



J-Session Proposal/Approval

Purpose: to request approval to offer a course in J-session

Instructions:

- Complete Section 1 & 2 of this form using a computer.
 - handwritten form will not be accepted.**
 - an incomplete form without J-Session Course Information documents will not be processed and returned to you for completion.
- Print the form using the 'Print Form' button.
- In Section 3 obtain the required signatures.
- Scan to otrdocs@marquette.edu with this form as the cover page along with all other J-Session Course Information documents.

Notes:

- a tentative syllabus is required as an attachment.
- while J-Session will run as indicated on the [Academic Calendar](#), instructors can design courses of shorter duration as long as [contact hours](#) are met.
- [contact hours](#) for the credits offered must be met, regardless of the shortened time frame.
- a department chair signature is not needed for interdisciplinary courses.
- courses with international travel must also include the proper Office of International Education (OIE) proposal and be submitted to OIE by the relevant [deadlines](#).

Section 1: Requestor Information

Name

Last name, First name middle name _____

Department & College _____

Email

_____@marquette.edu

Phone

Section 2: Course Information

Start Date of Course

mm/dd/yyyy

End Date of Course

mm/dd/yyyy

Subject and Course Number

e.g. ENGL 1001

Course Title _____

Short Course Description _____

Requirements Fulfilled by Course

e.g. specific Marquette Core Curriculum or specific major/minor _____

Format

100% online

Blended

100% Classroom Based

Does this course need development for online format?

Yes

No

Estimated Number of Students _____

Basis for Estimate _____

Section 3: Required Signatures

Signature of Proposer _____

Date _____

Signature of Department Chair _____

Date _____

Signature of Dean/Designee _____

Date _____

ImageNow Stamp of Vice Provost