

LONGWOOD UNIVERSITY
CURRICULUM APPROVAL PROCESSES – AS OF AUGUST 2022
Note: This matrix is not intended to represent SCHEV or SACSCOC official policy.

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

APP = Approval by this body required before progressing to next level, or <u>prior to</u> implementation for SCHEV and SACSCOC.	NTF = Notification only required. For SCHEV and SACSCOC, notification must occur <u>prior to</u> implementation.
INFO = Informational; body may reject, require revision or ask for additional information.	AON = Approval or notification, depending on the percentage of location/modality.
AIA = Approval by this body required if the type of program/course is affiliated.	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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	Dept Curr Comm	Dept Chair	Dean*	Other Depts/ Progs	Licensure Officer	Civitae Core Curr Comm	Coll Curr Comm *	PEC	EPC	Senate	PVPAA
Credit hours change	APP	APP	APP	NIA	NIA	AIA	APP	AIA	APP	APP	NTF
New course Course number (different level) change Content (significant) change	APP	APP	APP	NIA	NIA	AIA	APP	AIA	APP	INFO	NTF
Title change Course description change Course number (same level) change Prerequisite(s) change Deletion of course Storage of course Removal from storage	APP	APP	APP	NIA	NIA	AIA	APP	AIA	INFO	INFO	NTF

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