



TRANSFER OF GRADUATE 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 only. Students majoring in other colleges or schools should consult the Dean's Office of their major.

List transfer course number, course name and the institution where you took the course below.	List equivalent TCU course number and name. (Consult with the department chair or your advisor.)
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____
Course number: _____ Course name: _____ Institution: _____	Course number: _____ Course name: _____

DEPARTMENTAL RECOMMENDATION:	
_____ Signature for the Department	_____ Date
ACTION TAKEN: _____ approved with exception(s) _____ denied for reason(s)	
_____ Signature for AddRan College	_____ Date

GENERAL INSTRUCTIONS

Approval of graduate 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.

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**