

**GENERAL EDUCATION EVALUATION FORM FOR
AN UNEQUATED TRANSFER COURSE**

Evaluated by: _____ / _____ / Date: _____
Academic Counselor Counselor's Academic Unit

Student's Name: _____ I.D.#: _____ Class: _____

Major: _____ College: _____

Course Description:

Department	Course #	OU Equivalent if Applicable
Course Title		
Credit Hours:	Semester / Quarter	Level: Lower / Upper Division
Term and Year Completed		
Transferring Institution		City and State
Laboratory:	Yes _____ No _____	Unknown _____
Writing Component:	Yes _____ No _____	Unknown _____

University of Oklahoma General Education
Core **I** **II** **III** **IV** (Circle one)

_____ Specific Requirement

___ I have approved the transfer course listed above as satisfying the University of Oklahoma's General Education requirement for this student, as indicated above. This approval does not presume fulfillment of any college-specific degree requirement unless approved by the dean of the student's degree college.
___ I am forwarding the student's request to PACGEO with no recommendation.

Signed

Attachment: Material used as documentation for this decision must be attached.

Submit to: Provost's Advisory Committee for General Education Oversight (PACGEO)
c/o Dean Paul Bell, College of Arts and Sciences, ELLH 108.

ACTION BY PROVOST'S ADVISORY COMMITTEE FOR GENERAL EDUCATION OVERSIGHT:

Denied: _____ Approved: _____ for placement on general education course list:

Core **I** **II** **III** **IV** (circle one) Specific Requirement: _____

Signature: _____ Date: _____

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Policies and Procedures

Policy

Transfer courses that are not equated to OU courses may still satisfy general education requirements. To facilitate advising of new transfer students, academic advisors at OU are authorized to certify unequated transfer courses as satisfying general education requirements for an individual student. PACGEO will subsequently review each course so certified to determine whether or not it will be added to the list of transfer courses that satisfy a general education requirement for any student.

Procedure

When new transfer students discuss their transfer courses with advisors at OU, the advisor may look at the content of an unequated transfer course and make a judgement as to whether or not it satisfies a general education requirement for the student. If so, the advisor may link the course to the general education requirement on the student's A/DA, or simply waive the general education requirement and note how it was satisfied. The advisor must then complete and submit to PACGEO the "General Education Evaluation Form for an Unequated Transfer Course." The documentation used by the advisor as the basis for the decision should be attached to the request. If the committee concurs with the advisor's decision, then that course will be added to the transfer course database and will count as a general education course for all future transfer students who transfer credit for it. If the committee disagrees with the advisors' recommendation, the course will be marked as "rejected" under the general education field on the transfer course database, and the course will not satisfy the general education requirement for future transfer students. However, ***the course continues to satisfy the general education requirement for the original student.*** If an advisor is uncertain whether or not a course should count for general education credit, he/she may forward it to PACGEO with no recommendation.