POLICY & PROCEDURE DOCUMENT

NUMBER: H 0.0001

SECTION: Honors College

TITLE: Honors College Policy on Policies

DATE: June 15, 2012

REVISED: August16, 2016

Authorized by: Craig T. Cobane, Executive Director

I. Purpose and Scope

This policy covers all policies under the purview of the Honors College, and where appropriate, Honors College/International Center (HCIC) policies. It enumerates the various sources, in addition to the official Policies Repository, in which Honors College policies are to be found, and defines which policies are active and which take priority. Policies on this site are specific to the Honors College and/or HCIC only, and they do not contradict or supersede other official university policies.

II. Policy

A. Oversight

1. Policies for the Honors College are approved by the Executive Director of the Honors College.

2. Numbering System

All Honors College policies are numbered according to a H S.XYZV convention. The first digit ('S') before 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
> 6 – HCIC Facility

The last digit ('V') is the version number of the policy, starting at '0' for a new policy and advancing cyclically from 0-9 upon subsequent revisions. The first three digits after the decimal point ('XYZ') are used to identify the policy in question.

3. If there is a discrepancy between a WKU policy and an Honors College/HCIC policy, the WKU

policy is considered the official version.

III. Procedure

    A. New, Substantially Revised or Repealed Honors College Policies

1. New, substantially revised, or unnecessary policies are brought to the attention of the Executive Director, who approves the drafting of the policy or revision.

2. After consulting necessary offices and colleagues, author presents the draft policy to the Executive Director, who provides units head the opportunity to comment on the draft. Author is responsible for working with colleagues to create agreed upon language. Once consensus is reached, Executive Director approves policy and it is promulgated on Honors College website.

    B. No-Substantive Revisions

In the case of non-substantive or editorial revisions, team member may bring suggestions to the Executive Director. The Executive Director determines if the proposed revision is indeed non-substantive or refer team member to III.A.1 as appropriate.

    C. Updating the Repository of Policy

The Executive Director will work with the Honors College IT Consultant to update content of the repository of policies within one week of any new, amended, or repealed policy. The IT Consultant will keep a word document of each version of a policy for later reference.

IV. Revisions

8-16-16 Update document and revise numbering system

IV. Related Policies

V. Reasons for Revision