



Office of University Programs

Today's Date: \_\_\_\_\_

UNDERGRADUATE STUDENT – ACADEMIC ACTION FORM

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Local Address and Contact Information

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

TCU Box Number (if applicable) \_\_\_\_\_

Permission Requested To (please check only one per form)

Interrupt last 30 hours with transfer credit

Complete correspondence course(s)

Complete course(s) at another college/university

Study Abroad

Complete CLEP/other approved test for credit once at TCU

Other

What college or university is offering the course(s)? \_\_\_\_\_

Is this a junior college? Yes No State? (if not Texas) \_\_\_\_\_

When will you take the course? \_\_\_\_\_ How many credit hours? \_\_\_\_\_

Reason for Request

List transfer course name and number below. Attach a photocopy of the course description from the other school's catalog.

Course is to satisfy TCU CC UCR

For Office Use Only

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course(s) to be taken in (check one): Semester Hours Quarter Hours

Degree Sought (check one): B.A. B.S. All Hours completed to date: \_\_\_\_\_

Major: \_\_\_\_\_ Hours enrolled this semester: \_\_\_\_\_

Total community college hours completed since entering TCU: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

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

Departmental recommendation (check one): Approved Denied for reason(s)

Signature of Chair/Program Director \_\_\_\_\_

Date \_\_\_\_\_

Original: Dean's Office cc: Registrar Department Student

**FOR OFFICE USE ONLY**

**Action taken:**

Approved

Denied for reason(s)

Approved with exception(s)

Denied - already has maximum allowable community college hours

Denied - exceeds 54 cumulative semester hours

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

**UNDERGRADUATE ACADEMIC ACTION FORM – INSTRUCTIONS AND GUIDELINES**

1. **Prior permission is required for all actions.**
2. Forms that are not filled out completely and legibly will be returned to the student without action being taken. Errors or omissions in the form may result in approval being rescinded, even after coursework has been completed.
3. If you have a degree plan, you should up-date it before completing this form. It is also good practice to consult with your academic advisor. Keep in mind that you are responsible for knowing and meeting the requirements of the degree you are pursuing.
4. A departmental recommendation and chairperson's (or advisor's) signature are required before action will be taken in the Dean's office.
5. Decisions about transfer credit are made in the Dean's office.
6. When a decision has been made, a copy of the Action Form will be mailed to you. If you will be changing your address soon, include the new address and the date at which it becomes effective.
7. The current UNDERGRADUATE STUDIES BULLETIN will answer many of your questions about transfer work, advanced placement, the UCR, TCUCC, etc. Keep in mind the following:
  - No more than 66 hours of junior college credit will apply to a degree.
  - Credit by examination may be awarded only in the first 66 semester hours of college credit.
  - After enrolling at TCU, no more than 12 semester hours, except those earned in an approved study abroad program, may be transferred from another school.
  - No credit may be transferred from a non-bachelor degree granting institution once 54 cumulative semester hours have been earned.
  - "D" grades will not transfer to TCU.
  - Quarter hours will be converted to semester hours on the basis of 1 quarter hour = 2/3 semester hour.
  - Transfer hours do not count toward the 42 upper level hours required at TCU.
8. Students should be aware that by taking a class at another institution, they may or may not be adequately prepared to continue study at TCU in that or a related discipline. Please consult with an advisor in the relevant department or with the department's web site for details concerning topics covered in these courses at TCU. It is the student's responsibility to be certain that any course taken away from TCU provides adequate preparation for subsequent courses taken at TCU.

**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  
Fort Worth, TX 76129  
TCU Box 297004**

I have read and understand the above rules pertaining to this request.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date