COLLEGE of FINE ARTS

# TRANSFER OF MAJOR COURSEWORK
# COURSE EQUIVALENCY EVALUATION FORM

***General Instructions:***

1. Fill-in SECTION A, **Transferring Course Information**

   - Type or print the course number and title that matches the transcript from the school/college where credit was earned. Coursework on this form must match the school/college's transcript in order to be rearticulated as the TCU equivalent on the TCU internal transcript.

   - Multiple institutions may be listed on one form or the student may use a new form for each institution. If additional lines are needed please use a new form but only one set of original signatures are required.

2. To complete SECTION B, **TCU Course Equivalent,** consult with your faculty advisor or other authorized department faculty/staff member. Transcripts and/or course descriptions from the transferring school/college may be needed to ascertain equivalence.

3. After completing both sections of the form, the student must obtain signature(s) of approval from the appropriate designated representative:

School of Art, **Director Richard Lane**
School for Classical and Contemporary Dance, **Director Elizabeth Gillaspy**
School of Music, **Assistant Director Dr. Karen Click**
Department of Design, **Chair Lewis Glaser**
Department of Fashion Merchandising, **Chair Dr. Janace Bubonia**
Department of Theatre, **Chair Dr. Harry Parker**

4. The form then must be submitted to the Fine Arts Dean's office for final approval and processing. This may be done in person to MOUN 123 or via email to: CoFADegreePlan@tcu.edu.

| _____ | _____ | _____ | _____ |
|---|---|---|---|
| STUDENT SIGNATURE | DATE | SCHOOL or DEPARTMENT SIGNATURE | DATE |

IMPORTANT NOTES:
**Forms not filled out completely and legibly will be returned to the student without action being taken.** This process may be completed electronically or in person. Forms can be submitted with digital signatures. Students transferring to TCU with 54 or more hours are recommended to request a degree plan by submitting a Request for Degree Plan online from the College of Fine Arts website: finearts.tcu.edu - Undergraduate Resources

**It is the student's responsibility to request/confirm official transcripts have been sent to the Office of the Registrar.**

Paper submission: Office of the Registrar
TCU Box 297004
Fort Worth, TX 76129

Electronic submission: transfer.work@tcu.edu

TCU ID# _____ Student Name _____ Major _____

TCU Email _____ Advisor Name _____

| **SECTION A: Transferring Course Information** *To be completed by Student* | | | **SECTION B: TCU Course Equivalent** **To be completed by Major Department Faculty/Division Chair* | | | |
|---|---|---|---|---|---|---|
| College/ University Name | Course # | Course Title | Course # (ex. MUSI 10000) | Course Title | Credit Hours | Faculty Reviewer (if necessary) |
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* For equivalent TCU course # and name consult with Dept. Chair/Director or Faculty Advisor.