

**ADDRAN COLLEGE
TRANSFER OF MAJOR COURSEWORK FORM**

Name: _____ TCU ID#: _____ Date: _____

Local Address or Box #: _____
Address City State Zip

Degree sought: _____ Major: _____

This form to be used for AddRan College majors and pre-majors only. Students majoring in other colleges or schools should consult the Dean's Office of their major.

List transfer course number and name and the institution where you took the course below. 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.)
Course number: Course name: Institution:	TCU equivalent course:
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DEPARTMENTAL RECOMMENDATION: <div style="text-align: right; margin-top: 10px;"> _____ Signature for the Department Date </div>
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Action taken: _____ approved with exception(s) _____ denied for reason(s) <div style="text-align: right; margin-top: 10px;"> _____ Signature for AddRan College Date </div>

Cc: Student Advisor Registrar
1/05

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 which are not filled out completely and legibly will be returned to the student without action being taken.
2. List the course number, title, and the school from which you have transferred credit. Many schools have the same initials; to avoid confusion, use the name instead. To list more courses than will fit on one form, use an additional 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. When a decision has been made, a copy of the form will be mailed to you. If you will soon be changing addresses, include the new address and the date at which it becomes effective.
5. The decision that a course will/will not meet the UCR is made elsewhere.

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