

Undergraduate Study Abroad - Transfer Credit Pre-Approval Form

Purpose:

This form is required for all Texas A&M University-College Station undergraduate students participating in a transfer credit study abroad program. Students have the choice of either pre-approving their study abroad course credits to transfer back to Texas A&M, or making their experience "**non credit-bearing**."

Deadline:

This form is due by the university-wide scholarship deadline (studyabroad.tamu.edu/Funding/Scholarships). After the university-wide scholarship deadline has passed, submit the pre-approval form by **December 1st** for Spring and Winter Break programs, **April 1st** for Summer experiences and **June 1st** for Fall and Academic Year experiences. For assistance with the pre-approval form after the above deadlines have passed, contact a study abroad advisor for transfer credit programs at tcstudyabroad@tamu.edu.

Instructions for Students:

For students who would like to make their experience "**non credit-bearing**," please complete **Section I**, **Section II**, and **Section IV** of this form. Note: By making your experience non credit-bearing and not pre-approving your study abroad courses, it is not guaranteed that you can obtain the transfer study abroad credits from your program in the future.

For students who would like to pre-approve their study abroad course credits to transfer back to Texas A&M, read the instructions listed below. **Please allow for a minimum of two weeks to complete every section of this form.**

Step 1: Complete items in **Section I**, **Section II**, **Section III**, and **Section IV** as instructed by typing or printing clearly in ink.

Step 2: Check that all of the information is complete. Print the form and attach the syllabus/course description for each course listed in **Section III** before obtaining signatures to pre-approve transfer coursework.

Step 3: Representatives from the following Texas A&M departments must initial next to each course listed in **Section III** and sign for pre-approval in the order listed below.

1. Foreign Language Approval:

- **Arabic, Chinese, French, German, Greek, Italian, Japanese, Latin, or Russian-** *Department of International Studies*
Call (979) 845-5144 for available walk-in advising hours or to schedule an appointment with a foreign language academic advisor.

The Department of International Studies is located in Academic Building, Room 107.

- **Spanish-** *Department of Hispanic Studies*

Call (979) 845-2125 for available walk-in advising hours or to schedule an appointment. Office hours are available on hispanicstudies.tamu.edu. *The Department of Hispanic Studies is located in Academic Building, Room 107.*

Spanish majors contact Zuleika Carrasco. All other majors and Spanish minors contact Dr. Victor Arizpe. Please bring a copy of your unofficial transcript to be reviewed with the pre-approval form.

The Department of Hispanic Studies is located in Academic Building, Room 205

2. Department Approval: Academic advisor for your major and any other departments requiring approval.

3. Academic Operations Council (AOC) Dean in your College Dean's Office. For College Dean's Office locations, see the list of addresses on the next page, as well as the Texas A&M Campus Map at: aggiemap.tamu.edu/.

4. Return the form to the **Study Abroad Programs Office** for further processing.

Questions? Contact the Study Abroad Programs Office at tcstudyabroad@tamu.edu.

Dean Office Locations:

College of Agriculture & Life Sciences
Agriculture & Life Sciences Building
Suite 515
Phone: 979-845-3712

College of Geosciences
Eller Oceanography & Meteorology Building
Room 202
Phone: 979-845-3651

Dwight Look College of Engineering
Engineering Activities Building - B (EABB)
First Floor
Phone: 979-845-7200

College of Architecture
Langford A
Room 202
Phone: 979-845-7886

College of Liberal Arts
Coke Building
Room 202
Phone: 979-845-5143

Transition Academic Programs
Hotard Hall
Room 300
Phone: 979-845-5916

College of Education & Human Development
Heaton Hall
Room 112D
Phone: 979-845-5364

College of Science
Blocker Building
Room 517
Phone: 979-845-7361

Mays Business School
Wehner Building
Room 238
Phone: 979-862-3850

Bush School of Government & Public Service
International Affairs majors only
Allen Building
Room 2132
Phone: 979-862-8007

College of Veterinary Medicine and Biomedical Sciences
BIMS majors only
Veterinary Building Education Complex (VBEC)
VIDI Room 123
Phone: 979-845-4941

Section I: Applicant Information

| | | | | | |
|-------------------|----------------------|---------------------|----------------------|--------------------|----------------------|
| Family/Last Name: | <input type="text"/> | Given/First Name: | <input type="text"/> | | |
| Preferred Email: | <input type="text"/> | Local Phone Number: | <input type="text"/> | | |
| College: | <input type="text"/> | Major (e.g, HIST): | <input type="text"/> | Minor (e.g. SPAN): | <input type="text"/> |
| UIN#: | <input type="text"/> | 2nd Major: | <input type="text"/> | 2nd Minor: | <input type="text"/> |

Section II: General Program Information

| | | | |
|--|----------------------|-------------------|----------------------|
| Name of Program Provider: | <input type="text"/> | | |
| College/University Issuing Transcript: | <input type="text"/> | | |
| Program Start Date: | <input type="text"/> | Program End Date: | <input type="text"/> |
| City: | <input type="text"/> | | |
| Country: | <input type="text"/> | | |

NOTE

If your sponsoring program provider is **CIEE, AIB, SIT, or Kukulcan Language Institute**, these program providers issue their own transcripts.

If your program provider is **USAC**, then your transcript will be issued from an international university or one of its U.S. School of Records depending on the destination and/or term. For details, visit usac.unr.edu/academics/program-models. To verify the correct institution issuing the transcript, contact your **USAC** program advisor.

For further assistance, please contact the Study Abroad Programs Office at tcstudyabroad@tamu.edu.

Section III: Course Information *(Skip Section III, if you **do not** plan to transfer credits)*

Please read the instructions listed below before completing the course information section.

Course Number & Prefix:

Fill in the course number(s) and prefix(es) for your study abroad course(s) if this information is available.

Note: Course Number/Prefix section **MUST** be filled out if you are receiving a transcript from a **U.S. university**.

Do **NOT** list Texas A&M course numbers and prefixes. Since you will be transferring credits from another institution, you will list the course numbers and prefixes and/or course titles as they appear in the host university/sponsoring program provider's course catalog.

Course Choice:

Select your course choice(s). The purpose of the "Primary" and "Alternate" designations is to notify the academic department about which course(s) you plan to take. "Primary" indicates your first choice for course(s), and "Alternate" indicates your back-up course(s) should your primary course(s) be unavailable.

Course Title:

Fill in the course title(s) for your study abroad course(s). If you wish to pre-approve any foreign language course(s), please indicate the level of the language course, if applicable (e.g. Beginning Spanish or Low Intermediate French, etc.).

Contact Hours (Numbers only):

Indicate the total number of contact or classroom hours of the study abroad course(s). You can convert semester credit hours to contact hours by multiplying by 15 (e.g., 3 semester credit hours x 15 = 45 contact hours).

Students: Please attach a copy of the course syllabi to this form. Representatives from the following departments must initial next to each course listed below and sign for pre-approval **in the following order:**

- 1) Foreign Language Department (if applicable)
- 2) Department Advisor for your major and/or any other departments requiring approval
- 3) College Dean

For office locations, please refer to the instructions on pages 1 and 2 of this form.

Academic Advisors: Please indicate how each study abroad course listed below can be adjusted into the student's degree plan in the **"Degree Area/Texas A&M Equivalent"** column. If a particular course **cannot** be adjusted into the student's degree plan, mark an **"X"** next to that course in the **"Degree Area/Texas A&M Equivalent"** column and provide further comments on the signature page. Please also indicate whether or not the course will be adjusted to fulfill the residency requirement per student rule 14.20 (student-rules.tamu.edu/rule14) in the **"Residency Hours Approval"** column.

Texas A&M Student Use *(see above for instructions to complete items below)*

| Course Number & Prefix | Course Choice (Primary or Alternate) | Study Abroad Course Title | Contact Hours |
|------------------------|---|---------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Texas A&M Faculty/Staff Use

| 1. Foreign Language Approval <i>(if applicable)</i> | 2. Dept. Advisor Approval | Degree Area/ Texas A&M Equivalent <i>(See above note box for advisors)</i> | Residency Hours Approval <i>(See above note box for advisors)</i> | 3. AOC Dean Approval |
|---|------------------------------|--|--|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section III: Course Information continued

[illegible]

1. (If Applicable) **FOREIGN LANGUAGE APPROVAL**

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

Advisor's Name (print)

Advisor's Signature

Department

Date (mm/dd/yyyy)

Comment:

2. **DEPARTMENTAL APPROVAL**

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

Academic Advisor's Name (print)

Academic Advisor's Signature

Department

Date (mm/dd/yyyy)

Comment:

3. **ACADEMIC OPERATIONS COUNCIL (AOC) DEAN APPROVAL**

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

Dean's Name (print)

Dean's Signature

College

Date (mm/dd/yyyy)

Comment:

4. **STUDY ABROAD PROGRAMS OFFICE APPROVAL**

Once the above signatures and initials have been obtained, please return the Transfer Credit Pre-Approval Form to the **Study Abroad Programs Office** for further processing. When you turn in the form, please make sure you have also completed all other items within your online application, as it will not be processed until this has occurred. Once your application has been processed, a decision will be made as to whether or not you will be approved to study abroad. Your application status will be updated to reflect this decision and you will be notified via your @tamuedu email address of the status change.

Section IV: Undergraduate Student Acknowledgment

Please review, select and sign the acknowledgment that applies to your experience.

☐ Yes

I, the undersigned, acknowledge that I **DO** wish to receive transfer credit for the above listed study abroad courses. I do hereby state that I have read the Study Abroad Programs Office's eligibility requirements, the above comments, recommendations, or additional requirements and fully understand that I must satisfactorily complete the above course(s) in order to receive the transfer study abroad credit. I agree with the above comments made by the Office of Admissions Processing and/or faculty and staff approving language study. I also understand that I must furnish an official transcript from the university listed on this form reflecting the successful completion of the course(s), including the appropriate level of foreign language (if applicable), number of contact hours and number of weeks for each course to obtain the desired amount of semester credit hours. I understand that state regulations require 1 week of instruction per semester credit hours awarded. I understand that this means I can enroll in more than one course at a time (for example: two 3-credit hour courses in 3 weeks provided that these courses would normally be taught simultaneously, but not sequentially at Texas A&M. If I am taking any lower-division (101 through 202 equivalent) foreign language credit abroad, I understand that these are sequentially taught courses and may not be taken simultaneously. I understand these credits may not apply to the requirements of my degree plan. I understand by failing to obtain pre-approval on any study abroad course(s) taken, I will not have transfer credit approval at Texas A&M for this course(s). I understand that this form must be turned into the Study Abroad Programs Office by the study abroad scholarship deadline (Study Abroad Fellowship and International Education Fee Scholarship) in order to qualify.

☐ No

I, the undersigned, acknowledge that I **DO NOT** wish to transfer any of the study abroad course credits back to Texas A&M from my program. I am waiving my request for pre-approval of coursework and understand that the transferability of courses will be decided when a transcript is provided. I also understand this may result in some courses being deemed 'non-transferrable' and no credit will be given. By not completing the pre-approval process to guarantee the transfer of my study abroad credits, I do hereby forfeit my rights to the following: 1) Access to the study abroad placeholder course, which serves the purpose of maintaining my enrollment status at Texas A&M during the study abroad term and confirming my attempted course load abroad for financial aid purposes. 2) Access to federal and state financial aid, as well as other means of aid available to eligible students (e.g., Texas Guaranteed Tuition Plan, ROTC Tuition and Fees Scholarship, etc.). 3) Access to being considered for one of the study abroad scholarships (Study Abroad Fellowship and the International Education Fee Scholarship).

Student's Name (print)

Student's Signature

Date (mm/dd/yyyy)

An electronic copy of this agreement will be attached to your online application with the Study Abroad Programs Office prior to departure.

**State law requires that you be informed of the following: (1) you are entitled to be informed about the information of yourself collected by use of this form (with a few exceptions provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.*