Instructions
Numbering Academic Policies

In adopting instructions that will work as a guide to the academic policy numbering system, the Office of Academic Programs and the Academic Senate at Cal Poly Pomona established a numbering system for academic policies based on categorized sub sections and policy ranges. The following (Table - 1) illustrates an itemized view of the sub sections and policy ranges within the Academic Manual which serves as an online central repository for all academic policies at Cal Poly Pomona:

Table - 1

<u>Sub Sections</u>	<u>Policy Range</u>
Organization & Shared Governance	0100 – 0200
Academic Organization & Services	1000 – 1099
Curricular Policies	1100 - 1199
Research & Instructional Support	1200 – 1299
Academic Personnel Policies	1300 – 1399
Academic Standards & Regulations	1400 – 1499
General Policies	1500 – 1599
Grading & Student Affairs	1600 - 1699

Each academic policy is assigned **a four-digit policy number** that is categorized and coded within a sub section.

For example, *Policy* **11**04 *– Program Review* is categorized under **1100 – 1199 Curricular Policies** sub section. The "04" coding for *Policy 11**04** – Program Review* serves as a classification number for the academic policy to further delineate the numbering system.

Coding/Classification Numbers

Coding/Classification numbers for policy numbering are assigned and delineated by numerical order. The final 2-digits in an assigned policy number represent the next available number. Sub-sections and policy ranges (see Table - 2) delineate numbering for the Academic Personnel Policies. This helps to keep related policies together, especially when writing additional academic policies.

Academic Personnel Policies (1300 – 1399) sub-sections and policy ranges, by classification number, are as follows:

Table - 2

Academic Personnel Policies: Sub Sections	1300 – 1300 Policy Range
Faculty and MPP Appointments	1300 – 1324
Faculty and MPP Performance Evaluations	1325 – 1349
Grievance and Disciplinary Actions	1350 – 1360
TBD*	1361 - 1374
Faculty Leaves	1375 – 1385
Resignation, Retirement, and Regulations	1386 – 1392
Compensation and Workload	1393 - 1399

*TBD = To Be Determined

New Policy Records

After a 4-digit policy number is assigned, a copy of the new academic policy is stored on the OneDrive Academic Manual folder and uploaded to the Academic Manual.

Removal of Old Policies

Old policies are removed from the Online Academic Manual and archived within the OneDrive Academic Manual folder.

Reuse of Existing Policy Numbers

Policy numbers can be reused when the old policies are revised or replaced with approved updates by the Academic Senate and University President. Dates for policy updates and approvals are documented as a footnote at the bottom of the academic policy. The following is an example of the footnote from Policy 1444:

AS-2984-212-AA (which supersedes AS-2704-167-AA)
Adopted by Academic Senate: 2022-05-04
Approved by President Soraya M. Coley: 2022-07-07

This record-keeping step is especially helpful for tracking previously used academic policy numbers, the dates for academic policy updates and adopted Academic Senate reports.

This numbering system for academic policies in the Online Academic Manual will ensure that administration, faculty, and staff members of the Cal Poly Pomona are always able to locate the right academic policy or policies they need to effectively perform their jobs.