

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/TransferCourseEval>

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)

The screenshot shows a form with a yellow background for the 'Transfer Type' section. It contains three radio button options: 'Equate course – for all students' (selected), 'Equate course – for this student only', and 'Deny equivalency'. Below this is the 'OU Equivalent Course' section, which has three input fields labeled 'Department*', 'Course Number*', and 'Title*'. The 'Department*' and 'Course Number*' fields are currently empty, while the 'Title*' field contains some text that is partially obscured.

- 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)

From: [REDACTED]@ou.edu>
Date: Tuesday, January 18, 2022 at 11:47 AM
To: [REDACTED]@ou.edu>, [REDACTED]@ou.edu>
Subject: Re: Freshman Writing Seminar Syllabus [REDACTED]

It looks to me quite comparable to an Expo course—and given that it's a freshman writing seminar from a university, I'd have no objection to recommending it for 1213 credit.

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Dr. [REDACTED]
Lecturer
Edith Kinney Gaylord Expository Writing Program
University of Oklahoma

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- Please **do not submit** 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