

MARQUETTE UNIVERSITY

Office of the Provost

MEMORANDUM

TO: Deans and Department Chairs

FROM: Dr. Sarah B. Feldner, Provost (signed)

DATE: February 18, 2026

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2027-2028

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 2027 (AY 2027-2028).

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 expected to be available for submission of curriculum changes the week of May 4, 2026.

As we look to the future and continue 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 <u>any</u> new program requiring <u>new resources</u> (including program expansion) (see notes 1/2/3)	April 1, 2026 (new degree, major or certificate)	August 17, 2026	December 1, 2026
Discontinuation of degree program	N/A	September 24, 2026	December 1, 2026
New Program/Major/Certificate (without new resources)	August 3, 2026	November 9, 2026	March 9, 2027
New Course	N/A	November 9, 2026 Proposals to MCC Director by October 6, 2026*	December 1, 2026
Deletion of Course	N/A	November 9, 2026 Proposals to MCC Director by October 6, 2026*	December 1, 2026
Course Modification	N/A	November 9, 2026 Proposals to MCC Director by October 6, 2026*	N/A
New Minor/Concentration/ Specialization (see note 4)	N/A	January 11, 2027	March 22, 2027
Discontinuation of any program except degree (see note 5)	N/A	January 11, 2027	March 22, 2027
Modification of any program	N/A	January 11, 2027	March 22, 2027

Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 14, 2026	October 19, 2026

***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 6, 2026. This is not a separate submission to the MCC Director; rather, the Director is in queue for approving new courses and course modifications.**

The Incubator is currently on pause for new academic programs. For all new graduate programs, please reach out to the Graduate School.

Note: Any additions or changes listed above that are submitted after the deadlines must wait until the 2028-29 academic year for approval; therefore, they will not be available in the 2027-28 Schedule of Classes for registration or displayed in the 2027-28 University Bulletin.

Additional dates for updating of the university bulletin:

Bulletin narrative content updates by colleges/schools/departments: July 13, 2026 – April 1, 2027

Bulletin narrative content Registrar review: March 25 – April 9, 2027

Final college/school review: April 12 – April 29, 2027

Final OTR updates: May 3 – 15, 2027

Bulletin submitted to CourseLeaf: May 17, 2027

Bulletin available online: June 1, 2027

Bulletin PDF created: July 9, 2027

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 five 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/terminating/modification) 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/modification) 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. Noel Stuiber	Dr. Andrew Meyer
	Dr. Jennifer Talley	Ms. Nicole Toerpe Mason
	Mr. Seth Zlotocha	Ms. Vicki Trautschold
	Ms. Stephanie Werkowski	Dr. Scott Reid
	Dr. Aleksandra Snowden	Dr. Anthony Pennington-Cross
	Ms. Beth Krey	Dr. Kati Berg
	Ms. Tina McNamara	Dr. Madeline Schmidt
	Dr. Jill Guttormson	Dr. Amelia Zurcher
	Dr. Michael Olson	Dr. Leigh van den Kieboom
	Dr. Conor Kelly	