

**MARQUETTE UNIVERSITY**  
**Office of the Provost**  
**MEMORANDUM**

TO: Deans and Department Chairs  
 FROM: Dr. Kimo Ah Yun, Provost (signed)  
 DATE: February 1, 2022

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2023-2024

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 2023 (AY 2023-2024).

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 2, 2022). To get started on the approval process prior to May 2, 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 <b>any</b> new program requiring <b>new resources</b> (including program expansion) (see notes 1/2)	<b>April 1, 2022</b> (new degree, major or certificate)	<b>June 1, 2022</b>	December 5, 2022
Discontinuation of degree program	N/A	September 29, 2022	December 5, 2022
New Program/Major/Certificate (without new resources)	August 1, 2022	November 14, 2022	March 14, 2023
New Course	N/A	November 14, 2022 Proposals to MCC Director by October 11, 2022*	December 5, 2022
Deletion of Course	N/A	November 14, 2022 Proposals to MCC Director by October 11, 2022*	December 5, 2022
Course Modification	N/A	November 14, 2022 Proposals to MCC Director by October 11, 2022*	N/A
New Minor/Concentration/Specialization (see note 3)	N/A	January 9, 2023	March 27, 2023
Discontinuation of any program except degree (see note 4)	N/A	January 9, 2023	March 27, 2023

Modification of any program	N/A	January 9, 2023	March 27, 2023
Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 19, 2022	October 24, 2022

**\*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 11, 2022. This is not a separate submission to the MCC Director; rather, the Director is in queue for approving new courses and course modifications.**

**All new graduate programs must go through the Incubator.**

**Note:** Any additions or changes listed above, submitted after the deadlines must wait until the 2024-25 academic year for approval; therefore, they will not be available in the 2023-24 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Graduate School of Management, Dental, Law or Health Sciences Professional 2023-24 University Bulletins.

**Additional dates for updating of the online bulletins:**

Bulletins narrative content updates by colleges/schools/departments: May 2, 2022– April 3, 2023

Bulletins narrative content Registrar review: March 30 – April 14, 2023

Final college/school review: April 17 – April 30, 2023

Final OTR updates: May 1 – 16, 2023

Bulletin submitted to CourseLeaf: May 19, 2023

Bulletins available online: June 1, 2023

Bulletins PDF created: July 14, 2023

OTR emails faculty/staff update spreadsheet to colleges/schools: July 21, 2023

Updated spreadsheets due to OTR: August 25, 2023

OTR updates online bulletin and PDF: October 6, 2023

**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. William Lobb	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
Ms. Tina McNamara	Dr. Shelly Malin
Dr. Jill Guttormson	Dr. Amelia Zurcher
Dr. Conor Kelly	