Pre-Approval for Transfer Credit Process for Subject Matter Experts

RECOMMENDED STUDY ABROAD TIMELINE FOR TRANSFER CREDITS

12+ months beforeResearching choices

8-10 months before Applying & PAFTC

5-6 months before PAFTC Completed

Student leaves for their program!

TIMELINESS

We ask that Subject Matter Experts (SMEs) review courses and provide either approval/denial **within 5 business days.** Students are instructed to wait at least five business days after they make their request before sending a follow up email.

STEP 1: RECEIVING REQUESTS

SMEs receive an email from the student that includes the syllabus for the course the student is requesting for their review, as well as the student's PAFTC form. We recommend you acknowledge receipt for documentation purposes.

STEP 2: REVIEWING SYLLABI & COURSE EQUIVALENCIES

Utilizing your expertise in your field, review each course's syllabus and information in your area for transfer credit:

- If you find it to be a direct equivalent to a TAMU Course [Link to Undergraduate Catalog], complete all relevant information in the table for the SME, writing in the equivalent TAMU course, your name, signature, the contact hours [Link to Contact Hours Definition], and residency eligibility, before returning the signed form to the student.
- If the course is **not** a **direct equivalent**, but you find it **sufficient for credit in your content area**, you may complete the information in the table for the course as a **specific rule**, **transfer by title**, **or general elective**.
- If you determine that the course is not acceptable for credit at all, inform the student and ArtSci Study Abroad.
- If you believe the course may have an equivalent in a different department, inform the student of which
 department to go to (they have the SME contact list and can initiate the request on their own).
- If a student comes to you for approval of the course **as their Major/Degree SME**, you may review the course as a specific rule, transfer by title, or general elective in their degree plan and sign for it in the appropriate places. The student should have already gone to the content area SME first **before** coming to you.

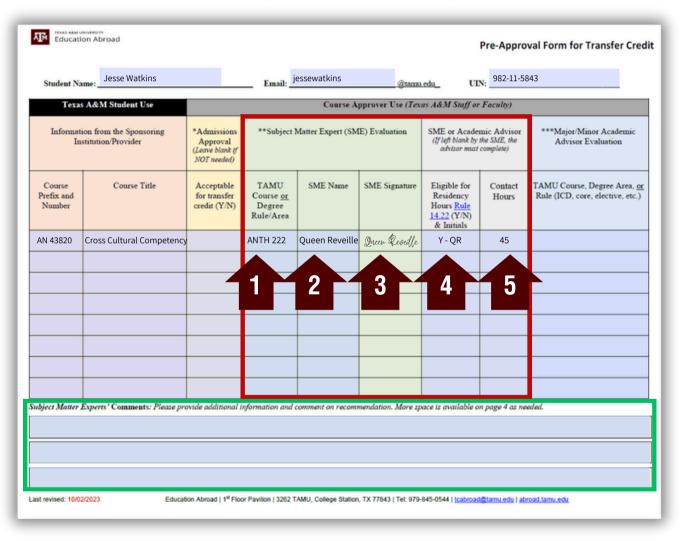
IMPORTANT THINGS TO REMEMBER

- Please make every effort to sign the PAFTC **digitally** without locking it from editing. Please do not convert the form into a Word Doc, as this makes it unacceptable by Education Abroad.
- Due to accreditation guidelines [Link to relevant guidelines], Academic Advisors cannot sign for SMEs, even if the course is going to be a specific rule, transfer by title, or general elective. The way a specific course will transfer for an individual student does not determine the method of its review, as all transfer courses must have a documented review process with oversight by an SME.
- Courses must **first be reviewed by their content area SME** for a determination, before the student can go the secondary route for approval through **their Major SME**.
- We support all SME decisions on courses (approvals or denials) and will redirect students as necessary.

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NAVIGATING THE FORM

Subject Matter Experts must complete the **five columns** indicated for SME Evaluation (**columns outlined in red**) utilizing the PAFTC form's instructions on pages 1-2. SMEs do **not** complete the columns for Texas A&M Student Use (this should **already be complete** before you receive the form), nor the Admissions Approval (**only for the Admissions office**). For any notes regarding the course (such as how many credits would be counted despite the contact hours), utilize the comments space **outlined in green**. If anything is left blank on the SME portion of the form, it will be returned to the SME for completion before AOC signature. Only if the SME is also the student's Major Academic Advisor should an SME complete the last column for Major/Minor Academic Advisor Evaluation.



**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.

12.3 TAMU Course or Degree Rule/Area: Indicate the corresponding TAMU Course. If a TAMU Course is not available, indicate the corresponding degree area/rule.

4 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.