

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
 FROM: Dr. Daniel J. Myers, Provost (signed)
 DATE: January 26, 2017

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2018-2019

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 2018 (AY 2018-2019).

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, 2017). 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 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 3, 2017 (new degree, major or certificate)	June 2, 2017	December 11, 2017
Discontinuation of degree program	N/A	October 3, 2017	December 11, 2017
New Program/Major/Certificate (without new resources)	August 1, 2017	November 20, 2017	March 16, 2018
New Course	N/A	November 20, 2017	December 11, 2017
Deletion of Course	N/A	November 20, 2017	December 11, 2017
Course Modification	N/A	November 20, 2017	N/A
New Minor/Concentration/Specialization (see note 3)	N/A	January 12, 2018	March 28, 2018
Discontinuation of any program except degree (see note 4)	N/A	January 12, 2018	March 28, 2018
Modification of any program	N/A	January 12, 2018	March 28, 2018
Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 25, 2017	October 31, 2017

Note: New programs, courses or changes submitted after the deadlines must wait until the 2019-20 academic year and will not be available in the 2018-19 Schedule of Classes for registration or displayed in either the Undergraduate, Graduate, Dental, Law or Health Sciences Professional 2018-19 University Bulletins.

Additional dates for updating of the online bulletins:

Bulletins narrative content updates by colleges/schools/departments: Aug 1, 2017 - April 2, 2018

Bulletins narrative content Registrar review: April 3-20, 2018

Final college/school review: April 23-May 4, 2018

Final OTR updates: May 7-25, 2018

Bulletins available online: June 6, 2018

Bulletins PDF created: July 13, 2018

OTR emails faculty/staff update spreadsheet to colleges/schools: July 23, 2018

Updated spreadsheets due to OTR: August 31, 2018

OTR updates online bulletin and PDF: October 12, 2018

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.
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. John Su

Dr. Kim Halula

Mr. Jay Kutka

Dr. Fred Sutkiewicz

Ms. Georgia McRae

Ms. Stephanie Werkowski

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