

MARQUETTE UNIVERSITY
Office of the Provost
MEMORANDUM

TO: Deans and Department Chairs

FROM: Dr. Sarah B. Feldner, and course changes and must include the **required documents** and **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 expected to be available for submission of curriculum changes the week of May 5, 2025.

As we look to the future and continue 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 1/2/3)	April 1, 2025 (new degree, major or certificate)	August 18, 2025	December 1, 2025
Discontinuation of degree program New Program/Major/Certificate Proposals	N/A	September 25, 2025	December 1, 2025

