

**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 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 Errors or omissions in the form may result in approval being rescinded, even after coursework has been completed.
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.** Many schools have the same initials; to avoid confusion, use the name instead.
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

11/17/08