Prefix Policy
2019-2020 General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic*	Prefix Policy

Are you Proposing:*
- ☐ New academic policy or regulations .
- ☑ Change academic policy or regulations .
- ☐ Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*

COURSE PREFIXES

Each academic prefix, such as MATH, EDUC, ACCT, etc. will be the responsibility of a specific department or academic unit. No course may be created and no section of a course may be offered without the approval of the administrative leader of that unit. Furthermore, no change in a course may be made without the approval of the administrative leader of that academic unit. If a new prefix is created, the units in charge of similar prefixes or who might be affected by the change must be consulted.

An academic prefix for an existing major or minor is the responsibility of the department that administers that major or minor. Prefixes for courses which do not lead to a major or minor will be the responsibility of the unit that originated or historically controlled it. Prefixes for professional studies courses taken by non-degree seeking students (e.g., PEDU, PCSD) that match existing courses in other disciplines (e.g., EDUC, CSDS, respectively) are the responsibility of the department or unit that administers the original prefix. Prefixes not in any of the previous categories, such as GNED or CTZN, will be assigned to a unit by the PVPAA. The registrar's office will keep a record of the unit to which each prefix is assigned.

The creation of an interdisciplinary prefix or any course in a specifically interdisciplinary prefix (e.g., HBSI) requires the documentation and justification of the faculty credentials required to teach such a course. Completed documentation resides in Academic Affairs.

Hierarchy Owner*	Longwood University
	Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*	**The original policy was approved by Senate in October 2013. The current policy was tweaked last year at the EPC level to have more up-to-date information. The two policies should be in unison, and the latter requires further tweaks.**

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*	1) Updating the language to include more relevant examples. 2) Including an agreed upon policy regarding professional studies prefixes. 3) Including language approved by EPC last academic year regarding interdisciplinary prefixes.

RATIONALE

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*	**The significant change involves the inclusion of professional studies prefixes, which were not previously mentioned but have historically been treated as outlined above.** **The language related to interdisciplinary prefixes confirms the need for documentation of faculty credentials specifically for these types of courses.**

Curriculog