

# GENERAL EDUCATION EVALUATION FORM FOR AN UNEQUATED TRANSFER COURSE

Evaluated by: \_\_\_\_\_ / \_\_\_\_\_ / Date: \_\_\_\_\_  
Academic Advisor Academic Advisor's Unit

Student's Name: \_\_\_\_\_ I.D.#: \_\_\_\_\_ Classification: \_\_\_\_\_

Major: \_\_\_\_\_ College: \_\_\_\_\_

**Transfer Course Description:**

Subject	Course #	OU Equivalent if Applicable
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Course Title
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Credit Hours:	Semester / Quarter	Level: Lower / Upper Division
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Transferring Institution	City and State
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**Term and Year Completed**

<u>Laboratory:</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Unknown <input type="checkbox"/>
<u>Writing Component:</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Unknown <input type="checkbox"/>

**University of Oklahoma General Education Core Area (Select One):**

Core Area I      Natural Science      Social Science      Artistic Forms      Western Culture      World Culture      FYE

Academic Advisor Approval: This transfer course satisfies the University of Oklahoma's General Education requirement for this student only. This approval does not presume fulfillment of any college-specific degree requirement unless approved by the dean of the student's degree college.

The student's college is requesting PACGEO review this to determine whether it meets the requirements of the general education category selected & whether it will be included on the general education transfer equivalence list.

\_\_\_\_\_  
Advisor's Signature/ Date

Please attach documentation, including course description, syllabus, handouts, written assignments, exams, etc. for review. **SUBMIT TO:** Provost's Advisory Committee for General Education Oversight (PACGEO) c/o Evans Hall 104 or email an electronic copy to [gened-petitions@ou.edu](mailto:gened-petitions@ou.edu)

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

Denied: \_\_\_\_\_ Approved for This Student Only: \_\_\_\_\_ Approved for General Education course list: \_\_\_\_\_

Core: \_\_\_\_\_ Specific Requirement: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GENERAL EDUCATION EVALUATION FORM FOR AN UNEQUATED TRANSFER COURSE

## Policies and Procedures

### 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 must require at least one scholarly cited paper that is a minimum of 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 must require at least one scholarly cited paper that is a minimum of 10 pages. A combination of multiple smaller papers does not satisfy this requirement. Eight to ten 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.***