

Greetings,

We thank you for your application to the USC Suzanne Dworak-Peck School of Social Work and look forward to reviewing your application.

When students cannot provide degree conferrals on their official transcripts, we require an Enrollment Verification from the student's registrar or student advisor outlining an expected graduation date with a list of remaining courses needed. If for any reason, the undergraduate institution is not able to generate this letter, we require an acknowledgement from the student that concurrent enrollment will not commence.

Concurrent enrollment as outlined in our campus catalog is defined as follows:

*A student in a Graduate School degree program may not enroll for credit at this university and elsewhere simultaneously without advance permission from the dean of the degree program . . . Failure to secure such permission will result in invalidation of course work taken during periods of unauthorized concurrent enrollment.*

You may not be enrolled in a USC Master in Social Work program course while still taking courses for your undergraduate program, other courses at USC or any post baccalaureate courses elsewhere. If you are in the midst of finishing your undergraduate degree and are advised you need additional courses, please immediately inform your USC counselor to defer your application to the next appropriate cohort.

In an effort to inform students of this policy and their understanding of it, please sign below indicating that you understand the above policy and will not partake in concurrent enrollment. Once signed, please scan and email it to your counselor.

Sincerely,

Janine M. Braun, EMBA, M.Ed.  
Assistant Dean of Student Life  
JB/ny

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Applicant Name

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Applicant Signature

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Date

