

***General Instructions  
Transfer of Major Coursework Form  
College of Fine Arts***

Approval of major coursework on this form will enable transfer work to appear as the TCU equivalent \*\* on the TCU internal transcripts. This will aid in the advising process as well as allow the student to register online for courses requiring transferred prerequisites. After completing this form, **please take directly to the Department** of your major for the appropriate signatures and then return the form to the Dean's Office, Moudy 119N.

1. **Forms that are not filled out completely and legibly will be returned to the student without action being taken.**
2. List the title and course number \*\* used by the school from which you have transferred credit. Many schools have the same initials; to avoid confusion, uses the name instead. To list more courses that will fit on one form, use an additional form.
3. Decisions about transfer equivalents are made in the Dean's Office. A departmental Advisor's signature is required; additionally, some Departments require the Dept. Chair's signature, as well. Please check with your advisor about this before bringing the form to the Dean's office.
4. When a decision has been made, a copy of the form will be emailed to you.
5. The decision that a course will/will not meet the TCUC or UCR is made on the Academic Action form only; please to make those requests on this form.

NOTES:

Students transferring to TCU with 54 or more hours should request a degree plan by completing the Request for Degree Plan and submitting it to the Dean's Office, Moudy 119N.

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  
Registrar's Office  
TCU Box 297004  
Fort Worth, TX 76129**

**College of Fine Arts**  
**Transfer of Major Coursework Form**

Name \_\_\_\_\_ TCU ID \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Local Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Major \_\_\_\_\_

College Name		Transfer Course Number/Name*		TCU Course Number**

\*Attach photocopy of course description from the catalog of the school where you took the course.

\*\* List equivalent TCU course number and name. Consult with the Department Chair or your Advisor. Transfer credit does not meet TCU 42 hr. upper level requirements.

Advisor (Dept. Chair) Signature \_\_\_\_\_

\_\_\_\_\_  
Assistant to Dean Signature

\_\_\_\_\_  
Date

Action Taken    Approved with Exception(s) \_\_\_\_\_  
                         Denied for Reason(s) \_\_\_\_\_