

MARQUETTE UNIVERSITY  
 Office of the Provost  
 MEMORANDUM

TO: Deans and Department Chairs  
 FROM: Dr. Kimo Ah Yun, Provost (signed)  
 DATE: January 31, 2024

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs and Courses for Academic Year 2025-2026

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. All changes 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, 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 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 <u>and</u> any new program requiring <u>new resources</u> (including program expansions) (see notes 1/23)	Apr TT1n BT 0 Tc (	26, 2024	December 2, 2024
New Program/Major/Certificate (without new resources)	August 1, 2024	November 11, 2024	March 11, 2025
New Course	N/A	November 11, 2024 Proposals to MCC Director by October 8, 2024*	December 2, 2024
Deletion of Course	N/A	November 11, 2024 Proposals to MCC Director by October 8, 2024*	December 2, 2024
Course Modification			

