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 2020 (AY 2020-2021).

All curriculum changes will be done online via CourseLeaf, including program/major/minor/certificate/concentration and specializations and course changes and must include the required documentation per the guidelines available on the Office of the Provost website: Academic Program Guidelines. The concept paper is still submitted directly to the Office of the Provost (Attn: Chief of Staff to the Provost).

Early submission of curriculum changes is highly encouraged (CourseLeaf will be available for submission of curriculum changes on May 1, 2019). To get started on the approval process prior to May 1, CourseLeaf template forms are located on the Provost website, 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.

<table>
<thead>
<tr>
<th>Curriculum Changes:</th>
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<tbody>
<tr>
<td><strong>Program Type</strong></td>
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<tr>
<td>New Degree program and any new program requiring new resources (including program expansion) (see notes 1/2)</td>
</tr>
<tr>
<td>Discontinuation of degree program</td>
</tr>
<tr>
<td>New Program/Major/Certificate (without new resources)</td>
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<tr>
<td>New Course</td>
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<tr>
<td>Deletion of Course</td>
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<tr>
<td>Course Modification</td>
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<tr>
<td>New Minor/Concentration/ Specialization (see note 3)</td>
</tr>
<tr>
<td>Discontinuation of any program except degree (see note 4)</td>
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</tbody>
</table>
Modification of any program | N/A | January 13, 2020 | March 30, 2020
Programs for Incubator | Contact Graduate School | | |
New Subject/Department or Department Name Change | N/A | September 23, 2019 | October 28, 2019

*As noted above: for all Undergraduate course proposals seeking Marquette Core Curriculum (MCC) approval, the Dean endorsed approval and submission via CourseLeaf, must be received by the MCC Director no later than October 15, 2019.

Note: Any additions or changes listed above, submitted after the deadlines must wait until the 2021-22 academic year for approval; therefore, they will not be available in the 2020-21 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Graduate School of Management, Dental, Law or Health Sciences Professional 2020-21 University Bulletins.

Additional dates for updating of the online bulletins:
Bulletins narrative updates by colleges/schools/departments: May 1, 2019 – March 30, 2020
Bulletins narrative content Registrar review: March 31-April 17, 2020
Final college/school review: April 20-May 1, 2020
Final OTR updates: May 4-19, 2020
Bulletin submitted to CourseLeaf: May 22, 2020
Bulletins available online: June 1, 2020
Bulletins PDF created: July 17, 2020
OTR emails faculty/staff update spreadsheet to colleges/schools: July 24, 2020
Updated spreadsheets due to OTR: August 28, 2020
OTR updates online bulletin and PDF: October 9, 2020

Notes:
1. This includes not just programs requiring resources in year 1 but any program requiring new resources within the first 5 years.
2. Any potential fee changes associated with the new program should be addressed during the submission process. The Master Free Request Form for a new university fee must also be submitted to the Office of the Bursar. The form can be found on the Budget Office’s Budget Building Resources website and must be submitted by the end of October.
3. New Concentrations/Specializations are submitted in CourseLeaf as modifications; however, the documentation required for review of the proposal is listed under section 4 or 5 of the “Guidelines for Developing and Seeking Approval of Academic Programs” (new/terminated) found on the Provost website.
4. Terminated Concentrations/Specializations are submitted in CourseLeaf as modifications, however the documentation required for review of the proposal is listed under Section 9 of the “Guidelines for Developing and Seeking Approvals of Academic Programs” (new/terminating) found on the Provost website.

cc: Ms. Katie Mullens Ms. Cheryl Nelson
Dr. John Su Ms. Carrie Pruhs
Dr. Michelle Schuh Dr. Mark Federle
Mr. Jay Kutka Dr. Jeanne Simmons
Dr. Andrew Dentino Ms. Bonnie Thomson
Ms. Georgia McRae Ms. Vicki Trautschold
Ms. Stephanie Werkowski Dr. Heather Hathaway
Dr. Ed Blumenthal Dr. Dave Clark
Ms. Beth Krey Dr. Joyce Wolburg
Ms. Tina McNamara Dr. Shelly Malin
Dr. Christine Shaw Dr. Amelia Zurcher
Dr. James Marten