

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, Virginia Kinman, EPC

TOPIC: The Requirement of a bibliography on a Longwood syllabus

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): A bibliography is required for every Longwood syllabus even if additional readings are not required for the course and the instructor does not feel they will be useful. Tradition dictates this as a SACS requirement, but it certainly is no longer such.

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):
 In the FPPM I.B in the list of items required on the syllabus, the following change will be made:

Bibliography (references required of all students; ~~other references~~)

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 change establishes that only references required of all students **must** be listed in the bibliography. If no references are required of all students, no bibliography is required.

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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