

Longwood University
GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET

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

If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

PREPARER: Bill Abrams

TOPIC: Responsibility for the content and assessment of courses

BACKGROUND : This proposal was approved by EPC and sent to Senate several years ago. It was sent by Senate back to EPC for simplification. This version is more easily understood than the previous version.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY: This policy would set in writing the current practice regarding who is responsible for the content and assessment of courses.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES: With the continued growth of Longwood University and more offices involved in various aspects of the educational mission, it is more important than ever that each and every course have a specific unit responsible for its content and quality

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SIGNATURE PAGE**

- 1. Educational Policy Committee _____
- 2. Faculty Senate _____
- 3. *VPAA _____
- 4. *BOV/SCHEV - VPAA will submit materials for approval
- 5. Date received by Registrar _____

*Substantive change (see definition and consult EPC chair prior to submitting materials)

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year’s catalog, all paperwork must be submitted no later than:

**February 1st to the College Curriculum Committee
March 1st to the Educational Policy Committee (EPC)**

Submission within the deadlines does not guarantee processing in time for the next academic year’s catalog.

Revised June 2012