Electronic Transfer Course Evaluation Form Instructions

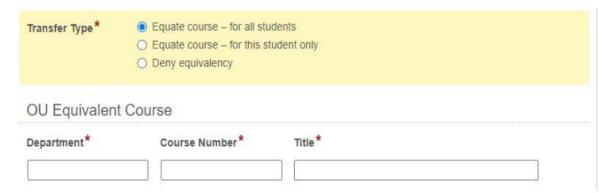
The Transfer Course Evaluation Form is now available on the Registrar's website here: https://www.ou.edu/registrar/forms in an electronic submission format. We hope this will make it easier for faculty, staff, and advisors to submit transfer course equivalencies that need approval by the faculty.

Direct link to the form: https://lfforms.ou.edu/Forms/TransferCouseEval

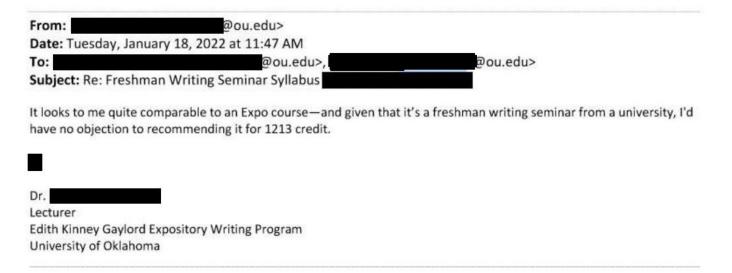
We strongly encourage everyone to use this format rather than the previous format you have on file (PDF's or email), since this form links directly to our Laserfiche electronic storage system.

The form is self-explanatory, but here are a few helpful hints that will make processing easier:

- Fill out all required fields.
- You need to fill out the "Transfer Type" before the OU Equivalent Course fields will populate. (See example below)



 If you are an advisor or staff member filling out this form on behalf of a faculty member, you must attach a one-page approval from a faculty member in PDF format. Please keep this attachment to one page only. (See example below)



- Please <u>do not submit</u> the syllabus. Keep those for your records.
- Include any special instructions you might have in the designated box.

Questions, comments, or suggestions related to the form can be directed to te@ou.edu