



Marquette Core Curriculum Substitution: Undergraduate

Purpose: Used by undergraduate students admitted **Summer 2018 or later** to request the substitution of a Marquette Core Curriculum (MCC) requirement.

Student Instructions:

1. Visit your adviser to discuss the substitution.
2. Complete Sections 1 & 2 of this form using a computer.
 - a. **a handwritten form will not be accepted.**
 - b. an incomplete form without the required documents attached will not be processed and returned to you for completion.
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 3; a digital signature is **not** acceptable.
5. Attach a copy of your Academic Requirements Report Graduation Checklist (PDF).
6. Attach a copy of the syllabus for the course you have taken.
7. Attach a 1-2 paragraph rationale, explaining how this course fulfills the MCC requirement and its associated outcomes (outcomes can be found at marquette.edu/core-curriculum).
8. Submit the completed form with required documents electronically to the [Director of MCC](#) for approval.
9. If this request is regarding a transfer course you are intending to take, an [External Transfer Course Request form](#) must also be submitted.
10. Once your request has been processed, your college office will contact you.

Notes:

- a. the course indicated in Section 2 must be taken for a letter grade and a passing grade must be earned.
- b. the course indicated in Section 2 must be taken in the term indicated; if not a **new form must be submitted.**

Marquette Core Curriculum Instructions:

1. Designate approval or denial of the request and sign in Section 4.
2. Send the form to the appropriate college via the contacts listed on the [Electronic Submission of Forms](#) web page..

College Office Instructions:

1. Process the request by updating the record in CheckMarq.
2. Sign the form in Section 5.
3. Notify the student of the decision.
4. Scan the request with all required documents to College Forms Complete in ImageNow.
5. If WRIT approved transfer course, scan the form to OTRdocs@mu.edu.

Notes:

- a. if this request is approved, hold the form until the substituted course is entered into Academic Advisement (AA).
- b. if the student does not register in the term indicated, the form does not need to be scanned.

Section 1: Student Information

Name _____ MUID _____
 Last, First Middle

Email _____@marquette.edu Phone _____

College of your primary major (check one)

- Arts & Sciences
 Business Administration
 Communication
 Education
 Engineering
 Health Sciences
 Nursing

Current Degree/Major(s) _____

Section 2: Substitution Information

Institution of allowable transfer course per MCC Policy _____

I wish to substitute the MCC requirement of (check one)

- ENGL 1001
 PHIL 1001
 THEO 1001
 ESSV 1
 ESSV 2
 Writing Intensive
 CORE 1929
 CORE 4929

Discovery Tier Specify Theme _____

With this course Subject (e.g. HIST) _____ Course Number (e.g. 1601) _____

I will take this course (check one)
 Fall
 J Session
 Spring
 Summer
 Year (YYYY) _____

Section 3: Student Statement/Signature

I attest that all of the information above is true and correct and that I wish to have my academic record updated as described in Section 2. I understand that if I do not take the course in the term/year indicated in Section 2, I must submit a new form. Further, I understand that it is my responsibility to know and fulfill all university and college degree/major requirements for all degrees/majors in which I am enrolled.

Signature _____ Date _____

Section 4: Director, Marquette Core Curriculum

Approved
 Denied
 Rationale for Denial _____

Signature _____ Date _____

Section 5: College Office

Signature _____ Date _____