

CLA and Holt Submissions to Curriculum Committee  
Course Proposals and Major/Minor Map Changes  
Approved by Curriculum Committee 9/4/2018  
Approved by Faculty 9/20/2018

Submit proposal to the Chair of Curriculum Committee and copy Stephanie Henning ([shenning@rollins.edu](mailto:shenning@rollins.edu)).

For changes to major/minor map, please include:

- A clear explanation of changes with rationale
- Red line edits to catalog copy
- Red line edits to current major/minor maps
- Any relevant new course proposals (will be reviewed by New Course Subcommittee first)

For new course proposals, please complete a new course proposal form and submit to the registrar ([shenning@rollins.edu](mailto:shenning@rollins.edu)). Please confirm with the registrar that the requested course number is available.

Submit RCC, Honors, and rFLA course information to the Associate Dean of Academics.

Please keep in mind the following recommended submission dates for changes effective in the 2022-23 academic year:

- New Course Subcommittee will review new course proposals on a rolling basis until the end of the fall semester. To ensure consideration of new course proposals, please submit by November 1.
- Changes to major/minor map should be submitted by Jan 30.

Proposals submitted and approved after the above dates will be effective in the 2023-24 academic year.

Faculty who submit course proposals after the fall semester may still offer a topics course in the following academic year. Please remember that a course may be taught twice as a topics course before approval by the New Course Subcommittee for addition to the catalogue.

For new or substantive changes to majors/minors/programs, please refer to Rollins guidelines for [Creation, Revision, and Closure of Academic, Non-Credit, and Collaborative Programs](#). Per this document, when considering new academic programs, departments/individuals are “strongly encouraged to meet with the appropriate faculty governance body (if required), Dean(s), and Vice President for Academic Affairs and Provost (VPAA/Provost) as early as possible in the development process to discuss program changes, resource needs, and substantive change documentation, as required.