

**HARRIS COLLEGE OF NURSING AND HEALTH SCIENCES
ACADEMIC ACTION/SPECIAL PERMISSION FORM**

Name
Email Address

TCU ID #

Date
Phone

Please read all instructions on p. 2 prior to completing this form. All information in the box below must be completed in order for the form to be signed and processed.

Degree sought	Major
Expected graduation date	Total hours completed to date
Total Jr. college hours completed	Semester hours completed at TCU
Semester hours in progress	Approximate TCU GPA

PERMISSION REQUESTED TO (check only one per form):

Interrupt last 30 hours with transfer credit	Complete CLEP/other approved test for credit after having been at TCU
Complete additional courses at another college or university after having been at TCU – see 'Note' section, p. 2	Complete online course(s)
Apply transfer credit to major	Study abroad
Take more than 18 hours; how many	Name of college/university you plan to attend.
Date(s) to take course(s)	How many credit hours?

REASON FOR REQUEST:

TRANSFER	MAJOR	√ here if course to be considered for satisfying TCU CC.	OFFICE USE
List transfer course number and name. Attach PHOTOCOPY of course description from other school's catalog. NOTE: online courses for lab sciences for your major, or prereqs. for graduate school are unacceptable.	If you plan to apply the transfer course to your major, list equivalent TCU course number and name. (Consult with the department chair or your adviser if needed.)		

Academic Advisor's approval:

Approved _____ Denied for reason(s) _____

Note: _____

Academic Advisor / Date _____ /

Assistant to the Dean for Undergraduate Studies signature for TCU course equivalency:

Assistant to the Dean for Undergraduate Studies / Date _____ /

Departmental recommendation:

Approved _____ Denied for reason(s) _____

Note: _____

Unit Head or Director of UG Programs / Date _____ /

Action taken:

Approved _____ Denied for reason(s) _____

Note: _____

Associate Dean, HS or Nursing / 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. Complete the form, save under a different file name, and email as an attachment to your advisor for approval. Your advisor will forward to next approvers. An email will be sent once a final decision is made.
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. Attach a **PHOTOCOPY** of the course description from other school's catalog.

NOTE:

- You will not be approved to transfer credits from another university if you are completing courses at TCU in that same semester (no concurrent enrollment).
- ALL students who have a total of 54 hours **must** take classes at a four-year university/college.
- No more than a total of four (4) courses can be transferred into TCU once attending TCU.
- Quarter hours will be converted to semester hours on the basis of one quarter hour = 2/3 semester hour.
- 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**