



Add/Modify a Study Abroad Placeholder Course

Purpose: used by OIE to add a new or modify a current study abroad placeholder course.

OIE Initiator Instructions

1. Complete one form for each addition or modification.
2. Complete Sections 1 & 2 of this form using a computer.
 - a. **a handwritten form will not be accepted.**
 - b. an incomplete form will not be processed and will be returned to you for completion.
3. Print the form using the 'Print Form' button.
4. Sign the form in Section 3.
5. Attach the signed contract.
6. Scan the completed form and all attachments to the Office of the Registrar at otdocs@mu.edu.

Section 1: OIE Initiator Information

Name _____ Title _____

Email _____@marquette.edu Phone _____

Section 2: Course Information

Check all that apply

Add a New Course

College/School _____ Category _____

Credit Equivalent _____ Institution/Agency _____

Add a New Location to an existing course

Subject _____ Course Number _____

New Location _____

Modify the topic of an existing course

Subject _____ Course Number _____

Topic from _____ to _____

Term and Year to be offered

Fall Spring Summer Year _____

Section 3: Signature

OIE Signature _____ Date _____