

COLLEGE OF SCIENCE AND ENGINEERING TRANSFER OF MAJOR COURSEWORK FORM

PRINT with BLACK or BLUE INK.

Name: _____ TCU ID# _____ Date: _____

Local Address or TCU Box # _____ City _____ State _____ Zip _____
 TCU Email Address: _____
 Degree sought: _____ Major: _____

List transfer course number (e.g. MATH 3030) and title below. Attach photocopy of course description from the catalog of the school where you took the course.	List equivalent TCU course number (e.g. MATH 30803) and title below. (Consult with the department chair or your advisor.)
Transfer course number: _____ Course title: _____ Name of school: _____ City and state: _____	TCU course number: _____ Course title: _____
Transfer course number: _____ Course title: _____ Name of school: _____ City and state: _____	TCU course number: _____ Course title: _____
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Transfer course number: _____ Course title: _____ Name of school: _____ City and state: _____	TCU course number: _____ Course title: _____

STUDENT is responsible for obtaining the Department signature below before submitting this form to the Dean's Office

DEPARTMENTAL RECOMMENDATION:

_____ Approved
 _____ Denied for reason(s) _____

Signature for the Department **Date**

FOR OFFICE USE ONLY

Action taken:

_____ Approved
 _____ Approved with exception(s)
 _____ Denied for reason(s) _____

Signature for the College **Date**

GENERAL INSTRUCTIONS

Approval of major coursework on this form will enable transfer work to appear as the TCU equivalent on TCU internal transcripts. This will aid in the advising process as well as allow the student to register online for courses requiring transferred prerequisites.

- 1 Forms that are not filled out completely and legibly will be returned to the student without action being taken.
- 2 List the course number and complete course title used by the school from which you have transferred credit. Use an additional form to list more courses than will fit on one form.
- 3 Decisions about transfer equivalents are made in the Dean's Office. A departmental recommendation and chairperson's signature are required before action will be taken in the Dean's Office.
- 4 A copy of the form will be emailed to you when a decision has been made.

NOTES:

- Students transferring to TCU with 50 or more hours should request a degree plan by completing the Request for Degree Plan and submitting it to the Dean's Office, TTC 102.
- 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**