



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. Elizabeth Kirkendoll**

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

Student Name _____

TCU Email _____

Adviser Name _____

* For equivalent TCU course # and name consult with Dept. Chair/Director or Faculty Advisor.