

**POLICY TITLE:**

Policy on Policies

**VOLUME, SECTION & NUMBER:**

5.1.0

**ENTITIES AFFECTED:**

Employees

Students

Vendors

Visitors

**ADMINISTRATIVE AUTHORITY:**

The Kentucky State University Board of Regents

Office of General Counsel

**APPROVED BY:**

The Kentucky State University Board of Regents

**EFFECTIVE DATE:**

February 16, 2024

**REVISED FROM:**

July 15, 2022, Version of Policy

**POLICY STATEMENT:**

Pursuant to KRS 164.350(2), each university's governing board has the power and duty to

Only those policies approved in accordance with this Policy on Policies will have the force and effect of a University policy.

## DEFINITIONS:

### Academic Policy

A policy in which the scope of enforcement primarily affects faculty members.

Administrative Procedures

Policy Title  
Volume, Section & Number  
Entities Affected  
Administrative Authority  
Approved By  
Effective Date  
Revised From  
Policy Statement  
Definitions  
Related Policies or Documents  
Statutory or Regulatory References

Every policy must include the following components:

Policy Title  
Volume, Section & Number  
Entities Affected  
Administrative Authority  
Approved By  
Effective Date  
Policy Statement

The "Policy Statement" section should describe the purpose of the policy and/or provide a summary of the policy.

A revised policy must include the "Revised From" section, which provides the date of the policy's approval or last revision.

Policies featuring uncommon words or phrases should include a "Definitions" section that provides detailed definitions of such words or phrases.

If there are existing policies or documents that are related to a new policy, the policy must include a "Related Policies or Documents" section and list any such policies or documents.

Likewise, if there are any statutes or regulations that relate to a new policy, the policy must include a "Statutory or Regulatory References" section and list any such statutes or regulations.

If the "Revised From," "Definitions," "Related Policies or Documents," or "Statutory or Regulatory References" components/sections are unnecessary, they may be deleted from a policy.

Additional sections may be added to a policy as needed. Such sections must come after the "Policy Statement" and "Definitions" sections.



Continued relevance to the University's mission and values;  
Consistency with other University policies;  
Accordance with laws, regulations, accreditation standards, University practices, and educational practices;  
Errors in fact or language; and  
Any other potential errors

If changes to a policy are deemed necessary

RELATED POLICIES OR DOCUMENTS:

Policy Template

STATUTORY OR REGULATORY REFERENCES:

KRS 164.350

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APPENDIX A

POLICY TITLE: