

Rescinding a Policy

PLEASE REVIEW THE FOLLOWING IMPORTANT INFORMATION REGARDING THE RESCISSION OF ALL POLICIES

Policy Owners may recommend a policy for rescission.

Before a recommended policy can be transitioned to the official “Rescinded Policy” template and uploaded to the Policy Library, the Policy Owner must initiate procedural steps for rescission as outlined in the [WCU Policy on Policies](#).

Please thoroughly review this process before proceeding with the business rules below. Additional guidance is available by contacting your Division’s Policy Designee(s) and Additional Resources.

When a policy already exists in the SharePoint Library and has been approved by the appropriate Vice President/President to be officially rescinded:

1. Locate the existing policy in the SharePoint Library and delete the PDF version (DO NOT DELETE THE WORD VERSION)
2. Click on the Word version of the policy and open in desktop app.
3. Remove the text of the policy and replace with the text and formatting from the Rescinded Template.
4. Update the text in the Rescinded Text Box to reflect the specific policy being rescinded. Remove unnecessary text.
5. Click Save and exit the document. This will save the new version directly to the SharePoint Library.
6. Go back to the SharePoint Library main view and locate the policy in the list. Click on the 3 dots to the right of the document name (there should not be a PDF version since you

already deleted this) → Mouse over to “Automate” → Click
“Convert Document to PDF”

7. Update necessary column information

- **Next Review Date:** This is a required field so please use the same date as the Effective Date of Rescission listed on the rescinded policy. This will also avoid any future alerts associated with this rescinded policy.
- **Status:** change to rescinded
- Remove or update any affected emails and enterprise keywords
- **Reminder:** “Label” shall remain ‘public.’