

**LONGWOOD UNIVERSITY**  
**CURRICULUM APPROVAL PROCESSES – AS OF AUGUST 2019**  
*Note: This matrix is not intended to represent SCHEV or SACSCOC official policy.*

GRADUATE AND UNDERGRADUATE PROGRAMS / CERTIFICATES																
	<a href="#">Academic Initiative Checklist</a>	Dept Curr Comm	Dept Chair	Dean *	Other Depts/ Progs Notified	Licensure Notifications	Library Notified	Coll Curr Comm *	PEC	EPC	Senate	PVPAA	AIR	BOV	SCHEV	SACS COC
<b>CHANGES to <u>degree programs</u> (majors) or <u>certificates</u> (including interdisciplinary)**</b>																
Program name or credit hours (major or degree program)		YES	YES	YES	NIA	NIA		YES	AIA	YES	YES	YES	NTF		YES	NTF
Substantive curriculum change	YES	YES	YES	YES	NIA	NIA		YES	AIA	YES	YES	YES	NTF		YES	YES
Basic curriculum change		YES	YES	YES	NIA	NIA		YES	AIA	YES	Info					
Discontinue program or certificate	YES	YES	YES	YES	NIA	NIA	YES	YES	AIA	YES	YES	YES	NTF	YES	YES	YES
<b>CHANGES to <u>concentration</u> or <u>minor</u> (including interdisciplinary)**</b>																
Program name or credit hours (concentration)		YES	YES	YES	NIA	NIA		YES	AIA	YES	Info	YES				
Substantive curriculum change		YES	YES	YES	NIA	NIA		YES	AIA	YES	YES	YES				
Basic curriculum change		YES	YES	YES	NIA	NIA		YES	AIA	YES	Info					
Discontinue concentration or minor		YES	YES	YES	NIA	NIA	YES	YES	AIA	YES	YES	YES	NTF			
<b>CHANGES to <u>delivery</u> of degree program</b>	YES		NTF	NTF						NTF		YES	NTF		YES	NTF
<b>CHANGES to <u>location/new location</u> (use Off-Site Location Reporting Form on <a href="#">Curriculog</a>)</b>	YES		NTF	NTF						NTF		YES	NTF		NTF	YES
<b>NEW <u>degree program</u> (major), <u>certificate</u>, <u>concentration</u>, or <u>minor</u> (including interdisciplinary)**</b>																
New degree program/major (includes spinoff, expansion of existing concentration and CIP code changes)	YES	YES	YES	YES	NIA	NIA	YES	YES	AIA	YES	YES	YES	NTF	YES	YES	YES
New concentration or minor		YES	YES	YES	NIA	NIA	YES	YES	AIA	YES	YES	YES	NTF			
New certificate program	YES	YES	YES	YES	NIA	NIA	YES	YES	AIA	YES	YES	YES	NTF	Info	YES	YES

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

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

**NTF** = Notification only required to this body. For SCHEV and SACSCOC, notification must occur prior to implementation.

**AIA** = Approval by this body required if the type of program/course requires it.

**NIA** = Notification, if applicable.

\*For Graduate Programs and Courses, the Graduate Dean must also approve and the appropriate College Curriculum Committee is the Graduate Curriculum Committee.

\*\***Interdisciplinary programs** do not require approval of the Department Curriculum Committee. The chair of the interdisciplinary program committee serves as the department chair for approval.

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GRADUATE AND UNDERGRADUATE COURSES										
	Dept Curr Comm	Dept Chair	Dean*	Other Depts/ Progs Notified	Licensure Notifications	Civitae Core Curr Comm	Coll Curr Comm *	PEC	EPC	Senate
Credit hours change	YES	YES	YES	NIA	NIA	AIA	YES	AIA	YES	YES
New course Course number (different level) change Content (significant) change	YES	YES	YES	NIA	NIA	AIA	YES	AIA	YES	Info
Title change Course description change Course number (same level) change Prerequisite(s) change Deletion of course Storage of course Removal from storage	YES	YES	YES	NIA	NIA	AIA	YES	AIA	Info	Info

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