



TIMING

You should aim to complete your PAFTC form **at least a full semester prior to departure**. For example, if you're leaving for a Summer term, it should be completed by late Fall at the absolute latest.

PRELIMINARY MEETINGS

- **ArtSci Study Abroad Office [Link]**: To help you understand your responsibilities and resources.
- **Aggie One Stop [Link]**: To help you understand how your course selections may impact your financial aid.

COURSE SELECTIONS

- Utilize the **Previously Approved Transfer Credit Courses List [Link]** to see historical (not current) approvals.
- Make a course list that includes several **back-up options** (2 courses for Summer, 4 for Fall/Spring).
- Obtain the detailed **syllabi** in English (in PDF, Word, or a list of easy-to-understand active URLs) for every course listed on the form, as well as research a **proposed equivalent** in the **A&M catalog [Link]**.
- If utilizing Word or PDF, the files should be clearly named to indicate the host institution course.
- If you cannot find syllabi, **you** must reach out to the host institution or the affiliate provider.

SUBJECT MATTER EXPERT (SME) EVALUATION & APPROVAL

- In the College of Arts and Sciences, all courses on the form are required to obtain Subject Matter Expert (SME) approvals. **There are no exceptions.**
- Utilizing the SME list, reach out to the appropriate SME via email to ask them to review a course in their department or content area, attaching your PAFTC form and the appropriate syllabus.
- If they approve the course, they will return the form to you with **all SME columns** filled out.
- If they will not approve the course, then you must look at other options.
- If an SME does not return a decision to you **within five business days**, reach out to us.
- If a course does not receive approval by its content-area SME, it is possible to request approval as a General Elective through your home department's SME. Please contact the [ArtSci Study Abroad](#) office for assistance.

ADVISOR EVALUATION & APPROVAL

- **After** you obtain SME approvals for **every** course on the form, send the **completed** form to your Major Academic Advisor for their Academic Evaluation and signature.
- If any part of the form is blank for any course, the form will be returned to you to obtain completed information/approvals.

AOC EVALUATION & APPROVAL

After your form has been evaluated and signed by your Academic Advisor, you must send the form for AOC Dean processing at artsci-studyabroad@tamu.edu.