LONGWOOD UNIVERSITY
CURRICULUM APPROVAL PROCESSES – AS OF AUGUST 2025
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 <u>degree programs</u> (majors) or <u>certificates</u> (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				
Close program or certificate	NTF	APP	APP	APP	NIA	NIA	NTF	APP	AIA	APP	APP	APP	NTF	APP	APP	APP
CHANGES to <u>concentration</u> or <u>minor</u> (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				
Close 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	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	NTF	AON	NIA	APP
NEW <u>degree program</u> (major), <u>certificate</u>, <u>concentration</u>, or <u>minor</u> (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.

GRADUATE AND UNDERGRADUATE COURSES											
	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 Retrieving from storage	**APP**	**APP**	**APP**	**NIA**	**NIA**	**AIA**	**APP**	**AIA**	**INFO**	**INFO**	**NTF**

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