



**COLLEGE OF
EDUCATION**

Undergraduate Academic Action Form

Undergraduate Studies
TCU Box 297900
Fort Worth, TX 76129
817.257.7660

DEVELOPING EFFECTIVE, ETHICAL EDUCATORS WITH A PASSION FOR LEARNING.

Name:		TCU ID#
Email Address:		Phone #
Major:	Classification:	Transfer hours completed:

After enrolling at TCU:

- | | |
|---|--|
| <p>1) All education majors must receive prior written approval from their academic advisor and the associate dean before taking courses at another institution. Coursework taken without prior written approval may not be applied to a degree.</p> <p>2) No more than 12 total semester hours, except those earned in an approved study abroad program, may be transferred from other schools.</p> | <p>3) No credit may be transferred from a community college once 54 cumulative semester hours have been earned.</p> <p>4) Transcripts of coursework taken elsewhere must reach the Registrar's Office within 30 days of completion of the coursework.</p> <p>5) Any exception to the above requires an attached written statement signed by the student's advisor.</p> |
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List transfer course name(s) and course number(s) below: (Attach a copy of course description(s) from the other school's catalog)	List the TCU course equivalent	For Office Use Only

College or University where course(s) will be taken: _____

Semester and Year to be taken: _____

By signing this form I understand that it is my responsibility to become familiar with and adhere to all College of Education and University policies regarding transfer work. **I also understand that transfer work must be approved and paperwork filed before I enroll in the course(s) requested. I know I must provide a transcript to TCU showing the completed coursework.**

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

RETURN FORM TO ROOM 213 IN THE BAILEY BUILDING

for College of Education use only	
Approval Status:	
____ Approved	
____ Denied for reason(s): _____	
Approved by: _____	
Date: _____	
Dean or College of Education Designee	