



OFFICE OF THE
Senior Vice President & Provost

MEMORANDUM

TO: Deans, Associate Deans, Chairs, and Directors

FROM: Glen Krutz
Vice Provost for Academic Initiatives
Chair, Provost's Advisory Committee on General Education Oversight (PACGEO)

DATE: August 3, 2016

SUBJECT: PACGEO – Course Approval

OU undergraduate students take at least 40 hours of general education courses, a full third of their curriculum. OU's general education system is overseen by the Provost's Advisory Committee on General Education Oversight (PACGEO). The Provost appoints faculty members from a range of disciplines to evaluate courses and make recommendations to the Provost for courses to be included in OU's general education catalogue. More information about OU's general education mission, policy, and processes can be found on the [OU general education website](#).

The purpose of this memo is to clarify that courses submitted for general education credit cannot be evaluated for approval in the same semester that they are offered. Students enrolled in the course currently under evaluation will not receive retroactive gen ed credit. A course must be submitted and approved by PACGEO at least one semester before it is to be offered as a gen ed course. Students enrolled in a course that is under review by PACGEO should not be advised that they will receive gen ed credit if the course is approved.

Gen ed approval is not a guarantee; many course submissions require revisions to meet gen ed standards. These revisions cannot be properly implemented while the course is currently in session. Common revisions include meeting page requirements of writing assignments, increasing the rigor of the course (particularly in upper-division courses), and assuring that the course meets the standards of the gen ed category for which it seeks approval.

Please disseminate as necessary to faculty and course planners in your college or department.
Contact the Provost's Office if you have any questions.

GK:mk

cc: Breck Turkington, Associate Registrar
Kathryn Butler, Admissions