

**College of Fine Arts  
ACADEMIC ACTION FORM  
Non-major transfer courses only on this form**

**COMPLETE IN INK**

Name \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Email Address (Please print clearly) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Major \_\_\_\_\_

<b><u>PERMISSION REQUESTED TO:</u></b>	
<input type="checkbox"/> Complete transfer courses @ community college <input type="checkbox"/> Complete transfer courses @ 4 year college/university <input type="checkbox"/> Other	<input type="checkbox"/> Complete CLEP/other approved test for credit after having been at TCU <input type="checkbox"/> Complete correspondence course (s)
What college or university is offering the course (s)?	
When will you take the course?	
Have you completed other transfer courses since entering TCU?	If so, how many credit hours?

<b><u>MUST BE COMPLETED BEFORE TRANSFER COURSES CONSIDERED FOR APPROVAL:</u></b>
Will this transfer coursework involve travel outside the Continental US? YES ___ NO ___
If YES, please take this form to the Study Abroad office prior to submission to the Dean for approval:
Study Abroad Signature _____

List OTHER SCHOOL's COURSE INFO: Include Prefix, Course number, & Title. ATTACH a copy of the course description from catalog of other school if out-of-state school.	To be used for CORE Credit? Reply with <b>Yes</b> or <b>No</b> only.	<b>FOR OFFICE USE ONLY</b> Do not write below this line:
<b>Example:</b> ENGL 1302, Intermediate Composition	Yes	

**You must take WEM, CA, GA, & CSV at TCU – May not use any transfer work for these requirements.**

<b><u>PLEASE ATTACH AN APPROVED TRANSFER OF MAJOR COURSEWORK FORM for any coursework that you wish to have applied to your major.</u></b>
You will find this form in the College of Fine Arts Dean's office with other forms, or you may print a copy from the College of Fines Arts web page located online at: <a href="http://www.cfac.tcu.edu">www.cfac.tcu.edu</a>

<b>Action taken:</b>
<input type="checkbox"/> <b>Approved:</b>
<input type="checkbox"/> <b>Approved with exception(s):</b>
<input type="checkbox"/> <b>Denied: Already reached maximum TCU allowable transfer hours (12 hrs):</b>
<input type="checkbox"/> <b>Denied for reason(s):</b>
_____ Dean/Asst. to the Dean
_____ Date

cc: Student  
Advisor  
Registrar  
Department

College of Fine Arts  
ACADEMIC ACTION FORM  
Non-major transfer courses only on this form

INSTRUCTIONS AND GUIDELINES  
UNDERGRADUATE ACADEMIC ACTION FORM

---

1. **Prior** permission is required for all actions.
2. *University policy permits 12 transfer hrs. (total) once a student has entered TCU. Any exception to this rule requires pre-approval from Advisor, Department Chair, & Dean's office. Approval forms may be obtained in Dean's office.*
3. Forms that are not filled out completely and legibly **IN INK** will be returned to the student without action being taken. Errors or omissions in the form may result in approval being rescinded, even after coursework has been completed. Many colleges & universities have the same initials; to avoid confusion, use the school name rather than initials.
4. If you have a degree plan, you should up-date it before completing this form. It is also good practice to consult with your academic advisor. Keep in mind that you are responsible for knowing and meeting the requirements of the degree you are pursuing.
5. List the title and course number used by the school from which you wish to transfer credit. Do not use TCU's course title and number. **For your convenience, the TCU Transfer Core Course Equivalency link may be found on the front of this form.**
6. *A separate form ( Transfer of Major Coursework Form) is required before a transfer course may be substituted for a major requirement; this form must accompany this Academic Action form to receive approval to apply transfer work to your major.*
7. Decisions about transfer credit are made in the Dean's office. However, the decision that a course will/will not meet the UCR or TCU Core is based on guidelines from the Registrar's office.
8. When a decision has been made, a copy of the Action Form will be emailed to you. If you use more than one email address, please include both.
9. The current UNDERGRADUATE STUDIES BULLETIN will answer many of your questions about transfer work, advanced placement, the UCR, etc. Keep in mind the following:
  - \* No more that 66 hours of junior college credit will apply to a degree.
  - \* "D" grades will not transfer to TCU
  - \* Quarter hours will be converted to semester hours on the basis of 1 quarter hour = 2/3 semester hour.

NOTE: If you are granted permission to transfer credit to TCU from another school, it is your responsibility to see that the other school sends an official transcript of your work to:

**Texas Christian University**  
**Registrars' Office**  
**TCU Box 297004**  
**Fort Worth, TX 76129**

I have read and understand the above rules pertaining to this request.

---

Student Signature