

Changes to an existing major and/or minor:

- Submit proposal to Curriculum Committee, including: a clear explanation of changes with rationale, and current major/minor maps with annotations in red indicating changes
- Once approved, send the following documents to Karla Knight, Cindy Pokrywa, Laura Pfister and Robin Mateo:
 - Proposal submitted to and approved by curriculum committee
 - Updated major and/or minor maps
 - Redlined changes of catalogue copy
- If changes include new courses:
 - Confirm with appropriate registrar that requested course number is available (A&S: Robin Mateo, Holt: Laura Pfister)
 - Submit New Course Proposal form to Karla Knight, for New Course Subcommittee review

All approved changes will be effective the following Fall term for each academic year

New major, minor and/or program:

- Refer to [New Program Proposal or Substantive Change of an Existing Program](https://rpublic.rollins.edu/sites/IR/Shared%20Documents/KI%201003%20Creation-Revision%20of%20Academic,%20Non-Credit,%20Collaborative%20Programs.pdf) available at <https://rpublic.rollins.edu/sites/IR/Shared%20Documents/KI%201003%20Creation-Revision%20of%20Academic,%20Non-Credit,%20Collaborative%20Programs.pdf>
- Per document referenced above, 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.”
- All other steps are the same as those above

If you have any questions regarding the following, please contact the individual noted:

- Banner → Robin Mateo
- Catalogue copy and major/minor maps → Karla Knight
- DegreeWorks → Cindy Pokrywa
- Holt programs → Laura Pfister