

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
 FROM: Dr. Kimo Ah Yun, Provost (signed)
 DATE: January 31, 2024

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2025-2026

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 2025 (AY 2025-2026).

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](#). Concept papers should be submitted directly to the Office of the Provost (Attn: Chief of Staff to the Provost).

Early submission of curriculum changes is highly encouraged. CourseLeaf is undergoing an upgrade for AY 2024-2025 and is expected to be available for submission of curriculum changes the week of August 5, 2024.

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 1/2/3)	April 1, 2024 (new degree, major or certificate)	August 19, 2024	December 2, 2024
Discontinuation of degree program	N/A	September 26, 2024	December 2, 2024
New Program/Major/Certificate (without new resources)	August 1, 2024	November 11, 2024	March 11, 2025
New Course	N/A	November 11, 2024 Proposals to MCC Director by October 8, 2024*	December 2, 2024
Deletion of Course	N/A	November 11, 2024 Proposals to MCC Director by October 8, 2024*	December 2, 2024
Course Modification	N/A	November 11, 2024 Proposals to MCC Director by October 8, 2024*	N/A
New Minor/Concentration/Specialization (see note 4)	N/A	January 6, 2025	March 24, 2025
Discontinuation of any program except degree (see note 5)	N/A	January 6, 2025	March 24, 2025
Modification of any program	N/A	January 6, 2025	March 24, 2025

Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 16, 2024	October 21, 2024

***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 8, 2024. 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 that are submitted after the deadlines must wait until the 2026-27 academic year for approval; therefore, they will not be available in the 2025-26 Schedule of Classes for registration or displayed in the 2025-26 University Bulletin.

Additional dates for updating of the university bulletin:

Bulletin narrative content updates by colleges/schools/departments: August 8, 2024 – April 1, 2025

Bulletin narrative content Registrar review: March 27 – April 11, 2025

Final college/school review: April 14 – April 30, 2025

Final OTR updates: May 1 – 16, 2025

Bulletin submitted to CourseLeaf: May 19, 2025

Bulletin available online: June 2, 2025

Bulletin PDF created: July 11, 2025

Notes:

1. This deadline does not apply to new schools or colleges.
2. This includes not just programs requiring resources in year 1 but any program requiring new resources within the first 5 years.
3. Any potential fee changes associated with the new program should be addressed during the submission process. The Master Fee 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.
4. 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.
5. 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. Elsbeth Kalendarian Ms. Nicole Toerpe Mason
 Mr. Seth Zlotocha Ms. Vicki Trautschold
 Ms. Stephanie Werkowski Dr. Scott Reid
 Dr. Ed Blumenthal Dr. Anthony Pennington-Cross
 Ms. Beth Krey Dr. Kati Berg
 Ms. Tina McNamara Dr. Madeline Schmidt
 Dr. Jill Guttormson Dr. Amelia Zurcher
 Dr. Conor Kelly