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Policy Name

1.1051 Policy Numbering Convention

Purpose and Scope

This policy defines the numbering convention to be used for Alvernia University's Policy system.

Responsibilities

Title or Role	Definition and What They are Responsible For
Office of the President	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

As policies are developed or revised, the policies shall be numbered using a whole number assigned to a division or unit followed by a four digits after the decimal place. Policy numbers for policies that are eliminated may be reused.

Policy Procedure

The following table identifies the whole numbers to be used for policies associated with the divisions listed:

Division	Number before the decimal
President	1
Board of Trustees	2
Business Affairs	3
Academic Affairs	4
Operations	5
Enrollment Management	6
Mission, Diversity and Inclusion (including Holleran Center)	7
Institutional Advancement	8
Marketing and Communications	8
Informational Technology	9
Admissions	10
Athletics	11

Graduate and Adult Education	12
Human Resources	13
O'Pake Institute	14
Registrar	15
Student Affairs	16
Student Financial Services	17

Exceptions to Policy

There are no exceptions to this Policy

Policy Review

The Office of the President policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

[Adoption of University Policies, Operating Procedures & Guidelines.pdf](#)

Exhibits

This section contains any forms or exhibits referenced by this policy.

N/A

Document Review Log

Date Reviewed	Description of Changes
4/05/2024	Initial Draft
4/11/2024	SLT Approval