Timeline
Annually the Office of the Provost promulgates the memorandum that identifies the dues dates for:
concept papers, proposals for new and terminated programs, program modifications and course changes.

New Program Ideas
1. Idea Generation
   Ideas for new academic programs come from many sources. They might be the outcome of
   student or community requests, college strategic goals, advances in a discipline or success of a
   similar idea at other institutions. Colleges and Schools are encouraged to hold periodic sessions
   for consideration of potential new programs by faculty, student, alumni or community groups.

2. Idea Screening
   The number of new programs that could be developed generally far exceeds the resources of the
   University. Indeed, even good programming ideas often surpass the resources available or the
   strategic directions of the college or university. Thus, various ideas for new programs must be
   screened at the department and college level (or in the case of proposed interdisciplinary
   programs with a representative committee). The general criteria that should be applied in
   screening a new program idea are the following:
   > Is the proposed program consistent with the mission and strategic plan of the University?
   > Can it be delivered with high academic quality?
   > Is it likely to be profitable, at minimum on a direct cost basis?
   > Is it consistent with the strength and core competencies of the department?
   > Is the program free from duplication or competition with a current or planned program
   > within the university?
   > Is the program sustainable on a long-term basis?
   > Does it have characteristics that are distinctive from similar programs offered by the
   > competition?
   > How will this program enhance the reputation of Marquette?

3. Deans discuss the idea of the program with the Provost or Vice Provost for Academic Affairs or
   Vice Provost for Graduate and Professional Studies and Dean of the Graduate School (as
   appropriate).

4. If the idea addresses all of the criteria and has support of the Dean, Provost or Vice Provost

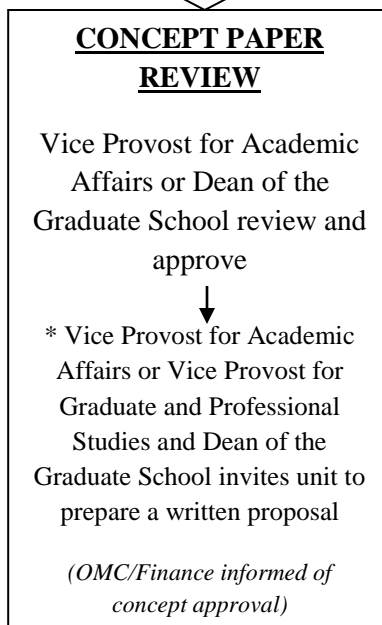Are the characteristics of the new program distinctive from similar programs offered by the competition?
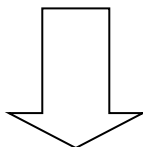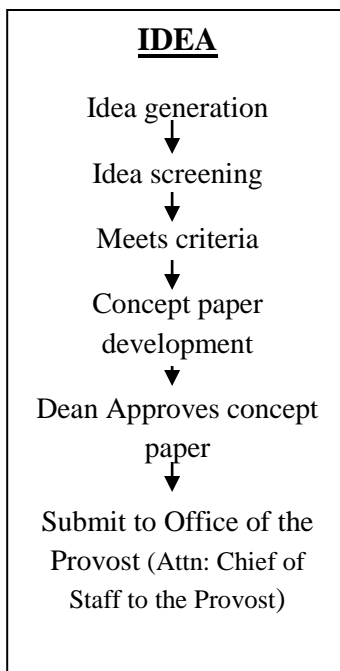General statement on

questions or to provide notification that you are developing a program that requires HLC no

**Flow Chart for
Academic Program
Idea and Concept Development**

**Concept Papers are
required for:**

Degree Program
Major
Certificate

IDEA

Idea generation

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Idea screening

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Meets criteria

↓

Concept paper
development

↓

Dean Approves concept
paper

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Submit to Office of the
Provost (Attn: Chief of
Staff to the Provost)

**CONCEPT PAPER
REVIEW**

Vice Provost for Academic
Affairs or Dean of the
Graduate School review and
approve

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* Vice Provost for Academic
Affairs or Vice Provost for
Graduate and Professional
Studies and Dean of the
Graduate School invites unit to
prepare a written proposal

*(OMC/Finance informed of
concept approval)*

*For Undergraduate programs:
   Vice Provost for Academic Affairs
*For Graduate or Professional Program:
   Vice Provost for Graduate and Professional Studies
   and Dean of the Graduate School

Proposal Flow Charts
See new degree/major and
certificate sections for
review/approval process for
proposal