

MARQUETTE UNIVERSITY

Office of the Provost

TO: Deans and Department Chairpersons

FROM: Dr. John J. Pauly, Provost

DATE: June 11, 2009

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs for Academic Year 2010-2011

This memorandum establishes due dates for submitting new academic program proposal and request for modification or deletion to academic programs and courses at the Undergraduate, Graduate and Professional levels, to take effect for Fall 2010 (AY 2010-2011).

Approval forms must be submitted with the necessary signatures and Office of Registrar approval to the Office of the Provost no later than the dates indicated below. Submissions after the deadlines will not be approved until the following academic year.

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

Currently under moratorium

B. Undergraduate Curriculum Changes (not requiring resource adjustment)

1. Degree, Major, Minor, Certificate, and Concentration:

- New program: Submission of Dean signed approval form and proposal to the Office of the Provost: **August 21, 2009.**
 - Proposal must include all appropriate areas as identified in the academic program guidelines.
- Existing program: Submission of Dean signed approval form to discontinue or modify to the Office of the Provost: **September 11, 2009.**

2. Courses: (new, modification, and deletion)

- New/Deletions: Submission of Dean signed approval form and specified supporting documentation to the Office of the Provost: **October 16, 2009.**
- Modifications: Submission of Dean signed modification form directly to the Office of the Registrar: **November 6, 2009.**

3. Submission by Office of Provost of approved undergraduate program forms to Office of Registrar:

- Courses: **November 6, 2009.**
- Degree, Major, Minor, Certificate, and Concentration: **December 11, 2009.**

C. Graduate/Professional Curriculum Changes (not requiring resource adjustment)

1. Graduate Degree:

- New program: Submission of Dean signed approval form and proposal to the Office of the Provost: **December 18, 2009**
 - Proposal must include all appropriate areas as identified in the academic program guidelines
- Existing program: Submission of Dean signed approval form to discontinue or modify to the Office of the Provost: **March 26, 2010.**

2. Certificate and Specialization:

- New certificate or specialization: Submission of Dean signed approval form and proposal to the Office of the Provost: **December 18, 2009.**
 - Proposal must include all appropriate areas as identified in the academic program guidelines.
- Existing certificate or specialization: Submission of Dean signed approval form to discontinue or modify to the Office of the Provost: **March 26, 2010.**

3. Courses: (new, modification, and deletion)

- New/Deletions: Submission of Dean signed approval form and specified supporting documentation to the Office of the Provost: **October 23, 2009.**
- Modifications: Submission of Dean signed modification form directly to the Office of the Registrar: **November 6, 2009.**

4. Submission by Office of Provost of approved graduate and professional program forms to Office of Registrar:

- New/Deleted Courses: **November 6, 2009.**
- New and Discontinued Degree, Certificate and Specialization: **February 1, 2010.**
- Modified Degree, Certificate and Specialization: **April 12, 2010.**

New programs, courses or changes submitted after the deadlines will not be available in the 2010-11 *Schedule of Classes* for registration or displayed in either the Undergraduate or Graduate 2010-11 *University Bulletins*. **Submissions after the deadlines will not be approved until the following academic year.** In exceptional cases, a waiver of this deadline may be granted by the Provost.

Proposal guidelines and required approval forms must be used and are available on the Office of the Provost Web Site: [New Program](#) [Modified or Deleted Program](#). 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.**

Any potential fee changes associated with the new program should be addressed during the submission process. Refer to University Policies and Procedures (UPP) 3-11 for information in regard to fee changes.

cc: Ms. Suzanne Abler
Dr. Margaret Bloom
Ms. Kathy Bussanich
Mr. John Lamb
Ms. Georgia McRae
Ms. Cheryl Nelson

Ms. Carrie Pruhs
Dr. Tom Taft
Ms. Bonnie Thomson
Ms. Vicki Trautschold
Mr. Nick Schroeder
Dr. Jeanne Simmons

Dr. William Wiener