

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs

FROM: Dr. Daniel J. Myers, Provost (Signed)

DATE: February 15, 2016

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs for Academic Year 2017-2018

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 2017 (AY 2017-2018).

All curriculum changes will be done online via CourseLeaf. The required program proposal documentation will also be submitted online via CourseLeaf. Proposal guidelines are available on the Office of the Provost website: [Academic Program Guidelines](#). 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 July 25, 2016). To get started on the approval process prior to July 25, Course Leaf 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 due to Office of Provost (submitted via CourseLeaf)	Office of Provost approval in CourseLeaf
New Degree program	June 1, 2016	August 5, 2016	December 5, 2016
Discontinuation of degree program	N/A	October 3, 2016	December 5, 2016
Any new program requiring new resources (including program expansion) (1/2)	June 1, 2016 (new degree, major or certificate)	August 5, 2016	December 5, 2016
New Major/Certificate (without new resources)	August 1, 2016	November 21, 2016	March 17, 2017
New Course	N/A	November 21, 2016	December 5, 2016
Deletion of Course	N/A	November 21, 2016	December 5, 2016
Course Modification	N/A	November 21, 2016	N/A
New Minor/ Concentration/Specialization(3)	N/A	January 13, 2017	March 31, 2017
Discontinuation of any program except degree (4)	N/A	January 13, 2017	March 31, 2017
Modification of any program	N/A	January 13, 2017	March 31, 2017

Due to the interconnection between all of the bulletins and the CourseLeaf approval and workflow process, all of the bulletins need to be on the same timetable for submission of approval. However, because this process is online, we are able to allow later submission dates for most of the curriculum approvals. **This means that all bulletins (Undergraduate, Graduate, Graduate School of Management, Dental, Health Sciences Professional, Law), are now on the same schedule and there is no ability to accept late submissions. Therefore, submissions after the deadlines cannot be approved.** New programs, courses or changes submitted after the deadlines must wait until the 2018-19 academic year and will not be available in the 2017-18 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Dental, Law or Health Sciences Professional 2017-18 University Bulletins.

Additional dates for updating of the online bulletins:

Bulletins narrative content updates by colleges/schools/departments: January 3-April 3, 2017

Bulletins narrative content Registrar review: April 4-21, 2017

Final college/school review: April 24-May 5, 2017

Final OTR updates: May 8-26, 2017

Bulletins available online: June 7, 2017

Bulletins PDF created: July 14, 2017

OTR emails faculty/staff update spreadsheet to colleges/schools: July 24, 2017

Updated spreadsheets due to OTR: September 1, 2017

OTR updates online bulletin and PDF: October 13, 2017

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.
3. New Concentrations/Specializations are submitted in Course Leaf 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. Kathy Bussanich	Ms. Cheryl Nelson
	Dr. John Su	Ms. Carrie Pruhs
	Dr. Kim Halula	Mr. Christopher Perez
	Mr. Jay Kutka	Dr. Jeanne Simmons
	Dr. Denis Lynch	Ms. Bonnie Thomson
	Ms. Georgia McRae	Ms. Vicki Trautschold
	Ms. Stephanie Werkowski	