

Instructions and Guidelines:

1. Students must first submit their official transcripts from the transferring school/college to the Office of the Registrar at transfer.work@tcu.edu.

2. To the Student:

- Complete this page and Section A: Transferring Course Information.
- Course numbers and titles <u>must</u> match the transcript from the school/college where credit was earned 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 an additional copy of this form.
- The student should sign the form and then submit it to their school director or department chair for completion. Students should be prepared to submit transcripts, syllabi, and/or course descriptions from the transferring institution if necessary.

3. To the School Director or Department Chair:

- In consultation with faculty and/or the student's advisor(s), the school director or department chair should determine TCU course equivalents and complete Section B: TCU Course Equivalents in its entirety.
- If no TCU equivalent exists, please write "Generic Transfer Credit."
- Email the completed form to CoFADegreePlan@tcu.edu.
- 4. Once received, the Coordinator of Degree Certification for the College of Fine Arts will contact the registrar to request the transfer courses be articulated as approved on this form. Please allow up to four weeks after the form is submitted for the request to be processed.

Date:	Name:	ID#:	ID#:		
Email:		Major/Degree:			
Academic Advisor:					
 Student's Signature		Dept Chair/School Director's Signature	- Date		

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Judent Name 1Dπ.	Student Name:		ID#:	
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SECTION	SECTION A: Transferring Course Information To be completed by Student		SECTION B: TCU Course Equivalents To be completed by Major Department				
Institution	Course#	Course Title	Course #	Course Title	Credit Hours	Faculty Reviewer	

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