



## 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 the end of the prior Fall term at the 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 backup 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 provider. **Do not ask your Academic Advisor to find syllabi for you - this is your responsibility.**

## 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**. It does not matter if the course will be a General Elective.
- 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 an SME **does not return** a decision to you within **five business days**, reach out to us at our email.
- If the SME decides the course **is inadequate for credit** (e.g. due to insufficient contact hours or insufficient content or low academic rigor), then you must replace it with a different course.
- If the SME decides the course **doesn't have a content area** at Texas A&M, please email [artsci-studyabroad@tamu.edu](mailto:artsci-studyabroad@tamu.edu) and we will submit the course for review with the Dean Review Panel.

## 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. **Include all syllabi for all approved courses.**
- **If any part of the form is blank for any course**, the form will be **returned to you** to obtain completed information/approvals from the appropriate department (Admissions, Advisor, SME, etc.).

## 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](mailto:artsci-studyabroad@tamu.edu).