

MSU University Policy Numbering System

The numbering system used is designed to facilitate the organization of all policy statements on a given subject, by a given official or affecting a given group.

Each policy statement is assigned a number under the following format:

XX-00-000 *E.G. Policy Development, Management and Review UW-03-01*

ABC

A. Type of Policy

- **First set of letters speak to the type of Policy**
 - UW-University-wide
 - XX- Reserved for future
 - XX- Reserved for future
 - XX- Reserved for future

B. Category of the Policy

- **Second set of numbers speak to the category the policy is housed in.**
 - 01- Academics and Student Life
 - 02- Administration and Operations
 - 03- Ethics, Integrity and Compliance
 - 04- Facilities and Safety
 - 05- Finance
 - 06- Health Services
 - 07- Human Resources
 - 08- Information Technology
 - 09- Research and Outreach
 - 10- Faculty and Academic Staff Affairs
 - 11- Reserved for future
 - 12- Reserved for future

Example: Policy Development, Management and Review UW-03-01

C. Sequentially assigned number (001, 002, 003 etc.)

- **Third set of numbering refers to the sequential order of the type of policy in that assigned category.**

Example: Policy Development, Management and Review UW-03-01