

MARQUETTE UNIVERSITY
Office of the Provost
Memorandum
REVISION

TO: Deans and Department Chairpersons

FROM: Dr. David L. Shrock, Interim Provost

DATE: June 10, 2008

SUBJECT: **Revision to January 30, 2008 memorandum to adjust dues dates for graduate curriculum changes not requiring additional resources.** This memorandum establishes due dates and guidelines for submitting proposals, modifications or deletions to academic programs and courses for both Graduate and Undergraduate programs that will take effect for Fall 2009 (AY 2009-2010).

To meet registration and budgetary requirements the due date are delineated in three categories; programs requiring resource adjustments, undergraduate curriculum adjustments (not requiring additional resources), graduate curriculum adjustments (not requiring additional resources). Due dates are established for submission of new, modified or deleted degree, major, certificate, minor, specialization, concentration and course. All approval forms must be submitted with Office of Registrar approval to the Office of the Provost no later than the dates indicated below.

A. Curriculum Changes (which require resource adjustments for both undergraduate and graduate programs)

1. Degree and Major:

- Submission of Dean approved concept paper for new degree or major: **April 1, 2008.**
 - Deans are encouraged to discuss the program concept with the Provost prior to submitting a concept paper. Concept papers should be an executive summary that includes discussion on the following: reason for developing the new program, program description, market demand, resource requirements and learning outcomes.
- Submission of Dean signed approval form and completed proposal: **July 1, 2008.**
 - Proposal must include all areas as identified in the academic program guidelines including a detailed financial analysis and completed five year budget worksheet.
- Submission of Dean signed approval form to discontinue: **September 12, 2008.**

2. Minor, Specialization, Certificate and Concentration:

- Submission of Dean signed approval form and proposal: **August 1, 2008.**
 - Proposal must include all appropriate areas as identified in the academic program guidelines.
- Submission of Dean signed approval form to discontinue: **September 12, 2008.**

B. Undergraduate Curriculum Changes (not requiring resource adjustments)

1. Major, Minor, Certificate, and Concentration:

- Submission of Dean signed approval form and proposal: **August 18, 2008.**
 - Proposal must include all appropriate areas as identified in the academic program guidelines.
 - Submission of Dean signed approval form to discontinue or modify: **September 12, 2008.**
2. **Courses:**
- Submission of Dean signed approval form and supporting documentation: **October 31, 2008.**
 - Due to the course numbering changes, please consult with the Office of the Registrar for appropriate submission options.
3. **Submission by Office of Provost of approved and modified undergraduate programs and courses to Office of Registrar:**
- Courses: **November 14, 2008.**
 - Degree, Major, Minor, Certificate, and Concentration: **December 12, 2008.**

C. Graduate Curriculum Changes (not requiring resource adjustments)

1. **Graduate Degree:**
- Submission of Dean signed approval form to modify: **March 31, 2009.**
2. **Certificate and Specialization:**
- Submission of Dean signed approval form and proposal: **December 15, 2008.**
 - Proposal must include all appropriate areas as identified in the academic program guidelines.
 - Submission of Dean signed approval form to discontinue: **December 15, 2008.**
 - Submission of Dean signed approval form to modify: **March 31, 2009.**
3. **Courses:**
- Submission of Dean signed approval form and supporting documentation: **December 15, 2008.**
 - Due to the course numbering changes, please consult with the Office of the Registrar for appropriate submission options.
4. **Submission by Office of Provost of approved graduate forms to Office of Registrar:**
- Courses: **January 10, 2009.**
 - New and Discontinued Degree, Certificate and Specialization: **February 1, 2009.**
 - Modified Degree, Certificate and Specialization: **April 13, 2009.**

New programs, courses or changes submitted after the deadlines will not be available in the 2009-10 *CheckMarq Schedule of Classes* for registration or shown in either the Undergraduate or Graduate 2009-10 *University Bulletins*. **Submissions after the deadlines will not be approved until the following academic year.** In very rare cases, a waiver will be granted by the Provost for unique situations.

Proposal guidelines and required approval forms that **must** be used are available on the Office of the Provost Web Site: [Marquette University | Office of the Provost](#). Please download the correct form from the Web Site. The forms are in a user-friendly format. Do not use older versions of forms that you may have saved on your computer.

Note that adding or modifying new majors and/or minors or new programs (including degree and non-degree programs, etc.) involves more than adding or modifying courses. You must also

complete the appropriate form and allow time for the appropriate approval process. Potential fee changes should be addressed during the submission process. Refer to University Policies and Procedures (UPP) 3-11 for information in regard to fee changes.

Cc: Dr. Margaret Bloom
Dr. William Wiener
Mr. John Lamb
Ms. Kathy Bussanich
Ms. Georgia McRae
Ms. Vicki Trautschold
Ms. Suzanne Abler
Ms. Jan Harwig
Ms. Carrie Pruhs
Ms. Cheryl Nelson