required course number: _____ title: _____

replacement course number: _____ title: _____

☐ **WAIVER**

course number: _____ title: _____

☐ **TRANSFER CREDIT** (*Attach course description, the college or university name, and syllabus.*)

USC course number: _____ title: _____

transfer course number: _____ title: _____

☐ **TECHNICAL ELECTIVE CREDIT** (*Attach course description from USC Catalogue.*)

course number: _____ title: _____

☐ **OTHER**

please explain: _____

III. Have you received approval for any substitutions or waivers prior to this request?

Please remember, university policy states that substitutions and waivers of USC or transfer courses for upper division requirements for majors are to be limited to a combination of 25%. Lower division courses cannot be substituted for upper division course requirements.

☐ **NO**

☐ **YES** (*please list below*)

An e-mail will be sent to notify you of the decision. It is your responsibility to keep a copy for your records.

Student's Signature: _____

Reviewed by: _____

For Office Use Only

STARS Report Updated: _____

☐ **approved**

Student E-mailed: _____

☐ **denied Reason:** _____