



01.002: Policy and Procedure Numbering System

Responsible Executive: General Counsel
Responsible Office: Office of the President
Related Policy: 01.001
Approved-On Date: December 04, 2002
Effective Date: December 04, 2002
Revision Date:

Policy Statement

The reference number for a policy and procedure will comprise of two parts namely: a **two to three digit** classification ID and a **three-digit** index number. For example, this policy has a reference number (01.002) broken down as follows:

- Classification ID. – 01.
- Index No. – 002

The first number in the assigned block of classification ID will be used by the office of the respective executive areas.

Sub units not specifically identified with a classification ID in this policy but found to need one, will derive the ID by adding an uppercase letter to its parent's ID. For example, department of Accounting may use a classification ID of 31A since the School of Business' ID is 31.

New block of classification IDs can be created to accommodate growth of primary units and need for distinct policy identifications.

Purpose

This schema is designed to enable quick and easy identification, cataloging, referencing, and online publication of University policies.

Procedures

The classifications and subject matter areas within these classifications will be as follows:

Classifications

00-09 General Subjects

Organization Charts
General Policy

10-19 Office of the President

Office of General Counsel
Office of Legislative Affairs
Office of Planning and Budget
Athletics

20-29 Student Affairs

Office
Admissions
University Housing
ACCESS

30-39 Academic Affairs

Office
Business
Education
Liberal Arts
Science and Technology
Social Work
Registrar
Graduate Studies
Library

40-49 Finance and Business

Office
Comptroller
Grant Contract Accounting
Materiel Management
Human Resource
Auxiliary Services
Student Accounts
Payroll
Physical Plant

50-59 University Advancement

Office
News and Media Relations
Marketing
Alumni Affairs

60-69 Research and Technology

Office
Enterprise Information Systems

Information Technology
Telecommunications
Media Services
Sponsored Programs

70-79 Organizations

Faculty Senate
Student Government Association
AEOP

80-89 Public Safety

Campus Police
Risk Management
Army ROTC
Navy ROTC

Request for change and/or addition to the assigned classification IDs will be submitted via the executive office of the requestor to the responsible executive of this policy.