

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
 FROM: Dr. Daniel J. Myers, Provost (signed)
 DATE: February 6, 2018

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2019-2020

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 2019 (AY 2019-2020).

All curriculum changes will be done online via CourseLeaf, including program/major/minor/certificate/concentration/ specialization and course changes. CourseLeaf submissions must include the **required documentation** per the guidelines available on the Office of the Provost’s website: [Academic Program Guidelines](#). The concept paper is unique in that it is still submitted directly to the Office of the Provost (Attn: Chief of Staff to the Provost) prior to CourseLeaf entry.

Early submission of curriculum changes is highly encouraged (CourseLeaf will be available for submission of curriculum changes May 1, 2018). To get started on the approval process prior to May 1, CourseLeaf template forms are located on the Provost website, under [CourseLeaf Guidelines](#).

Academic strategic priorities require colleges and departments to consider programs that position Marquette competitively for the future. Resources for new programs will be scarce; however, we must explore adjusting current programs, reallocating resources for current programs, or create new programs that do not require new resources to meet our strategic goals.

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 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 2, 2018 (new degree, major or certificate) | June 1, 2018 | December 10, 2018 |
| Discontinuation of degree program | N/A | October 2, 2018 | December 10, 2018 |
| New Program/Major/Certificate (without new resources) | August 1, 2018 | November 19, 2018 | March 15, 2019 |
| New Course | N/A | November 19, 2018 | December 10, 2018 |
| Deletion of Course | N/A | November 19, 2018 | December 10, 2018 |
| Course Modification | N/A | November 19, 2018 | N/A |
| New Minor/Concentration/Specialization (see note 3) | N/A | January 11, 2019 | March 28, 2019 |
| Discontinuation of any program except degree (see note 4) | N/A | January 11, 2019 | March 28, 2019 |
| Modification of any program | N/A | January 11, 2019 | March 28, 2019 |
| Programs for Incubator | Contact Graduate School | | |
| New Subject/Department or Department Name Change | N/A | September 24, 2018 | October 31, 2018 |

Note: New programs, courses or changes submitted after the deadlines must wait until the 2020-21 academic year and will not be available in the 2019-20 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Dental, Law or Health Sciences Professional 2019-20 University Bulletins.

Additional dates for updating of the online bulletins:

Bulletins narrative content updates by colleges/schools/departments: May 1, 2018 - April 1, 2019

Bulletins narrative content Registrar review: April 2-19, 2019

Final college/school review: April 22-May 3, 2019

Final OTR updates: May 6-24, 2019

Bulletins available online: June 5, 2019

Bulletins PDF created: July 19, 2019

OTR emails faculty/staff update spreadsheet to colleges/schools: July 26, 2019

Updated spreadsheets due to OTR: August 30, 2019

OTR updates online bulletin and PDF: October 11, 2019

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 concentration/specialization is 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's website.
4. Terminated concentration/specialization is 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 Approval of Academic Programs \(new/terminating/modification\)](#) found on the Provost website.

cc: Ms. Katie Mullens

Dr. John Su

Dr. Kim Halula

Mr. Jay Kutka

Dr. Andrew Dentino

Ms. Georgia McRae

Ms. Stephanie Werkowski

Ms. Cheryl Nelson

Ms. Carrie Pruhs

Mr. Christopher Perez

Dr. Jeanne Simmons

Ms. Bonnie Thomson

Ms. Vicki Trautschold