



Transfer of Major Coursework Approval Form

Instructions for Students:

1. Complete SECTION A, Transferring Course Information
 - Include 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 a new form can be used for each institution. If additional lines are needed please use a new form but only one set of original signatures are required.
 - Transcripts and/or course descriptions from the transferring school/college may be requested to determine equivalence.
2. SECTION B, TCU Course Equivalent will be completed by your academic advisor or Department Chair/ School Director.
3. Once all sections of the form are completed, the student must obtain a signature of approval from the Department Chair /School Director.
4. Submit the completed, signed form to the College of Fine Arts Dean’s office for final approval and processing in person or by emailing it to CoFADegreePlan@tcu.edu.

STUDENT SIGNATURE

DATE

DEPARTMENT CHAIR or SCHOOL DIRECTOR SIGNATURE

DATE

IMPORTANT NOTES:

- Forms should be completed electronically and can be submitted with digital signatures or hand signed signatures.
- Incomplete forms will be returned to the student without action taken.

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 <i>To be completed by Student</i>			SECTION B: TCU Course Equivalent <i>*To be completed by Academic Advisor, Department Chair or School Director</i>			
College/ University Name	Course prefix and number (ex. MUS 1020)	Course Title (ex. _____)	Course Prefix and number (ex. MUSI 10000)	Course Title	Credit Hours	Faculty Reviewer (if necessary)

* The Department Chair/School Director or Advisor will determine the equivalent TCU course # if appropriate.