

Procedure 10.0604

Numbering and Organization of Governance Documents Procedure

For the purposes of this procedure, governance documents include policies and procedures maintained and publicized in accordance with the [Employee and Student Input Policy](#), [Developing and Making Changes to Policies and Procedure](#), and [Policy Making Authority by the Board of Trustees Policy](#).

All governance documents are required to have a number consisting of three elements: (i) section number, (ii) policy number, and (iii) procedure number. Numbers are generally in the format of **SS.PPNN** corresponding to section (SS), policy (PP), and procedure (NN). For the appropriate taxonomy and organization, each governance document will have a unique number.

Section Numbers

Section numbers adhere to the definitions in the following table:

Section Number (SS)	Section
01	Board
02	President
03	Academics-Student Services
04	Administrative Services
05	Human Resources
06	Regulatory
07	Audit
08	Facilities
09	IT
10	Internal Governance

Policy Number

A policy number is a two digit number between 01 and 99 used to identify the individual policy of the College.

Procedure Number

A procedure number is a two digit number between 01 and 99 used to identify individual procedure of the College.

Numbering Process

A number for a governance document should be developed using the following steps:

1. Identify the appropriate section for the document using the table above. For documents that may fall under multiple sections, choose one section and consider using cross-references within the document.
2. Identify the document as a policy document or a procedure document. Policy documents must have numbers in the format of SS.PP00. Procedure documents must

Procedure

have numbers in the format of SS.PPNN with PP corresponding to the policy under which the procedure falls.

3. For each new policy within a section, select the next highest policy number that is not already in use. For example, if there are already five policies in section 10, the new policy would be numbered as 10.0600. This number would represent policy number 06 in section 10.
4. For each new procedure under a policy, select the next highest procedure number that is not already in use. For example, if there already 23 procedures under policy 03.0500, the new procedure would be 03.0524. This number would represent procedure number 24 under policy 05 in section 03.
5. Additional examples of numbering are included in the table at the end of this document.

Responsibility for Numbering

The member of Senior Staff, or the supervising member of Senior Staff, that brings the document forward for consideration is responsible for identifying an appropriate number for the document. This number should be included when the document is brought forward for consideration, discussion, and approval. Under no circumstances should a number be used more than one time within the numbering system.

Examples

The following table of examples should be used to guide the selection of numbers.

Document	Section (SS)	Policy Number (PP)	Procedure Number (NN)	Number	Explanation
Solicitation Policy	01	02	00	01.0200	Board (SS = 01) Policy number (PP = 02) Procedure number (NN = 00) <i>Note that procedure number (NN) is "00" because this is a policy document.</i>
Facility Naming Policy	01	08	00	01.0800	Board (SS = 01) Policy number (PP = 08) Procedure number (NN = 00) <i>Note that procedure number (NN) is "00" because this is a policy document.</i>
Naming Procedure	01	08	01	01.0801	Board (SS = 01) Policy number (PP = 08) Procedure number (NN = 01) <i>Note that procedure number (NN) is "01" because this is the 1st procedure that falls under policy 01.0800.</i>

Procedure

Document	Section (SS)	Policy Number (PP)	Procedure Number (NN)	Number	Explanation
Academic Freedom Policy	03	01	00	03.0100	Academics-Student Services (SS = 03) Policy number (PP = 01) Procedure number (NN = 00) <i>Note that procedure number (NN) is "00" because this is a policy document.</i>
Academic Freedom Procedure	03	01	01	03.0101	Academics-Student Services (SS = 03) Policy number (PP = 01) Procedure number (NN = 01) <i>Note that procedure number (NN) is "01" because this is the 1st procedure that falls under policy 03.0100.</i>
Curriculum Revision Procedure	03	01	02	03.0102	Academics-Student Services (SS = 03) Policy number (PP = 01) Procedure number (NN = 02) <i>Note that procedure number (NN) is "02" because this is the 2nd procedure that falls under policy 03.0100.</i>

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Employee and Student Input Policy](#), [Developing and Making Changes to Policy and Procedure](#)

History

Senior Staff Review/Approval Dates: 05/01/17

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Procedure

Implementation Dates: *Enter date(s) here*

