**Undergraduate Major, Minor and Program Change Proposal Form**

Proposals for significant changes to current undergraduate academic programs go from department or program to their Faculty Chapter, and then to the Curriculum Subcommittee, with recommendations going to Senate for discussion. The Faculty Senate makes a recommendation to faculty, which goes to the faculty for approval by vote.

Proposals for smaller changes to academic programs go from department or program to their Faculty Chapter, and then to the Curriculum Subcommittee for a vote, then to Senate and the full faculty for point of information.

For a list of examples of proposed changes, see pages 70 and 71 in the Faculty Handbook.

*Please include the following information in your proposal:*

**Department:**

**Major/Minor/Program:**

**General Background:**

**Rational for Changes:**

**Changes to courses (list new courses\*, eliminated courses):**

**Proposed Edits to the Catalog**

In the space below, please copy/paste the current Catalog description of your program. Indicate deletions in red strikethrough, and additions in yellow highlight.

**Any Additional Information:**

**Department Chair’s Signature:**

**Date of Chapter Review:**

**Date of Curriculum Committee Review:**

**Approval Status:**

*\*Note, New Courses will need to be proposed and approved by Chapter. Please use the New Course Proposal Form available on the Registrar's website* [*here*](https://registrar.press.hollins.edu/academic-forms/)*.*

*Updated January 27 2025*