

# STUDY ABROAD TRANSFER COURSE APPROVAL

The Transfer Course Approval form (TCA) must be completed by any LMU student who wishes to study abroad through an LMU exchange program, an AJCU study abroad program, or a non-LMU study abroad program. The TCA is used to ascertain transferability, transfer of credit, and course equivalencies.

**STEP 1: TO BE COMPLETED BY STUDENT**

\_\_\_\_\_  
LAST NAME                      FIRST NAME

\_\_\_\_\_  
LMU ID NUMBER

\_\_\_\_\_  
LMU EMAIL

COLLEGE BA CF FT LA SE

\_\_\_\_\_  
DATES STUDYING ABROAD (MMYY) TO \_\_\_\_\_

\_\_\_\_\_  
INSTITUTION SPONSORING STUDY ABROAD PROGRAM

\_\_\_\_\_  
NAME OF PROGRAM

\_\_\_\_\_  
STUDY ABROAD OFFICE SIGNATURE/DATE

Students must complete the following steps before submitting this form to the Study Abroad Office VDA 130

**STEP 1** List the courses as seen on the host institution's catalog or website. Students may check the Existing Histories database (<http://registrar.lmu.edu/existinghistories>) to see how courses may have transferred in the past. (Please list several choices in case courses are not available.)

**STEP 2** Submit the TCA to the Office of the Registrar VDA 150 to determine the appropriate course equivalencies. The student will receive a notification to the lion account email when the form is ready for pickup (allow 7 business days for processing).

**STEP 3** Student must meet with the Associate Dean or Senior Coordinator of Academic Services in their college to discuss the fulfillment of course requirements and have the appropriate section completed.

Associate Deans Offices:

- Bellarmino College of Liberal Arts UNH 4600
- College of Business Administration HIL 200
- College of Communication and Fine Arts STR 101
- Frank Seaver College of Science and Engineering NOR 103C
- School of Film and Television XAV 325

**STEP 2: TO BE COMPLETED BY OFFICE OF THE REGISTRAR**

**STEP 3: TO BE COMPLETED BY OFFICE OF THE ASSOCIATE DEAN**

COURSE 1 - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
TITLE _____  DEPT _____ NUMBER _____ HOURS/UNITS _____	DEPT _____ NUMBER _____ HOURS _____  <input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR  <input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____
COURSE 2 - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
TITLE _____  DEPT _____ NUMBER _____ HOURS/UNITS _____	DEPT _____ NUMBER _____ HOURS _____  <input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR  <input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____
COURSE 3 - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
TITLE _____  DEPT _____ NUMBER _____ HOURS/UNITS _____	DEPT _____ NUMBER _____ HOURS _____  <input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR  <input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____
COURSE 4 - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
TITLE _____  DEPT _____ NUMBER _____ HOURS/UNITS _____	DEPT _____ NUMBER _____ HOURS _____  <input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR  <input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____
COURSE 5 - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
TITLE _____  DEPT _____ NUMBER _____ HOURS/UNITS _____	DEPT _____ NUMBER _____ HOURS _____  <input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR  <input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____
<b>OVER</b>		

TO BE COMPLETED BY STUDENT

TO BE COMPLETED BY  
OFFICE OF THE REGISTRAR

TO BE COMPLETED BY  
OFFICE OF THE ASSOCIATE DEAN

<b>COURSE 6</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 7</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 8</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 9</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 10</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 11</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 12</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 13</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

<b>COURSE 13</b> - AS LISTED IN THE INSTITUTION'S CATALOG OR WEBSITE	LMU EQUIVALENCE	REQUIREMENT FULFILLED
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TITLE _____	DEPT _____ NUMBER _____ HOURS _____	<input type="checkbox"/> CORE <input type="checkbox"/> ELECTIVE <input type="checkbox"/> MAJOR/MINOR _____
DEPT _____ NUMBER _____ HOURS/UNITS _____	<input type="checkbox"/> NOT TRANSFERABLE _____ SIGNATURE / DATE _____	<input type="checkbox"/> NOT ACCEPTABLE _____ SIGNATURE / DATE _____

USE ADDITIONAL FORM FOR MORE COURSES