

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)  
 Bill Abrams

**TOPIC:** EPC and the Curriculum Handbook

**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): Tradition states that the Curriculum Handbook can be changed with the consent of the Provost and the Chair of the EPC. The Handbook is important enough that changes should require the approval of the entire EPC as well as consent of the Provost. That policy should be codified, and additionally, a change is required to reflect the new name of the general education program.

**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): Changes to the Curriculum Handbook would require the approval of the provost and EPC. In particular FPPM IV.M.1 would be changed in the following way:

183

**M. COMMITTEE ON EDUCATIONAL POLICY**

**1.Purpose and Duties:**

This committee shall make recommendations to the Senate on curriculum proposals, academic programs, degree requirements, academic rules and regulations, general education, **core curriculum**, the graduate program, and admissions policy. **With the consent of the Provost, the committee makes changes to the curriculum handbook as needed.**

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): EPC is meant to be the vehicle between the curriculum process and Faculty Senate. As such, EPC should have to approve the forms and flow for curriculum matters.

**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET  
SIGNATURE PAGE**

	Date Received	Date Approved	Signature
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 1<sup>st</sup> to the College Curriculum Committee**  
**March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

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