

## CourseLeaf: Program Modification Proposal

This form may be used as a template to gather all of the required information needed to modify an existing program. All curriculum/course proposals must follow the Provost guidelines **and then be entered and approved via the CourseLeaf online approval process.**

Provost Guidelines: <http://www.marquette.edu/provost/additional-resources.shtml> (See: Academic Division Guidelines)

URL for CourseLeaf: <https://nextbulletin.marquette.edu/programadmin/>

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Following is the information required in CourseLeaf to use as your guide during the initial research and development stages of the process.

**CheckMarq Program Code** (e.g., ENGL)

**Official Full Title**

**Program Type:** Degree; Primary major; 2<sup>nd</sup> Major; Minor; Stand Alone Certificate; Certificate earned with a degree

**Applicable Degree:** BA; BS; MA; MS; PhD; Other (e.g., BBE)

**Academic Level:** Undergraduate; Graduate; Dental; Health Sciences Professional; Law

**Sponsoring College/School**

**Sponsoring Department**

**Start Term/Year:** *This will auto fill in for you as fall 2012 and cannot be changed.*

**Description and Requirements (as they will appear in the bulletin):**

*This includes course lists, plan of study grids, foot notes, etc. Be precise: how and what you enter here is how it will look in the online bulletin.*

**Supporting Documents:**

*Attach all supporting documents, as required by the Provost's 'Guidelines for Developing and Seeking Approval of Academic Programs (new/terminating)'*

<http://www.marquette.edu/provost/additional-resources.shtml>

**Rationale for this proposal:**

**Special Needs:**

*Include any extra fees or expenses that students will incur in this program. In addition, if this program is to be taught/offered at a location off-campus, indicate the location here and the percentage of the program that will be taught off-campus (e.g., MIAD-50%, or MIAD-one course only)*