University of San Diego

REQUEST FOR WAIVER OF RESIDENCY

Used for approval for students to take an off-campus course when, by the time off campus courses are completed, they will have completed more than 90 units (115 units for engineering majors)

Name: _____ Email: _____ ID #: _____

Note: This form is not needed if the course is taken through an affiliated Study Abroad Program.

Select ONE of the following options that best describes your status:

☐ I have fewer than 30 units remaining to complete my degree, and I request a waiver of residency requirement in order to take one or more courses off campus.

☐ I have earned more than 90 units (115 units for engineering majors) and am applying to take a course off campus, but I have 30 or more units remaining for my degree.

Have you already submitted a request via the Portal to take this course off-campus? Yes_____ No _____

The course will be taken at **Institution** _____

Course Number:_____ **Course Title:**_____ **Term:** _____ **Units:**_____

Please explain briefly the educational reasons for this request (attach extra sheets if necessary).
Note: Exceptions cannot be based on financial reasons alone, and are not typically allowed for courses offered/requirements that can be fulfilled at USD in the same term.

I understand for this course to transfer successfully to USD, I must also have 1) transfer request approval, 2) be within the limits of transfer policy, and 3) send an official transcript to USD.

In addition to this form, I acknowledge that the above three items are needed for a successful transfer.

DATE:_____ STUDENT SIGNATURE: _____

Knauss and Shiley-Marcos students should submit this form to their advisor. CAS students should submit the form to the department of their declared major, for the Chair's signature.

Approved: _____
Denied: _____ _____ _____
Department Chair (CAS) / Advisor (Knauss/Shiley-Marcos) Date

Approved: _____
Denied: _____ _____ _____
Major Academic Dean Date

Form Updated: January 2026