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: (Originator, Department, or Committee that authored or sponsored this proposal) EPC/Academic Affairs

TOPIC: Storage

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 curriculum handbook does not indicate how long a program may remain in storage. Requirements of SCHEV and SACS indicate that five years is reasonable. In addition some of the language in the existing policy needs to be cleaned up and the process for bringing programs and courses out of storage should be made consistent with current practice.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions)**:** Change the language in the curriculum handbook as follows:
Storage or Deletion or Retrieval of a Course or Program
If a department wishes to remove a course or program from the catalog, it may be sent to storage using the appropriate procedure for course or program change, or deleted permanently. ~~If a course or program is sent to storage, it may be restored to the catalog through a request by the department chair to the Registrar.~~ Courses ~~and/or~~ will remain in storage for seven years before being deleted permanently. Programs will remain in storage for five years before being deleted permanently. The ~~Provost/VPAA~~ Registrar will maintain a list of courses in storage. Once deleted permanently, all paperwork for a new course and/or program would need to be submitted and approved

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed)**: This will make it more consistent with SACS and SCHEV.**

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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