

Instructions and Guidelines
Undergraduate Academic Action Form
College of Communication

1. **All students must receive prior written approval from the academic dean of the major if they wish to take courses at another institution and have those courses count toward a degree at TCU.**
2. Submit your requests at least two weeks before the date you need a response.
3. No more than **a total of 12** semester hours, except those earned in an approved study abroad program, may be transferred from **other schools**.
4. No credit may be transferred from a non-bachelor degree granting institution once **54** cumulative hours have been earned.
5. ENGL 20803 is transferable to TCU for all students.
6. CA, GA, CSV and WEM are **not** transferable.
7. “D” grades will not transfer to TCU.
8. Transfer coursework is not eligible to meet TCU’s upper level requirement.
9. 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

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

Student Signature _____

