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:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Dean approved Concept Paper due to Office of the Provost (not in CourseLeaf)</th>
<th>Dean endorsed approval and proposal deadline for submission to the Office of the Registrar via CourseLeaf</th>
<th>Office of Provost approval in CourseLeaf</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Degree program and any new program requiring new resources (including program expansion) (see notes 1/2)</td>
<td>April 1, 2021 (new degree, major or certificate)</td>
<td>June 1, 2021</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>Discontinuation of degree program</td>
<td>N/A</td>
<td>September 30, 2021</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>New Program/Major/Certificate (without new resources)</td>
<td>August 2, 2021</td>
<td>November 15, 2021</td>
<td>March 14, 2022</td>
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<tr>
<td>New Course</td>
<td>N/A</td>
<td>November 15, 2021 Proposals to MCC Director by October 12, 2021*</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>Deletion of Course</td>
<td>N/A</td>
<td>November 15, 2021 Proposals to MCC Director by October 12, 2021*</td>
<td>December 6, 2021</td>
</tr>
<tr>
<td>Course Modification</td>
<td>N/A</td>
<td>November 15, 2021 Proposals to MCC Director by October 12, 2021*</td>
<td>N/A</td>
</tr>
<tr>
<td>New Minor/Concentration/ Specialization (see note 3)</td>
<td>N/A</td>
<td>January 10, 2022</td>
<td>March 28, 2022</td>
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<tr>
<td>Discontinuation of any program except degree (see note 4)</td>
<td>N/A</td>
<td>January 10, 2022</td>
<td>March 28, 2022</td>
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<tr>
<td>Modification of any program</td>
<td>N/A</td>
<td>January 10, 2022</td>
<td>March 28, 2022</td>
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<tr>
<td>Programs for Incubator</td>
<td>Contact Graduate School</td>
<td></td>
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<tr>
<td>New Subject/Department or Department Name Change</td>
<td>N/A</td>
<td>September 20, 2021</td>
<td>October 25, 2021</td>
</tr>
</tbody>
</table>

*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 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 Dr. Carrianne Hayslett
    Dr. John Su Ms. Carrie Pruhs
    Ms. Michelle Schuh Dr. Mark Federle
    Mr. Jay Kuchta 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
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