

**LONGWOOD UNIVERSITY**  
**ACADEMIC POLICY APPROVAL PROCESSES – AS OF AUGUST 2018**  
*Note: This matrix is not intended to represent SCHEV or SACSCOC official policy.*

	Dept Curr Comm	Dept Chair	Dean	Other Depts/ Progs Notified	Licensure Officer/ Dean CEHS Notified	Civitae Core Curr Comm	Coll Curr Comm	Grad Curr Comm	EPC	Senate	PVPAA	OAIR	OAC	BOV	SCHEV
Change or new academic policy or regulations *					IA				YES	YES	YES		NTF	Info	
Change or new Civitae Core curriculum policy *					IA	YES			YES	YES	YES	NTF	NTF	IA	
Change or new academic department name	YES	YES	YES			IA	NTF	IA	NTF		YES	NTF	NTF	YES	YES
Change disciplinary prefix	YES	YES	YES	IA	IA	IA	YES	IA	YES	Info	Info	NTF	NTF		
Change catalog language only (Consult Chair of EPC to determine whether written proposal is necessary)	YES	YES	IA						IA						

**YES** = Approval by this body required before progressing to next level, or prior to implementation for SCHEV.

**Info** = Informational; body may reject, require revision or ask for additional information.

**NTF** = Notification only required to this body.

**IA** = If applicable.

\*For policy changes, use the **General Academic Proposal/Policy Cover Sheet** on Curriculog (accessible from the [Academic Initiatives and Curriculum Development blog](#)).