

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs
FROM: Dr. Kimo Ah Yun, Provost (signed)
DATE: January 31, 2023

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs and Courses for Academic Year 2024-2025

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 2024 (AY 2024-2025).

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](#). The concept papers are 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.

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| | | approval submission to the Office of the Registrar via CourseLeaf | Office of Provost approval in CourseLeaf |
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| New Degree program and/or new program requiring new resources (including program expansions) (see notes 1/2) | April 3, 2023 (new degree, major or certificate) | June 1, 2023 | December 4, 2023 |
| Discontinuation of degree program | N/A | September 28, 2023 | December 4, 2023 |
| New Program/Major/Certificate (without new resources) | August 1, 2023 | November | |

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| | | by October 0, 2023* | December 4, 2023 |
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| Modification of any program | N/A | January8, 2024 | March25, 2024 |
| Programs for Incubator | Contact Graduate School | | |
| New Subject/Department or Department Name Change | N/A | September18, 2023 | October23, 2023 |

*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 10, 2023. This is not a separate submission to the MCC Director; rather, the Director is in queue for approving new courses and course modifications.