



TIMELINE



1: TERM PLANNING

This should take place as early as possible in a student's degree (during normal advising meetings):

- *What are the available courses in my degree that I could take for transfer credit in a study abroad program?*
- *Are there any courses in my degree plan I cannot take abroad (must be taken at A&M)?*
- *When is the latest I can study abroad and still graduate on time with everything I need?* (Studying abroad is not allowed in the last semester, and we highly discourage any transfer credit programs during their senior year).

This is also where Advisors direct students to us for any questions related to study abroad ([ArtSci Study Abroad](#)).

2: PAFTC PLANNING

Students should have already met with ArtSci Study Abroad, and should have the PAFTC form's first page completed correctly, a complete list of courses, and the syllabi for all courses. At this point, the Advisor is examining their course list in a hypothetical context and identifying any red flags. No evaluations/signatures are given.

EXAMPLES OF RED FLAGS INCLUDE WHEN A STUDENT...

- Has selected a transfer course that would count for a course that must be taken in residence at A&M.
- Wants to do a Fall/Spring semester abroad for full credit, but hasn't selected enough courses/back-ups.
- Has no room left in their degree plan for any transfer credits (this is when "work not applied" is used).
- Has selected courses that even if approved by an SME, wouldn't apply to the degree area they are hoping for.
- Has presented you with course descriptions instead of syllabi (it is on them to find syllabi, not you).

3: PAFTC EVALUATION AND APPROVAL

Please follow the **PAFTC Advisor Guidance** document for your evaluation and approval. Students should only be sending you their form at this stage if the first page is completed and all SME approvals for all listed courses on the third page are completed, with all attached syllabi. Do not sign the form if there are any missing SME approvals or missing pieces of information (contact hours, residency eligibility, etc.).

4: POST-PROGRAM CREDIT ADJUSTMENT

When a student completes their program, Advisors will sometimes need to complete Degree Adjustments to finalize the placement of the transfer credits in the student's degree plan after the host institution's transcript is received by A&M (this can take 1-4 months after a program is completed). Please reference this university guidance [[LINK](#)]. If a student encounters issues with transfer credits not adjusting as intended through the PAFTC process, please redirect them to us.