

MARQUETTE UNIVERSITY

Office of the Provost

TO: Deans and Department Chairpersons

FROM: Dr. John J. Pauly, Provost

DATE: February 7, 2011

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs for Academic Year 2012-2013

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 2012 (AY 2012-2013).

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 Web site: [Academic Program Guidelines](#). The new submission process does not affect the concept paper which should be submitted directly to the Office of the Provost (attn: Special Assistant to the Provost). Early submission is highly encouraged.

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:

Program Type	Dean approved Concept Paper due to Office of the Provost	Dean endorsed approval and proposal due to Office of Provost (submitted via CourseLeaf)	Submission by Office of Provost to Registrar
New Degree program	June 17, 2011	August 19, 2011	December 9, 2011
Any new program requiring new resources	June 17, 2011(if applicable)	August 19, 2011	December 9, 2011
New Major	June 17, 2011	August 19, 2011	December 9, 2011
New Minor or New Concentration	N/A	August 19, 2011	December 9, 2011
Discontinuation of any program	N/A	October 3, 2011	December 9, 2011
Modification of any program	N/A	October 3, 2011	December 9, 2011
New Course	N/A	October 28, 2011	November 11, 2011
Deletion of Course	N/A	October 28, 2011	November 11, 2011
Course modification	N/A	November 11, 2011(due to Registrar)	N/A

B. Graduate/Graduate School of Management/Professional Curriculum Changes:

Program Type	Dean approved Concept Paper due to Office of the Provost	Dean endorsed approval and proposal due to Office of Provost (submitted via CourseLeaf)	Submission by Office of Provost to Registrar
New Graduate Degree program	June 17, 2011	August 19, 2011	December 9, 2011
Any new program requiring new resources	June 17, 2011(if applicable)	August 19, 2011	December 9, 2011
New Certificate	September 15, 2011	December 16, 2011	March 23, 2012
New Specialization	N/A	December 16, 2011	March 23, 2012
Discontinuation of any program	N/A	March 23, 2012	April 13, 2012
Modification of any program	N/A	March 23, 2012	April 13, 2012
New Course	N/A	December 9, 2011	December 16, 2011
Deletion of Course	N/A	December 9, 2011	December 16, 2011
Course modification	N/A	December 9, 2011(due to Registrar)	N/A

New programs, courses or changes submitted after the deadlines will not be available in the 2012-13 *Schedule of Classes* for registration or displayed in the Undergraduate, Graduate, Dental, Law or Health Sciences Professional 2012-13 *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.

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.

** CourseLeaf Training: The Program/Course approval forms that have been used in the past can be used for planning purposes and will be needed at the workflow training that will occur in late spring. The Office of the Registrar will inform each unit of the training plan as they are formulated in March. Complete the revised form, on the [Office of Provost Web site](#) and bring it to the CourseLeaf workflow training. Training will involve entering the data from the form you bring to the session and routing the forms for electronic approval using CourseLeaf workflow. Please contact the Office of the Registrar (288-7869) for additional information on training.

cc: Ms. Suzanne Abler
 Ms. Kathy Bussanich
 Dr. Jeanne Hossenlopp
 Dr. Kim Halula
 Mr. John Lamb
 Dr. Dennis Lynch
 Ms. Georgia McRae
 Dr. Gary Meyer
 Ms. Cheryl Nelson
 Ms. Carrie Pruhs
 Dr. Jeanne Simmons
 Ms. Bonnie Thomson
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