



RECOMMENDED STUDY ABROAD TIMELINE FOR TRANSFER CREDITS

12+ months before
Researching choices

8-10 months before
Applying & PAFTC

5-6 months before
PAFTC Completed

Student leaves for
their program!

TIMELINESS

We ask that Subject Matter Experts (SMEs) review courses and provide either approval/denial **within 5 business days**. Students are instructed to wait at least five business days after they make their request before sending a follow up email.

STEP 1: RECEIVING REQUESTS

SMEs receive an email from the student that includes the syllabus for the course the student is requesting for their review, as well as the student's PAFTC form. We recommend you acknowledge receipt for documentation purposes.

STEP 2: REVIEWING SYLLABI & COURSE EQUIVALENCIES

Utilizing your expertise in your field, review each course's syllabus and information in your area for transfer credit:

- If you find it to be a **direct equivalent** to a TAMU Course [[Link to Undergraduate Catalog](#)], complete all relevant information in the table for the SME, writing in the equivalent TAMU course, your name, signature, the contact hours [[Link to Contact Hours Definition](#)], and residency eligibility, before returning the signed form to the student.
- If the course is **not a direct equivalent**, but you find it **sufficient for credit in your content area**, you may complete the information in the table for the course as a **specific rule, transfer by title, or general elective**.
- If you determine that the course is **not acceptable for credit at all**, inform the student and ArtSci Study Abroad.
- If you believe the course may have an equivalent **in a different department**, inform the student of which department to go to (they have the SME contact list and can initiate the request on their own).
- If a student comes to you for approval of the course **as their Major/Degree SME**, you may review the course as a specific rule, transfer by title, or general elective in their degree plan and sign for it in the appropriate places. The student should have already gone to the content area SME first **before** coming to you.

IMPORTANT THINGS TO REMEMBER

- Please make every effort to sign the PAFTC **digitally** without locking it from editing. Please do not convert the form into a Word Doc, as this makes it unacceptable by Education Abroad.
- Due to accreditation guidelines [[Link to relevant guidelines](#)], **Academic Advisors cannot sign for SMEs**, even if the course is going to be a specific rule, transfer by title, or general elective. The way a specific course will transfer for an individual student does not determine the method of its review, **as all transfer courses must have a documented review process with oversight by an SME**.
- Courses must **first be reviewed by their content area SME** for a determination, before the student can go the secondary route for approval through **their Major SME**.
- We **support all SME decisions** on courses (approvals or denials) and will redirect students as necessary.

