I. Scope and Purpose

This policy covers all policies under the purview of the Office of Academic Affairs. It enumerates the various sources, in addition to the official Policies Repository, in which Academic Affairs policies are to be found, and defines which policies are active and which take priority. Policies in other locations are superseded by official policies that appear on this site.

II. Policy

1. All policies in the Academic Affairs series (i.e., numbered 1.xxxx) and held in the WKU Policy Repository at www.wku.edu/policies are definitive policies of the Office of Academic Affairs and supersede any other extant policies on corresponding matters.

2. **Numbering System**

All Academic Affairs policies are numbered according to a 1.xyzt convention. The first digit (‘x’) after the decimal point refers to the subcategory of the policy, according to the scheme:

- 0 – general
- 1 – faculty
- 2 – fiscal matters
- 3 – student matters
- 4 – courses and similar academic matters
- 5 – academic administration

The last digit (‘t’) is the version number of the policy, starting at ‘0’ for a new policy and advancing cyclically from 0-9 upon subsequent revisions. The middle two digits (‘yz’) are used to identify the policy in question.
3. Statements in
   A. the Academic Administrative Handbook, available online at
      http://www.wku.edu/Dept/Support/AcadAffairs/AcadAdministrativeHandbook.htm,
   B. the Official University Undergraduate and Graduate Catalogs;
   C. sections in the Faculty Handbook relating to faculty appointment, continuance,
      evaluation, promotion and tenure; faculty duties and responsibilities; justified absence
      from work; outside employment and compensation; conflict of interest; sabbatical and
      other leaves; sexual harassment; and governance

   have the status of policies, unless superseded by a policy in the WKU Policy Repository.

4. Unless explicitly stated to the contrary in the policy, all new policies or policy revisions pertaining
   to items listed in II.3.C will be effective the July 1 on or following the date of the implementation
   or revision.

III  Procedure

1. The Office of Academic Affairs shall progressively follow the policy of WKU Policy 0.0001 to
   bring policies under II (3) A and II (3) C to the status of official university policies.

2. Where policies existing under II (3) contradict each other, this shall be resolved through the
   formal process of policy approval.

3. New policies may be introduced in accordance with the provisions of WKU Policy 0.0001

IV  Related Policies

Policy 0.0003  Policy on Policies

V  Reasons for Revision

September 2011

Paragraph II.4 added to ensure uniform application and interpretation of Faculty Handbook policies
throughout any academic year