



MASTER OF LIBERAL ARTS

REQUEST FOR PRIOR APPROVAL / TRANSFER CREDIT

Name		Date of Request	
TCU ID		Telephone	
Semester started M.L.A. Program		MLA Hours Completed	
Transfer credit requested from		Date Completed	

Courses to transfer:

Department	Course #	Course title	Grade	Credits earned	TCU Equivalent Course (60210 carries Perspectives on Society credit)
					MALA 60200
					MALA 60200

MLA POLICY FOR PRIOR APPROVAL / TRANSFER CREDIT:

Students are expected to complete work within five years from the date of the earliest credit to be counted toward the degree (including transfer credit). Transfer credit may be requested only for courses broad enough in content to meet the philosophic intent of the MLA program. **All requests are subject to approval by the MLA Advisory Committee. Prior approval** is required for courses to be taken in a future semester. If the course is from an MLA program at another university which is a member of the Association of Graduate Liberal Studies Programs, no prior approval is required. **No more than six hours of transfer credit will be accepted.** This form must be used for all prior approval / transfer credit requests along with the following materials:

1.If course/s have been previously taken - official transcript of graduate work from an accredited university. For pre-approvals, official transcript should be sent after the course is completed. Official transcripts must be emailed from the university to tcugradstudies@tcu.edu or mailed to TCU Registrar, TCU Box 297005, Fort Worth, TX 76129.

2.Catalog course description

3.Course syllabus

4.Written statement showing how the course meets the philosophic intent of the MLA Program*

*Needed for any course that is not an MLA course.

ACTION TAKEN:

☐	Approved transfer of _____ semester hours for: _____
☐	Approved to take for transfer credit: _____
☐	Resubmit with additional information: _____
☐	Not approved for the following reason: _____

Director of MLA signature

Associate Dean signature

Date: _____