



## Ohio Administrative Code Rule 3337-1-02 Policy numbering system.

Effective: July 23, 2016

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The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/01-002.html>

### (A) Overview

This policy describes the numbering system used in the "Ohio University Policy Manual," so that new policy statements may be assigned numbers that are consistent with those already in use, and so that people wishing to find the policy statement that addresses a particular concern can more readily find it.

### (1) Number format

The policy numbering system will be a five-digit number consisting of a two-digit general classification number and a three-digit index number, separated by a period, in the form, "XX.YYY," with leading zeros for each part, as needed.

### (2) Administrative Code

Senate Bill 3, effective September 17, 2014, requires that Ohio university rules be published both on the institution's web site (e.g., this manual), and as part of the Administrative Code. There is a direct mapping between the policy number and the Administrative Code number; the primary differences are that the Administrative Code number includes a prefix that is unique to Ohio university, and that leading zeros are less available in the Administrative Code system. For example, our "Policy 03.004" will be identified as "rule 3337-3-04 of the Administrative Code"; our "Policy 41.125" will be identified as "rule 3337-41-125 of the Administrative Code"; etc. (In some contexts, the Administrative Code's rule number may have additional segments between the "3337-" and the last two segments that are derived from our policy number). Although the number of digits displayed



within the Administrative Code is not always five, the numerical values do match.

(3) Reserved numbers

The "Administrative Policy Manual," the "Faculty Handbook," and the "Student Code of Conduct" are distinct documents: each has its own formal review and approval process, and none is part of either of the others.

Some issues are more appropriately addressed within the "Faculty Handbook", or the "Student Code of Conduct," rather than as part of this policy manual; other issues are best addressed here; and some issues will be addressed in more than one of those locations.

In order to facilitate publication of all three types of rules as part of the Administrative Code, while preventing the ambiguity that would result from numbering collisions among them, several general classification numbers are "reserved": they will not be assigned to any administrative policy, to ensure that their corresponding numbers within the Administrative Code are available for publication of faculty and student rules; see parts (D) and (H) of this policy.

(4) Assignment of numbers

Numbers will be assigned to new policy statements by the office of legal affairs.

The basic general classifications and subject matter areas within these classifications will be as shown in the rest of this policy.

(B) General classifications 00 to 09:

General subjects

(1) Organization charts

(2) General policy



(3) Issues that overlap multiple other general classifications

Examples include the following:

- (a) Space and facilities usage
- (b) Harassment and professional conduct
- (c) ID cards

(C) General classifications 10 to 19:

Academic matters

- (1) Colleges
  - (a) Arts and sciences
  - (b) Business
  - (c) Communication
  - (d) Education
  - (e) Engineering
  - (f) Fine arts
  - (g) Graduate
  - (h) Health sciences and professions
  - (i) Honors



- (j) Osteopathic medicine
  
- (k) University
  
- (2) Student academic records
  
- (a) Access to public and private information
  
- (b) Registration, drops, and withdrawals
  
- (c) Grading
  
- (3) Library
  
- (4) Learning resources
  
- (5) Off-campus academic programs
  
- (6) Institutional research
  
- (7) International affairs
  
- (8) Research and intellectual property
  
- (9) Emeritus status
  
- (10) Appointment and evaluation of faculty and academic leaders
  
- (See also parts (F)(6) and (H) of this policy.)
  
- (11) Centers and institutes



(D) General classifications 20 to 29:

Student matters

General classification number 27 is reserved for the "Student Code of Conduct" and related documents, as described in part (A)(3) of this policy.

- (1) Student personnel
- (2) Health and psychological services
- (3) Placement and internship
- (4) Fraternity and sorority affairs
- (5) Student activities and public occasions
- (6) Residence services and residence life
- (7) University discipline
- (8) Athletics
- (9) Campus recreation
- (10) Student financial aid and scholarships

(E) General classifications 30 to 39:

University development and planning matters

- (1) Alumni



(2) Regional development

(3) Public affairs

(4) Public information

(5) University publications

(6) Ohio university foundation

(7) Construction

(8) Space utilization

(9) Renovations

(10) Engineering

(11) Title grants

(F) General classifications 40-49:

Administrative matters

(1) Registration, admissions, scheduling, and regents reporting.

(2) Office and environmental services

(3) Facilities management and maintenance

(4) Vehicles

(5) Ohio university police department



- (6) Human resources and employment matters
  - (a) Employment
    - (i) Appointments
    - (ii) Hiring
    - (iii) Transfer
    - (iv) Promotion
    - (v) Demotion
    - (vi) Separation
  - (b) Benefits
    - (i) Educational
    - (ii) Group insurance and workers' compensation
    - (iii) Assistance and development programs for employees
    - (iv) Holidays and vacations
    - (v) Other leaves of absence and accommodations
    - (vi) Retirement
  - (c) Compensation, rewards, and recognition



(d) Dispute resolution

(e) Records and information services

(f) Performance management

(g) Workplace and occupational health and safety

(h) Payroll

(G) General classifications 50 to 59:

Business matters

(1) Financial matters

(2) Controller's functions

(a) Accounts payable

(b) Grants and contracts

(c) Plant funds

(d) General accounting

(e) Property accounting

(f) Procurement

(g) Surplus

(3) Treasurer functions





(a) Bursar

(b) Accounts receivable

(c) Foundation accounting

(d) Cash management

(H) General classifications 60 to 69:

Faculty matters

General classification numbers 60 through 69 are reserved for the "Faculty Handbook" and related documents, as described in part (A)(3) of this policy.

(I) General classifications 90 to 99:

Information technology matters

(1) Administrative support

(2) Academic support

(3) Voice and data networks

(4) Information retention, integrity, and security

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