

**MARQUETTE UNIVERSITY**  
**Office of the Provost**  
**MEMORANDUM**

TO: Deans and Department Chairs  
 FROM: Dr. Sarah B. Feldner, Provost (signed)  
 DATE: January 31, 2025

SUBJECT: Due Dates for New, Modified or Deleted Academic Programs/Courses for Academic Year 2026-2027

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 2026 (AY 2026-2027).

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](#). 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 <b>any</b> new program requiring <b>new resources</b> (including program expansion) (see notes 1/2/3)	<b>April 1, 2025</b> (new degree, major or certificate)	<b>August 18, 2025</b>	December 1, 2025
Discontinuation of degree program	N/A	September 25, 2025	December 1, 2025
New Program/Major/Certificate (without new resources)	August 1, 2025	November 10, 2025	March 10, 2026
New Course	N/A	November 10, 2025 Proposals to MCC Director by October 7, 2025*	December 1, 2025
Deletion of Course	N/A	November 10, 2025 Proposals to MCC Director by October 7, 2025*	December 1, 2025
Course Modification	N/A	November 10, 2025 Proposals to MCC Director by October 7, 2025*	N/A
New Minor/Concentration/Specialization (see note 4)	N/A	January 5, 2026	March 23, 2026
Discontinuation of any program except degree (see note 5)	N/A	January 5, 2026	March 23, 2026
Modification of any program	N/A	January 5, 2026	March 23, 2026

Programs for Incubator	Contact Graduate School		
New Subject/Department or Department Name Change	N/A	September 15, 2025	October 20, 2025

**\*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 7, 2025. This is not a separate submission to the MCC Director; rather, the Director is in queue for approving new courses and course modifications.**

**All new graduate programs must go through the Incubator.**

**Note:** Any additions or changes listed above that are submitted after the deadlines must wait until the 2027-28 academic year for approval; therefore, they will not be available in the 2026-27 Schedule of Classes for registration or displayed in the 2026-27 University Bulletin.

**Additional dates for updating of the university bulletin:**

Bulletin narrative content updates by colleges/schools/departments: July 14, 2025 – April 1, 2026

Bulletin narrative content Registrar review: March 26 – April 10, 2026

Final college/school review: April 13 – April 30, 2026

Final OTR updates: May 1 – 15, 2026

Bulletin submitted to CourseLeaf: May 18, 2026

Bulletin available online: June 1, 2026

Bulletin PDF created: July 10, 2026

**Notes:**

1. This deadline does not apply to new schools or colleges.
2. This includes not just programs requiring resources in year 1 but any program requiring new resources within the first 5 years.
3. Any potential fee changes associated with the new program should be addressed during the submission process. The Master Fee Request Form for a new university fee must also be submitted to the Office of the Bursar. The form can be found on the Budget Office’s Budget Building Resources website and must be submitted by the end of October.
4. 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.
5. 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. Carrienne Hayslett  
       Dr. John Su                                Ms. Carrie Pruhs  
       Ms. Michelle Schuh                    Dr. Mark Federle  
       Mr. Jay Kutka                            Ms. Karen Rinehart  
       Dr. Elsbeth Kalendarian              Ms. Nicole Toerpe Mason  
       Mr. Seth Zlotocha                      Ms. Vicki Trautschold  
       Ms. Stephanie Werkowski            Dr. Scott Reid  
       Dr. Ed Blumenthal                     Dr. Anthony Pennington-Cross  
       Ms. Beth Krey                            Dr. Kati Berg  
       Ms. Tina McNamara                    Dr. Madeline Schmidt  
       Dr. Jill Guttormson                    Dr. Amelia Zurcher  
       Dr. Michael Olson