



Add a Study Abroad Credit-Bearing Class to the Schedule of Classes

Purpose: used to add an approved credit-bearing study abroad course to the Schedule of Classes for a specific term.

Initiator Instructions

1. Complete one form for each section of a Study Abroad course.
 2. Complete Sections 1-3 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 File' icon at the top of the page.
 4. Sign if appropriate.
 5. Forward to other departments as needed; if cross-listed (combined) forward for completion of sections 4-5. Printing is preferred.
 6. Scan the completed form via ImageNow to the Office of the Registrar @ otrdocs@mu.edu.
- Note: this form will not be processed unless there is a new or continuing OIE approval form on file in ImageNow.

Section 1: Initiator Information

Name _____ Title _____

Email _____@marquette.edu Phone _____

Section 2: Study Abroad Course Information

- New External Institution's Course Catalog Subject and Course Number _____
- New Marquette Course
- Continuing Marquette Course Catalog Subject and Course Number _____

Term and year to be offered

Fall Fall J-Session Spring Summer Year _____

Class start date (including travel) mm/dd/yyyy _____ Class End Date (including travel) mm/dd/yyyy _____

General Pool classroom required Yes No Meeting dates/days & times (excluding travel) _____

Travel dates mm/dd/yyyy-mm/dd/yyyy _____

Program title & existing topic ID number (if a new program provide program title and location) _____

Anticipated enrollment _____ Instructor(s) (list all and identify the primary instructor) _____

Notes _____

Section 3: Course Equivalent Information- First Undergraduate Department (required for all courses, except Placeholder)

Name _____ Title _____

Email _____@marquette.edu Phone _____

Check one

this is a continuing program and the course equivalent information has not changed

**If not cross-listed sign your section of this form and sent to the OTR.
If cross-listed sign your section of this form and forward to the appropriate department.

Direct equivalent to current course of _____
subject/number

Check all that apply

a major/program requirement _____ or major Lower Division Elective or major Upper Division Elective
major(s) or program(s)

If specific requirements within the major/program, list them here
(e.g. Brit Lit) _____

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Section 3: Course Equivalent Information- First Undergraduate Department *(continued)*

a minor requirement _____ or minor Lower Division Elective or minor Upper Division Elective
minor(s)

If specific requirements within the minor, list them here
(e.g. Brit Lit)

a general lower division elective a general upper division elective Additional Comments _____

First UG Dept. Reviewer Signature _____ Date _____

Section 4: Course Equivalent Information- Second Undergraduate Cross-Listed Department *(if applicable)*

Name _____ Title _____

Email _____ @marquette.edu Phone _____

Check one

- this is a continuing program and the course equivalent information has not changed
 Direct equivalent to current course of _____
subject/number

Check all that apply

- a major/program requirement _____ or major Lower Division Elective or major Upper Division Elective
major(s) or program(s)

If specific requirements within the major/program, list them here
(e.g. Brit Lit)

- a minor requirement _____ or minor Lower Division Elective or minor Upper Division Elective
minor(s)

If specific requirements within the minor, list them here
(e.g. Brit Lit)

- a general lower division elective a general upper division elective

Additional Comments _____

Second UG Dept. Reviewer Signature _____ Date _____

Section 5: Course Equivalent Information- Graduate/Graduate School of Management Cross-Listed Department

use for 5000 level courses. If not cross-listed with a 4000 level course skip this section. Business courses go to GSM; all others go to the Graduate School.

Name _____ Title _____

Email _____ @marquette.edu Phone _____

Check one

- this is a continuing program and the course equivalent information has not changed
 direct equivalent to current course of _____
subject/number

- a program requirement _____
program(s)

List specific requirements within the program *(Brit Lit, elective, etc.)*

Additional Comments _____

GS/GSM Cross-Listed Dept. Reviewer Signature _____ Date _____