

## **01.01.01 Format for Policies, Regulations, Rules and Procedures**

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### **Regulation Statement**

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Policies, regulations, rules and procedures of The Texas A&M University System (system) will follow the numbering conventions provided in this regulation.

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### **Reason for Regulation**

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This regulation provides guidelines for the numbering of system policies and regulations, and system member rules and procedures.

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### **Procedures and Responsibilities**

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The following numbering system will be used for system policies and regulations, and system member rules and procedures.

1. System policies bear two sets of two-digit numbers separated by a period. The first two digits refer to the subject area and the second two digits identify the sequentially numbered policy within that subject area.
2. System regulations bear three sets of two-digit numbers separated by periods. The last two digits refer to the sequentially numbered regulation relating to its parent policy.
3. System member rules bear the pre-existing regulation number described in Section 2, followed by a system member identifier (see listing in Section 5) and a digit(s), which represents the serially numbered member rule within that set.
4. System member procedures bear the pre-existing rule number and identifier described in Section 3, followed by a digit(s), which represents the serially numbered procedure within that set.

5. The following are established to identify system members:

S	System Offices
P	Prairie View A&M University
T	Tarleton State University
L	Texas A&M International University
M	Texas A&M University
G	Texas A&M University at Galveston
Q	Texas A&M University at Qatar
D	Texas A&M University-Central Texas
R	Texas A&M University-Commerce
C	Texas A&M University-Corpus Christi
K	Texas A&M University-Kingsville
O	Texas A&M University-San Antonio
H	Texas A&M University-Texarkana
W	West Texas A&M University
A	Texas AgriLife Research
X	Texas AgriLife Extension Service
E	Texas Engineering Experiment Station
N	Texas Engineering Extension Service
F	Texas Forest Service
I	Texas Transportation Institute
V	Texas Veterinary Medical Diagnostic Laboratory
Z	The Texas A&M University System Health Science Center

6. System regulations that do not have a specific controlling system policy, system member rules that do not have a specific controlling system policy or regulation, and system member procedures that do not have a specific controlling rule, are numbered as follows:

6.1 When a system regulation is not related to a specific system policy, it will be assigned the first two digits denoting general subject area and the second two digits of “99” denoting the absence of a specific controlling system policy.

6.2 When a system member rule is not related to a specific system regulation, the following naming conventions will apply:

(a) If it relates to a specific system policy (but not to a specific system regulation), it adopts the four digits of the system policy, uses “99” as the third two digits to denote the absence of a system regulation, and adds the system member identifier and a digit(s).

(b) If it relates neither to a specific system policy nor to a specific regulation, it adopts the first two digits of the general subject area, uses “99” as the second two digits to denote the absence of a specific system policy and “99” as the third two digits to denote the absence of a system regulation, then adds the system member identifier and a digit(s).

- 6.3 When a system member procedure is not related to a specific system member rule, the naming conventions described in the prior sections apply with the system member identifier followed by a “0,” indicating no rule exists, and a digit(s).
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## **Related Statutes, Policies, or Requirements**

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[System Policy 01.01, System Policies, Regulations, and Member Rules and Procedures](#)

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## **Contact Office**

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Office of the Chief of Staff  
(979) 458-6038