

MARQUETTE UNIVERSITY

Office of the Provost

TO: Deans and Department Chairpersons

FROM: Dr. John J. Pauly, Provost

DATE: February 10, 2010

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs for Academic Year 2011-2012

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 2011 (AY 2011-2012).

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.

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.

A. Undergraduate Curriculum Changes

1. Degree and Major:

- New program:
 - Submission of Dean approved concept paper to the Office of the Provost: **June 18, 2010.**
 - Submission of Dean signed approval form and proposal to the Office of the Provost: **August 20, 2010.**
- Existing program: Submission of Dean signed approval form to discontinue or modify to the Office of the Provost: **October 1, 2010.**

2. Minor, and Concentration:

- New program:
 - Submission of Dean signed approval form and proposal to the Office of the Provost: **August 20, 2010.**
- Existing program: Submission of Dean signed approval form to discontinue or modify to the Office of the Provost: **October 1, 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 29, 2010.**
- Modifications: Submission of Dean signed modification form directly to the Office of the Registrar: **November 12, 2010.**

4. **Submission by Office of Provost of approved undergraduate program forms to Office of Registrar:**
 - Courses: **November 12, 2010.**
 - Degree, Major, Minor, Certificate, and Concentration: **December 10, 2010.**
- B. **Graduate/Professional Curriculum Changes**
1. **Graduate Degree, Certificate and Specialization:**
 - New program:
 - Submission of Dean approved concept paper to the Office of the Provost: **September 15, 2010.**
 - Submission of Dean signed approval form and proposal to the Office of the Provost: **December 17, 2010.**
 - Existing program: Submission of Dean signed approval form to discontinue or modify to the Office of the Provost: **March 25, 2011.**
 2. **Courses: (new, modification, and deletion)**
 - New/Deletions: Submission of Dean signed approval form and specified supporting documentation to the Office of the Provost: **December 10, 2010.**
 - Modifications: Submission of Dean signed modification form directly to the Office of the Registrar: **December 10, 2010.**
 3. **Submission by Office of Provost of approved graduate and professional program forms to Office of Registrar:**
 - New/Deleted Courses: **December 17, 2010.**
 - New and Discontinued Degree, Certificate and Specialization: **February 1, 2011.**
 - Modified Degree, Certificate and Specialization: **April 12, 2011.**

New programs, courses or changes submitted after the deadlines will not be available in the 2011-12 *Schedule of Classes* for registration or displayed in either the Undergraduate or Graduate 2011-12 *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	Ms. Carrie Pruhs
	Dr. Margaret Bloom	Ms. Bonnie Thomson
	Ms. Kathy Bussanich	Ms. Vicki Trautschold
	Mr. John Lamb	Dr. William Wiener
	Ms. Georgia McRae	Mr. Nick Schroeder
	Ms. Cheryl Nelson	Dr. Jeanne Simmons