



# Pre-Approval Form for Transfer Credit

Name: \_\_\_\_\_ Email: \_\_\_\_\_@tamu.edu UIN: \_\_\_\_\_

Phone: \_\_\_\_\_ Major (e.g., HIST): \_\_\_\_\_ College: \_\_\_\_\_ Classification: \_\_\_\_\_

Program Type:  Affiliate Provider  Exchange  Independent Experiences  Other Program Location (City, Country or Virtual): \_\_\_\_\_

Primary Campus:  TAMU-College Station  TAMU-Galveston  Higher Education Center at McAllen Total attempted credits abroad (e.g., 12): \_\_\_\_\_

Program name in Education Abroad portal: \_\_\_\_\_

Institution Issuing Program Transcript: \_\_\_\_\_

Program Course Term: \_\_\_\_\_ Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_ Program Website: \_\_\_\_\_

## Applicant Instructions

The purpose of this form is to facilitate documentation of your education abroad courses and evaluation of their applicability to your TAMU degree plan. Next steps are as follows:

### STEP #1 – Identify courses to take abroad by listing them in the table on page 3.

- Discuss degree plan restrictions and degree areas that can be satisfied abroad with your **major and minor** academic advisors. Additional [guidelines](#) on rules for transfer credit courses are available on the Education Abroad website.
- If the program is granting **transcripts from multiple institutions**, a separate form must be completed for each institution.
- **Courses NOT eligible for transfer credit include** 1) practicum courses, 2) U.S. history and U.S. political science courses from an international university, and 3) English composition courses in non-English speaking countries.
- Include the host institution’s course prefixes and numbers if available. These are required for programs granting a transcript from a U.S. institution.

### STEP #2 – Attach course descriptions/syllabi and obtain required course approver signatures.

- Route form (via email or in person) for signatures in the order listed on the ‘Course Approver Use’ table along with the *entire* form (pages 1 – 4) and course descriptions/syllabi. A [list of contact information](#) for these approvers is available on the Education Abroad website.
1. **Admissions Approval:** Check whether the institution issuing your program transcript is on the [approved list](#). If institution is listed, you do not need Admissions approval and will leave the column blank. If institution is NOT listed, email form to [tcabroad@tamu.edu](mailto:tcabroad@tamu.edu), and Education Abroad will obtain approval for you.
  2. **Subject Matter Expert Evaluation:** A SME evaluation is required in the event students are pursuing courses to fulfill language credits, engineering credits, core curriculum requirements, and/or courses outside their college. Evaluations by additional academic departments might be needed. Language courses must be reviewed by [GLAC](#). Engineering courses must be reviewed by [HEGP](#). For other courses, **consult with your academic advisor** to verify if an SME signature is needed and which department(s) to contact if you are not sure who should review the course(s).
  3. **Major/Minor Academic Advisor Evaluation**
  4. **AOC/GOC Dean Approval:** Review the [contact list](#).

### STEP #3 – Upon receipt of all applicable signatures, return form to Education Abroad at [tcabroad@tamu.edu](mailto:tcabroad@tamu.edu).

- Notify Education Abroad and your academic advisor if there are any course changes/new courses *after* the form submission.
- Report any changes to the number of credit hours to Scholarships & Financial Aid ([financialaid@tamu.edu](mailto:financialaid@tamu.edu)). This could affect financial aid eligibility.

## Course Approver Instructions

**Texas A&M Student Use section:** Students fill out. Reference the steps on page 1. Use an additional copy of page 3 and 4 if more course approvals are needed.

**Course Approver Use section:** Departmental representatives must complete their respective section. *Signatures on this form are for course transfer approval only and do not indicate approval to participate in the program.* Below is a sample illustration for reference.

| Texas A&M Student Use                                |                                 | Course Approver Use (Texas A&M Staff or Faculty)    |  |            |               |  |               |  |
|--|---------------------------------|---|--|------------|---------------|--|---------------|--|
| Information from the Sponsoring Institution/Provider |                                 | *Admissions Approval<br>(Leave blank if NOT needed) | **Subject Matter Expert (SME) Evaluation |            |               | SME or Academic Advisor<br>(If left blank by the SME, the advisor must complete) |               | ***Major/Minor Academic Advisor Evaluation                           |
| Course Prefix and Number                             | Course Title                    | Acceptable for transfer credit (Y/N)                | TAMU Course <u>or</u> Degree Rule/Area   | SME Name   | SME Signature | Eligible for Residency Hours Rule 14.22  | Contact Hours | TAMU Course, Degree Area, <u>or</u> Rule (ICD, core, elective, etc.) |
| SPN 1234   | High Beginning Spanish Language |   | SPAN 102                                 | Jane Aggie | Jane Aggie    | N - J.A.   | 60            | Rule for language  |

**\*Admissions Approval (if needed):** Following page 1, step 2 instructions, Education Abroad will contact Admissions on the student's behalf to complete this column indicating whether the institution issuing the program transcript is accredited and/or courses are acceptable for transfer credit. **ONLY Admissions should write in this column.** When Admissions review is not applicable, it is okay to leave this column blank.

**\*\*Subject Matter Expert (SME) Evaluation:** Depending on the student's course selections, designated points of contact will evaluate courses relevant to their areas of expertise per university [SACSCOS](#) accreditation guidelines. **A SME evaluation is required in the event students are pursuing courses to fulfill language credits, engineering credits, core curriculum requirements, and/or courses outside their college** (SME evaluation may not be needed if the course will count as a general elective, consult college/department -specific policies). The evaluators must complete the following columns, sign, and then comment on pages 3 – 4.

- **TAMU Course or Degree Rule/Area:** Indicate the corresponding TAMU Course. If a TAMU Course is not available, indicate the corresponding degree area/rule.
- **Eligible for Upper-level Residency Hours:** Indicate whether the upper-division level course(s) could be adjusted to fulfill the residence requirement per [student rule 14.22](#) (Y/N) and then add initials. If a particular course does not qualify, mark an "X" next to that course in the column.
- **Contact Hours (numbers only):** When referencing the course descriptions/syllabi, convert semester credit hours to contact hours by multiplying by 15 (e.g., 3 semester credit hours x 15 = 45 contact hours). For ECTS conversion, divide by 2 (e.g., 6 ECTS/2 = 3 semester credit hours). Verify recommended credit points with students' sponsoring provider or institution.

**\*\*\*Major/Minor Advisor Evaluation:** Depending on the student's course selection, their academic advisors will evaluate courses relevant to their areas of expertise, complete the following columns on page 3, and then sign on page 4. **NOTE: In the event, the subject matter expert and academic advisor for major/minor are the SAME, please complete ALL respective columns in the 'Course Approvers Use' section and sign on page 4.**

- **TAMU Course, Degree Area, or Rule:** taking into consideration evaluations by other course approvers, indicate how the education abroad course might be adjusted into the student's degree plan ([ICD](#), core, elective, etc.). If a particular *course cannot be adjusted* into the student's degree plan, comment that the course is *work not applied* or mark an "X" next to that course in the column. Do not leave this column blank. Make it clear if a course will not apply to the student's degree plan.

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_@tamu.edu

UIN: \_\_\_\_\_

| Texas A&M Student Use                                |              | Course Approver Use (Texas A&M Staff or Faculty)           |  |          |               |   |               |   |
|--|--------------|--|--|----------|---------------|---|---------------|---|
| Information from the Sponsoring Institution/Provider |              | *Admissions Approval<br><i>(Leave blank if NOT needed)</i> | **Subject Matter Expert (SME) Evaluation |          |               | SME or Academic Advisor<br><i>(If left blank by the SME, the advisor must complete)</i> |               | ***Major/Minor Academic Advisor Evaluation                    |
| Course Prefix and Number                             | Course Title | Acceptable for transfer credit (Y/N)                       | TAMU Course or Degree Rule/Area          | SME Name | SME Signature | Eligible for Residency Hours <a href="#">Rule 14.22</a> (Y/N) & Initials                | Contact Hours | TAMU Course, Degree Area, or Rule (ICD, core, elective, etc.) |
|  |              |  |  |          |               |   |               |   |
|  |              |  |  |          |               |   |               |   |
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|  |              |  |  |          |               |   |               |   |
|  |              |  |  |          |               |   |               |   |

**Subject Matter Experts' Comments:** Please provide additional information and comment on recommendation. More space is available on page 4 as needed.



Student Name: \_\_\_\_\_

Email: \_\_\_\_\_@tamu.edu

UIN: \_\_\_\_\_

### Course Approvers' Signature Page

**Office of Admissions Approval** (if needed)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Comments: Please provide additional information and comment on recommendation.*

**Subject Matter Expert Evaluations Additional Comments** (if needed)

**Major/Minor Academic Advisor Evaluations**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

*Comments: Please provide additional information and comment on recommendation. If additional space is needed, add a comment box or attach an email with notes to the form.*

**AOC/GOC Dean Approval** (for student's college)

Name \_\_\_\_\_ Signature \_\_\_\_\_ College \_\_\_\_\_ Date \_\_\_\_\_

*Comments: Please provide additional information and comment on recommendation.*

**TAMU-College Station Graduate Students Only:**

**Committee Chair/Co-Chair**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office of Graduate & Professional Studies**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_