

**Hofstra University
Office of the Provost**

**Curriculum and Standards
MINOR CHANGES**

Minor Program Change Definition:

A minor program change is one that, to be made permanent, does not require presentation to the entire College/School faculty for a vote and may be presented for information only. Typical minor program changes alter the description, electives of a department's major, or changes in course sequencing. When in doubt about whether a given proposal should be treated as "minor," consult with the pertinent committee chairperson or with the Dean's Office before submitting the proposal.

Minor Program Change Actions:

Program description clarifications (adding electives/swapping out required course)
Change offering sequence
Other

Minor Course Change Definition:

A minor program change is one that, to be made permanent, does not require presentation to the entire College/School faculty for a vote and may be presented for information only. Typical minor program changes are alterations in the description, including adding electives or changes in course sequencing. When in doubt about whether a given proposal should be treated as "minor," consult with the pertinent committee chairperson or with the Dean's Office before submitting the proposal.

Course Change Actions:

Clarification of course description
Add special or laboratory fee
Course title
Change offering sequence