



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 academic advisor. Additional [guidelines](#) on rules for transfer credit courses are available on the Education Abroad website under Resources and Policies.
- Type in or use ink when confirming information for each course in the “Texas A&M Student Use” section.
- If the program is granting transcripts from *multiple institutions*, a separate form must be completed for each institution.
- List 8-10 courses for a semester program and 2-6 courses for a short-term program to ensure backup course options in case of cancellation or scheduling conflicts in country. **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.**
- Course prefixes and numbers are required for programs granting a transcript from a U.S. institution. Course prefixes and numbers are not required for programs granting a transcript from a foreign institution as some foreign institutions do not utilize them.

STEP #2 – 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 course descriptions/syllabi*. A [list of contact information](#) for these approvers is available on the Education Abroad website.
 1. **Admissions Approval:** Check for institution issuing your program transcript on the [approved foreign institutions list](#). If institution is on the list, you do not need Admissions approval. If institution is NOT listed (or is U.S. institution), email form to tcabroad@tamu.edu and Education Abroad will obtain approval for you.
 2. **Subject Matter Expert Evaluation:** Subject matter experts are required for language credits, core curriculum courses, and courses outside students’ college. Depending on courses, evaluations by additional academic departments might be needed. Consult your academic advisor to verify which departments to contact.
 3. **Major/Minor Academic Advisor Evaluation**
 4. **AOC/GOC Dean Approval**

STEP #3 – Upon receipt of all applicable signatures, return form to Education Abroad.

- Submit the completed form via email to tcabroad@tamu.edu or drop it off in Pavilion 112. A copy will be uploaded to your application.
- Notify Education Abroad and your academic advisor if there are any course changes/new courses *after* submission.
- Report any changes to the number of credit hours to Scholarships & Financial Aid (financialaid@tamu.edu). This could affect financial aid eligibility.

Course Approval Instructions

Texas A&M Student Use section: Pre-fill respective section. 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 (if needed)	**Subject Matter Expert (SME) Evaluation				SME or Academic Advisor	***Major/Minor Academic Advisor Evaluation
Course Prefix and Number	Course Title	Acceptable for transfer credit (Y/N)	Course Contact Hours	TAMU Course or Degree Rule/Area	SME Name	SME Signature	Eligible for Residency Hours (Y/N) & Initials	TAMU Course, Degree Area, or Rule (ICD, core, elective, etc.)
SPN 1234	High Beginning Spanish Language	Y	60	SPAN 102	Jane Aggie	Jane Aggie	N - J.A.	Rule for language

***Admissions Approval (if needed):** Upon request at tcabroad@tamu.edu, Education Abroad will contact the Office of 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 (Y/N) and sign on page 4.

****Subject Matter Expert (SME) Evaluation:** Depending on the student's course selections, recommended 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, core curriculum requirements, and/or courses outside their college.** The evaluators must complete the following columns, sign, and then comment on pages 3 – 4.

- **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.
- **TAMU Course or Degree Rule/Area:** Education abroad courses will be processed 'by title' as transcribed by the host institution for transfer credit (Pass/Fail). Indicate the corresponding TAMU Course. If a TAMU Course is not available, indicate the corresponding degree area/rule.

SME or Major/Minor Academic Advisor Evaluation:

- **Eligible for Residency Hours:** indicate whether the upper-division level course(s) could be adjusted to fulfill the residence requirement per [student rule 14.21](#) (Y/N) and then add initials. If a particular course does not qualify, mark an "X" next to that course in the column. *When left blank by the SME, the advisor must complete.*

*****Major/Minor Academic 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, *mark* an "X" next to that course in the column *and* comment that the course doesn't apply to the degree plan on page 4.



Student Name: _____

Email: _____@tam.u.edu

UIN: _____

Texas A&M Student Use		Course Approver Use (Texas A&M Staff or Faculty)						
Information from the Sponsoring Institution/Provider		*Admissions Approval (if needed)	**Subject Matter Expert (SME) Evaluation				SME or Academic Advisor	***Major/Minor Academic Advisor Evaluation
Course Prefix and Number	Course Title	Acceptable for transfer credit (Y/N)	Course Contact Hours	TAMU Course or Degree Rule/Area	SME Name	SME Signature	Eligible for Residency Hours (Y/N) & Initials	TAMU Course, Degree Area, or Rule (ICD, core, elective, etc.)

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.

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

Name _____ Signature _____ College _____ Date _____

Comments: Please provide additional information and comment on recommendation.

TAMU-CS Graduate Students Only: Committee Chair/Co-Chair

Name _____ Signature _____ Date _____

Office of Graduate & Professional Studies

Name _____ Signature _____ Date _____