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 2025 (AY 2025-2026).

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. Concept papers should be submitted directly to the Office of the Provost (Attn: Chief of Staff to the Provost).

Early submission of curriculum changes is highly encouraged. CourseLeaf is undergoing an upgrade for AY 2024-2025 and is expected to be available for submission of curriculum changes the week of August 5, 2024.

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 1/2/3)</td>
<td>April 1, 2024 (new degree, major or certificate)</td>
<td>August 19, 2024</td>
<td>December 2, 2024</td>
</tr>
<tr>
<td>Discontinuation of degree program</td>
<td>N/A</td>
<td>September 26, 2024</td>
<td>December 2, 2024</td>
</tr>
<tr>
<td>New Program/Major/Certificate (without new resources)</td>
<td>August 1, 2024</td>
<td>November 11, 2024</td>
<td>March 11, 2025</td>
</tr>
<tr>
<td>New Course</td>
<td>N/A</td>
<td>November 11, 2024 Proposals to MCC Director by October 8, 2024*</td>
<td>December 2, 2024</td>
</tr>
<tr>
<td>Deletion of Course</td>
<td>N/A</td>
<td>November 11, 2024 Proposals to MCC Director by October 8, 2024*</td>
<td>December 2, 2024</td>
</tr>
<tr>
<td>Course Modification</td>
<td>N/A</td>
<td>November 11, 2024 Proposals to MCC Director by October 8, 2024*</td>
<td>N/A</td>
</tr>
<tr>
<td>New Minor/Concentration/ Specialization (see note 4)</td>
<td>N/A</td>
<td>January 6, 2025</td>
<td>March 24, 2025</td>
</tr>
<tr>
<td>Discontinuation of any program except degree (see note 5)</td>
<td>N/A</td>
<td>January 6, 2025</td>
<td>March 24, 2025</td>
</tr>
<tr>
<td>Modification of any program</td>
<td>N/A</td>
<td>January 6, 2025</td>
<td>March 24, 2025</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 8, 2024. 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 that are submitted after the deadlines must wait until the 2026-27 academic year for approval; therefore, they will not be available in the 2025-26 Schedule of Classes for registration or displayed in the 2025-26 University Bulletin.

**Additional dates for updating of the university bulletin:**
- Bulletin narrative content updates by colleges/schools/departments: August 8, 2024 – April 1, 2025
- Bulletin narrative content Registrar review: March 27 – April 11, 2025
- Final college/school review: April 14 – April 30, 2025
- Final OTR updates: May 1 – 16, 2025
- Bulletin submitted to CourseLeaf: May 19, 2025
- Bulletin available online: June 2, 2025
- Bulletin PDF created: July 11, 2025

**Notes:**
1. This deadline does not apply to new schools or colleges.
2. This includes not just programs requiring resources in year 1 but any program requiring new resources within the first 5 years.
3. 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.
4. 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.
5. 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 Kutka  Ms. Karen Rinehart  
Dr. Elsbeth Kalenderian  Ms. Nicole Toerpe Mason  
Mr. Seth Zlotocha  Ms. Vicki Trautschold  
Ms. Stephanie Werkowski  Dr. Scott Reid  
Dr. Ed Blumenthal  Dr. Anthony Pennington-Cross  
Ms. Beth Krey  Dr. Kati Berg  
Ms. Tina McNamara  Dr. Madeline Schmidt  
Dr. Jill Guttormson  Dr. Amelia Zurcher  
Dr. Conor Kelly