

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
 FROM: Dr. Kimo Ah Yun, Provost (signed)
 DATE: February 4, 2021

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2022-2023

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 2022 (AY 2022-2023).

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, 2021). 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.

Curriculum Changes:

Program Type	Dean approved Concept Paper due to Office of the Provost (not in CourseLeaf)	Dean endorsed approval and proposal deadline for submission to the Office of the Registrar via CourseLeaf	Office of Provost approval in CourseLeaf
New Degree program and any new program requiring new resources (including program expansion) (see notes 1/2)	April 1, 2021 (new degree, major or certificate)	June 1, 2021	December 6, 2021
Discontinuation of degree program	N/A	September 30, 2021	December 6, 2021
New Program/Major/Certificate (without new resources)	August 2, 2021	November 15, 2021	March 14, 2022
New Course	N/A	November 15, 2021 Proposals to MCC Director by October 12, 2021*	December 6, 2021
Deletion of Course	N/A	November 15, 2021 Proposals to MCC Director by October 12, 2021*	December 6, 2021
Course Modification	N/A	November 15, 2021 Proposals to MCC Director by October 12, 2021*	N/A
New Minor/Concentration/Specialization (see note 3)	N/A	January 10, 2022	March 28, 2022
Discontinuation of any program except degree (see note 4)	N/A	January 10, 2022	March 28, 2022

Modification of any program	N/A	January 10, 2022	March 28, 2022
Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 20, 2021	October 25, 2021

***As noted above: for all Undergraduate course proposals seeking Marquette Core Curriculum (MCC) approval, the Dean-endorsed approval and submission must be submitted via CourseLeaf to the MCC Director no later than October 12, 2021. This is not a separate submission to the MCC Director; rather, the Director is in queue for approving new courses and course modifications.**

Note: Any additions or changes listed above, submitted after the deadlines must wait until the 2023-24 academic year for approval; therefore, they will not be available in the 2022-23 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Graduate School of Management, Dental, Law or Health Sciences Professional 2022-23 University Bulletins.

Additional dates for updating of the online bulletins:

Bulletins narrative content updates by colleges/schools/departments: May 3, 2021– April 1, 2022

Bulletins narrative content Registrar review: April 2 – April 15, 2022

Final college/school review: April 18 – April 30, 2022

Final OTR updates: May 2 – 17, 2022

Bulletin submitted to CourseLeaf: May 20, 2022

Bulletins available online: June 1, 2022

Bulletins PDF created: July 15, 2022

OTR emails faculty/staff update spreadsheet to colleges/schools: July 22, 2022

Updated spreadsheets due to OTR: August 26, 2022

OTR updates online bulletin and PDF: October 7, 2022

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 Fee 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 Dr. Carrienne Hayslett
Dr. John Su Ms. Carrie Pruhs
Ms. Michelle Schuh Dr. Mark Federle
Mr. Jay Kutka Dr. Jeanne Simmons
Dr. Andrew Dentino Ms. Bonnie Thomson
Mr. Seth Zlotocha Ms. Vicki Trautschold
Ms. Stephanie Werkowski Dr. Joshua Burns
Dr. Ed Blumenthal Dr. Dave Clark
Ms. Beth Krey Dr. Joyce Wolburg
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Dr. Christine Shaw Dr. Amelia Zurcher
Dr. Conor Kelly