

**Request Business Course to be used as a Non-Business Elective**

Applicable to students who started at Marquette in Fall 2019 and beyond.

A maximum of one business course can count towards a student's elective requirements. Students have to complete 12 credits (ACCO majors) or 18 credits (non-ACCO majors) of non-business electives, but one business course (maximum 3 credits) can be approved as an open elective. The open elective can be used for a business elective outside of a declared major, internship for credit (in any business discipline, even declared major(s)), or a study abroad course.

Submit form after class has been completed with a final grade, unless during a student's final semester at Marquette University.

**Section 1: Student Information**

**Name:**

Last Name

First Name

Middle

**Email:**

**MUID:**

**MU Start Term:**

**Declared Business Major(s):**

**Section 2: Class Information**

Business course type your request fits:

Business elective  
outside of a declared  
major

Internship for Credit

Study Abroad Course

Other, please explain:

**Section 3: Business Course Information**

I wish to count the following business course as an open elective within my non-business requirement totals:

Subject (e.g. BUAD)

Course Number (e.g. 4931)

**Section 4: Student Signature and Form Submission to College of Business Administration**

I understand that I must sign with an ink pen for my student signature

**Student Signature:** \_\_\_\_\_

**Date:**

I understand that I must submit this form to the College of Business Administration

**Section 5: College of Business Approval**

Name of College Representative/Title:

Date:

Signature of College Representative: \_\_\_\_\_

**Please submit completed form to the College of Business Administration in O'Brien Hall: Room OB111 / the first floor Welcome Desk / via email to Sara.Koenig@marquette.edu.**