



# External Transfer Course Request: Undergraduates

Purpose: Used by current students and students applying for readmission to seek approval to take a course at an external institution within the United States. This form is required regardless of the term the external course is taken. **New students must contact Undergraduate Admissions.**

### Student Instructions:

- Complete Sections 1-2 of this form, using a computer.
  - complete one form for each institution you wish to attend.**
  - a handwritten form will not be accepted.**
  - an incomplete form will not be processed and will be returned to you for completion.
- Print the form using the 'Print Form' button. Sign form in Section 3; a digital signature is **not** acceptable.
- College of Business students **only**: print your **current** Graduation Checklist from CheckMarq and attach to the form.
- Submit the completed form via one of the methods listed at the bottom of this form.

### Notes:

- without this approval, acceptance of the courses/credit toward the Marquette degree is not guaranteed.
- acceptance of these courses towards a Marquette degree requires an official transcript from the external institution from which you took the course(s) and must come directly to the Marquette University Office of the Registrar. Options for submitting a transcript can be found on the [Marquette Central](#) webpage.
- in Section 2 find the semester, quarter or other system information in the bulletin/catalog of the external institution.
- use Transfer Central-US Institutions to find the Potential MU Equivalent Course in Section 2.
- list more than one course in Section 2, in case you are unable to enroll in your first choice.
- concurrent registration at two institutions is prohibited. Seek separate approval from your college.
- special programs (e.g. Pre-Law, Pre-Dent, ROTC) may have additional requirements. Contact your adviser to determine if your program has specific restrictions.
- before submission of this form, ensure your request is aligned with the University [Transfer](#), [Residency](#) and [Repeat](#) policies.

### College Instructions:

- Enter decision and comments in Section 2 for each course.
- In Section 4, use the ImageNow stamp to indicate the person who reviewed Section 2.
- Route to the OTR via ImageNow and notify the student.

### Section 1: Student Information

Name \_\_\_\_\_ MUID \_\_\_\_\_  
 Last name, first name, middle name \_\_\_\_\_  
 Email \_\_\_\_\_@marquette.edu Phone \_\_\_\_\_  
 Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_ College (primary major) \_\_\_\_\_  
 Class  Freshman  Sophomore  Junior  Senior Expected Graduation Term/Year (e.g. Spring 2016) \_\_\_\_\_

### Section 2: External Institution Course Information

Note: one form for each institution and term

Year/Term of external enrollment  Fall  Winter  Spring  Summer Year (YYYY) \_\_\_\_\_  
 Name of Institution \_\_\_\_\_ City/State or Country \_\_\_\_\_  
 Check one  Semester  Quarter System  Other (explain) \_\_\_\_\_  
 Are you planning to use VA Education Benefits at this External Institution?  Yes  No  
 if yes, you must provide a copy of this form to the External Institution after it has been reviewed by the college office  
 I plan to take the following course(s).

**For OTR & College Office Use ONLY**

External Course Subject/Number (e.g. ENG 101)	External Credits	External Course Title	Requested MU Equivalent (e.g., ENGL 1001)	Requested Requirement(s) (UCCS, MCC, Major, etc.)	OTR: MU Equivalent/CORE	College: Decision/Comments

\*This evaluation is in effect for only the term indicated in Section 2 above and the decision of the college is dependent on the student supplying the correct external course information.

### Section 3: Student Signature

I attest that all of the information above is true and correct and request that my college review the above course(s) for their transferability and equivalencies. I also understand that the course(s) listed above will only transfer to Marquette if listed on the official transcript sent directly to the Office of the Registrar. Furthermore, I acknowledge that in order for these courses to be accepted, it is my responsibility to know and fulfill all university and college degree/major requirements, including approval of how these transfer courses will fit into my degree plan, as well as the Transfer, the Residency and the Repeat policies.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 4: Reviewer's College Stamp