

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
 FROM: Dr. Kimo Ah Yun, Provost (signed)
 DATE: January 31, 2023

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2024-2025

This memorandum establishes due dates for submitting new academic program proposals, new courses and requests for modification or deletion of academic programs and courses at the Undergraduate, Graduate and Professional levels, to take effect Fall 2024 (AY 2024-2025).

All curriculum changes will be done online via CourseLeaf, including program/major/minor/certificate/concentration and specializations and course changes and must include the **required documentation** per the guidelines available on the Office of the Provost website: [Academic Program Guidelines](#). The concept paper is still submitted directly to the Office of the Provost (Attn: Chief of Staff to the Provost).

Early submission of curriculum changes is highly encouraged (CourseLeaf will be available for submission of curriculum changes on May 1, 2023). To get started on the approval process prior to May 1, CourseLeaf template forms are located on the Provost website, under the '[CourseLeaf Guidelines](#)'.

As we look to the future and begin discussing the academic strategic priorities it is also appropriate to consider programs needed by the colleges and departments to position Marquette competitively for the future. Although resources for new programs will be scarce and there is more to be done to adjust current programs and reallocate, it is important that we start sharing ideas and that good ideas for creating new programs be given the opportunity to develop into concept papers.

Curriculum Changes:

Program Type	Dean approved Concept Paper due to Office of the Provost (not in CourseLeaf)	Dean endorsed approval and proposal deadline for submission to the Office of the Registrar via CourseLeaf	Office of Provost approval in CourseLeaf
New Degree program and any new program requiring new resources (including program expansion) (see notes 1/2)	April 3, 2023 (new degree, major or certificate)	June 1, 2023	December 4, 2023
Discontinuation of degree program	N/A	September 28, 2023	December 4, 2023
New Program/Major/Certificate (without new resources)	August 1, 2023	November 13, 2023	March 12, 2024
New Course	N/A	November 13, 2023 Proposals to MCC Director by October 10, 2023*	December 4, 2023
Deletion of Course	N/A	November 13, 2023 Proposals to MCC Director by October 10, 2023*	December 4, 2023
Course Modification	N/A	November 13, 2023 Proposals to MCC Director by October 10, 2023*	N/A
New Minor/Concentration/Specialization (see note 3)	N/A	January 8, 2024	March 25, 2024
Discontinuation of any program except degree (see note 4)	N/A	January 8, 2024	March 25, 2024

Modification of any program	N/A	January 8, 2024	March 25, 2024
Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 18, 2023	October 23, 2023

***As noted above: for all Undergraduate course proposals seeking Marquette Core Curriculum (MCC) approval, the Dean-endorsed approval and submission must be submitted via CourseLeaf to the MCC Director no later than October 10, 2023. This is not a separate submission to the MCC Director; rather, the Director is in queue for approving new courses and course modifications.**

All new graduate programs must go through the Incubator.

Note: Any additions or changes listed above, submitted after the deadlines must wait until the 2025-26 academic year for approval; therefore, they will not be available in the 2024-25 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Graduate School of Management, Dental, Law or Health Sciences Professional 2024-25 University Bulletins.

Additional dates for updating of the online bulletin:

Bulletins narrative content updates by colleges/schools/departments: August 1, 2023 – April 1, 2024

Bulletins narrative content Registrar review: March 28 – April 12, 2024

Final college/school review: April 15 – April 30, 2024

Final OTR updates: May 1 – 16, 2024

Bulletin submitted to CourseLeaf: May 17, 2024

Bulletins available online: June 3, 2024

Bulletins PDF created: July 12, 2024

Notes:

1. This includes not just programs requiring resources in year 1 but any program requiring new resources within the first 5 years.
2. Any potential fee changes associated with the new program should be addressed during the submission process. The Master Free Request Form for a new university fee must also be submitted to the Office of the Bursar. The form can be found on the Budget Office’s Budget Building Resources website and must be submitted by the end of October.
3. New Concentrations/Specializations are submitted in CourseLeaf as modifications; however, the documentation required for review of the proposal is listed under section 4 or 5 of the “Guidelines for Developing and Seeking Approval of Academic Programs” (new/terminated) found on the Provost website.
4. Terminated Concentrations/Specializations are submitted in CourseLeaf as modifications, however the documentation required for review of the proposal is listed under Section 9 of the “Guidelines for Developing and Seeking Approvals of Academic Programs” (new/terminating) found on the Provost website.

cc: Ms. Katie Mullens Dr. Carrienne Hayslett
 Dr. John Su Ms. Carrie Pruhs
 Ms. Michelle Schuh Dr. Mark Federle
 Mr. Jay Kutka Ms. Karen Rinehart
 Dr. William Lobb Ms. Bonnie Thomson
 Mr. Seth Zlotocha Ms. Vicki Trautschold
 Ms. Stephanie Werkowski Dr. Joshua Burns
 Dr. Ed Blumenthal Dr. Dave Clark
 Ms. Beth Krey Dr. Kati Berg
 Ms. Tina McNamara Dr. Madeline Schmidt
 Dr. Jill Guttormson Dr. Amelia Zurcher
 Dr. Conor Kelly