



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.0004
DIVISION: Academic Affairs
TITLE: Academic Affairs Policies - General
DATE: November 29, 2010
REVISED: September 19, 2011, October 2, 2012, November 1, 2015, March 7, 2022
Authorized by: Robert Fischer, Provost and Vice President for Academic Affairs

I. Scope and Purpose

This policy covers all policies under the purview of the Office of the Provost and Division 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 Policies in other locations are superseded by official policies that appear on this site.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

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

1. Numbering System

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

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

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 middle two digits ('yz') are used to identify the policy in question.

2. Related Documents

Statements in the following documents have the status of policies unless superseded by a policy in the WKU Policy Repository:

- a. the Official University Undergraduate and Graduate Catalogs;
- b. 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.

3. Effective Date of Policies and Revisions

Unless explicitly stated to the contrary in the policy, all new policies or policy revisions pertaining to items listed in II.A.2.b. will be effective the July 1 on or following the date of the implementation or revision.

III Procedure

1. The Office of the Provost and Division of Academic Affairs shall progressively follow the policy of WKU Policy 0.000V to bring policies under II.A.2. to the status of official university policies.
2. Where policies existing under II.A.2. 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 0.000V

IV Related Policies

Policy 0.000V 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

October 2012

Original Paragraph II.3.A, referring to obsolete Academic Affairs Handbook, deleted.

November 2015

Non-substantive changes as a result of the five year policy review in accordance with Policy 0.000V.

March 2022

Non-substantive changes as a result of the five-year policy review in accordance with Policy 0.000V.