

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
 FROM: Dr. Kimo Ah Yun, Acting Provost (signed)
 DATE: February 6, 2019

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2020-2021

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 2020 (AY 2020-2021).

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, 2019). 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:

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 any new program requiring new resources (including program expansion) (see notes 1/2)	April 1, 2019 (new degree, major or certificate)	May 31, 2019	December 9, 2019
Discontinuation of degree program	N/A	October 1, 2019	December 9, 2019
New Program/Major/Certificate (without new resources)	August 1, 2019	November 18, 2019	March 16, 2020
New Course	N/A	November 18, 2019 Proposals to MCC Director by October 15, 2019*	December 9, 2019
Deletion of Course	N/A	November 18, 2019 Proposals to MCC Director by October 15, 2019*	December 9, 2019
Course Modification	N/A	November 18, 2019 Proposals to MCC Director by October 15, 2019*	N/A
New Minor/Concentration/Specialization (see note 3)	N/A	January 13, 2020	March 30, 2020
Discontinuation of any program except degree (see note 4)	N/A	January 13, 2020	March 30, 2020

Modification of any program	N/A	January 13, 2020	March 30, 2020
Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 23, 2019	October 28, 2019

***As noted above: for all Undergraduate course proposals seeking Marquette Core Curriculum (MCC) approval, the Dean endorsed approval and submission via CourseLeaf, must be received by the MCC Director no later than October 15, 2019.**

Note: Any additions or changes listed above, submitted after the deadlines must wait until the 2021-22 academic year for approval; therefore, they will not be available in the 2020-21 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Graduate School of Management, Dental, Law or Health Sciences Professional 2020-21 University Bulletins.

Additional dates for updating of the online bulletins:

Bulletins narrative content updates by colleges/schools/departments: May 1, 2019 – March 30, 2020

Bulletins narrative content Registrar review: March 31-April 17, 2020

Final college/school review: April 20-May 1, 2020

Final OTR updates: May 4-19, 2020

Bulletin submitted to CourseLeaf: May 22, 2020

Bulletins available online: June 1, 2020

Bulletins PDF created: July 17, 2020

OTR emails faculty/staff update spreadsheet to colleges/schools: July 24, 2020

Updated spreadsheets due to OTR: August 28, 2020

OTR updates online bulletin and PDF: October 9, 2020

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	Ms. Cheryl Nelson
Dr. John Su	Ms. Carrie Pruhs
Dr. Michelle Schuh	Dr. Mark Federle
Mr. Jay Kutka	Dr. Jeanne Simmons
Dr. Andrew Dentino	Ms. Bonnie Thomson
Ms. Georgia McRae	Ms. Vicki Trautschold
Ms. Stephanie Werkowski	Dr. Heather Hathaway
Dr. Ed Blumenthal	Dr. Dave Clark
Ms. Beth Krey	Dr. Joyce Wolburg
Ms. Tina McNamara	Dr. Shelly Malin
Dr. Christine Shaw	Dr. Amelia Zurcher
Dr. James Marten	