

GENERAL EDUCATION EVALUATION FORM: UNEQUATED TRANSFER COURSE

Advisor/Evaluator: _____ Academic Unit _____ Date: _____

Student Name: _____ I.D. _____ Classification: _____

Major: _____ College: _____

Transfer Course Description:

Subject	Course #	Title
Credit Hours	Semester / Quarter	Level / Division Lower ☐
Transfer Institution		
City	State	Note
Required Writing Component Yes ☐ No ☐		

University of Oklahoma General Education Core Area:

Category I	☐ Eng Comp I.	☐ Eng. Comp II.	☐ COMMS	☐ Math	☐ Other
Category II	☐ Natural Science	☐ Natural Science - Lab			
Category III	☐ American Government	☐ Social Science			
Category IV	☐ Artistic Form	☐ Western Culture	☐ World Culture	☐ U.S. History	
Category V	☐ Senior Capstone	☐ First Year Experience			

Please attach documentation, including course description, syllabus, handouts, written assignments, exams, for review. Submit to: Provost's Advisory Committee for General Education Oversight (PACGEO) c/o Evans Hall 104 or email to gened-petitions@ou.edu .

ACTION BY PROVOST'S ADVISORY COMMITTEE FOR GENERAL EDUCATION OVERSIGHT
ONLY BELOW THIS LINE

Denied ☐ Approved For This Student Only ☐ Approved for general education course list ☐

Category _____ Specific Requirement _____

Signature: _____ Date: _____



GENERAL EDUCATION EVALUATION FORM: UNEQUATED TRANSFER COURSE

Policy

- Transfer courses that are not equated to OU courses may still satisfy general education requirements; OU Academic advisors are authorized to certify unequated transfer courses as satisfying general education requirements for an individual student.
- If the academic advisor is uncertain whether a transfer course will meet OU's general education standards, they should submit it to PACGEO for review & decision.

Procedure

- After discussing the course with a new transfer student, OU academic advisors should look at the content of an unequated transfer course and make a judgment as to whether it satisfies a general education requirement for the student.
 - Lower division general education courses require at least one scholarly cited paper that is a minimum of five (5) pages. A combination of multiple smaller papers does not satisfy this requirement. Four to five academic sources are preferred.
 - Upper division general education courses require at least one scholarly cited paper that is a minimum of ten (10) pages. A combination of multiple smaller papers does not satisfy this requirement. Eight (8) to ten (10) academic sources are preferred.
- If requirements are met, the advisor may link the course to the general education requirement on the student's degree audit or simply waive the requirement and note how it was satisfied.
- The academic advisor must then complete and submit to PACGEO the "General Education Evaluation Form for an Unequated Transfer Course." The documentation used by the academic advisor as the basis for the decision must 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 academic 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. ***The course will satisfy the general education requirement for the original student only.***