

MARQUETTE UNIVERSITY

Office of the Provost

MEMORANDUM

TO: Deans and Department Chairpersons

FROM: Dr. Margaret Faut Callahan, Interim Provost

DATE: February 10, 2014

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs for Academic Year 2015-2016

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 2015 (AY 2015-2016).

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](#). Concept paper is still submitted directly to the Office of the Provost (Attn: Special Assistant to the Provost).

Early submission of curriculum changes is highly encouraged (CourseLeaf will be available for submission of curriculum changes on August 1, 2014). To get started on the approval process prior to August 1, CourseLeaf template forms are located on the Provost web site, 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 13, 2014	August 16, 2014	December 5, 2014
Discontinuation of degree program	N/A	October 1, 2014	December 5, 2014
Any new program requiring new resources (including program expansion)	June 13, 2014 (new degree, major or certificate)	August 16, 2014	December 5, 2014
New Major/Certificate	August 16, 2014	November 24, 2014	March 21, 2015
New Course	N/A	November 24, 2014	December 5, 2014
Deletion of Course	N/A	November 24, 2014	December 5, 2014
Course Modification	N/A	November 24, 2014	N/A
New Minor/ Concentration/Specialization*	N/A	January 16, 2015	March 31, 2015
Discontinuation of any program except degree	N/A	January 16, 2015	March 31, 2015
Modification of any program	N/A	January 16, 2015	March 31, 2015

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 2016-17 academic year and will not be available in the 2015-16 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Dental, Law or Health Sciences Professional 2015-16 University Bulletins.

Additional dates for updating of the online bulletins:

Bulletins narrative content updates by colleges/schools/departments: Jan 5-April 1, 2015

Bulletins narrative content Registrar review: April 6-24, 2015

Final college/school review: April 27-May 8, 2015

Final OTR updates: May 11-29, 2015

Bulletins available online: June 4, 2015

Bulletins PDF created: July 14, 2015

Any potential fee changes associated with the new program should be addressed during the submission process.

*New Concentration/Specialization should be submitted in CourseLeaf as modifications

cc:	Ms. Kathy Bussanich	Ms. Cheryl Nelson
	Dr. Jeanne Hossenlopp	Ms. Carrie Pruhs
	Dr. Kim Halula	Mr. Christopher Perez
	Mr. John Lamb	Dr. Jeanne Simmons
	Dr. Denis Lynch	Ms. Bonnie Thomson
	Ms. Georgia McRae	Ms. Vicki Trautschold
	Dr. Gary Meyer	Ms. Stephanie Werkowski