



PRESIDENTIAL POLICY # 02.30.06.01 (2020)

POLICY CLASSIFICATION AND NUMBERING SYSTEM

Policy Title:	Policy Classification and Numbering System
Policy Type:	Presidential Policy
Legal Authority:	Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended
State Board Policy:	1-1-101
Policy No.:	PRES Policy #02.30.06.01 (2020)
Approval Date:	January 30, 2020
Responsible Office:	Division of Institutional Advancement and Effectiveness
Responsible Executive:	President/Chief Executive Officer
Applies to:	College Community

POLICY STATEMENT

Denmark Technical College is committed to supporting and promoting a culture of accountability and transparency and expects all members of the College Community to conduct the College’s business in a lawful and ethical manner.

This policy provides for the classification and numbering of all policies of the College to ensure understandable, consistent messaging and formatting.

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PURPOSE

This schema is designed to enable quick and easy identification, cataloging, referencing, and online publication of College policies in the online Policy Library.

TYPES OF POLICIES

There are the four types of policies at Denmark Technical College:

Area Commission (“AC”) Policy: addresses governance of the College and requires a majority approval of the Denmark Technical College Area Commission. The authority to determine when a policy warrants Area Commission level of approval rests with the Area Commission and the President with the advice of College Counsel.

Presidential Policy (“PRES”: policy that promulgates the President’s decisions on the operation of the College, Area Commission action, changes in law or new administrative issues within the College itself. Presidential Policy is issued by the President of the College with the advice of College Counsel and expires 90 days after the end of the President’s term in office. Area Commission approval is not required.

Administrative Policies (“ADM”): addresses critical operational matters to ensure compliance with applicable laws, regulations, and policies at the federal, state or local levels. Administrative Policies do not address practice or procedures, and have broad application throughout the College. Administrative Policy is subject to approval by the President, applicable Vice President, or respective designee for policy issuance and major revisions. Area Commission approval is not required.

Interim Policy (“INT”): provisional policy issued by the Area Commission or the President that satisfies an emergent need or exigency.

CLASSIFICATION

All College policies will be classified by policy type, i.e., AC Policy, Presidential Policy, Administrative Policy, or Interim Policy.

NUMBERING SYSTEM

Policies promulgated by the Area Commission (AC Policy) and the President (Presidential Policy) are identified by the following: classification, number (sequential), effective year (in parentheses), and policy title. For example:



CLASSIFICATION	NUMBER	YEAR	TITLE
AC POLICY	#01	2020	Classification and Numbering System Policy
PRESIDENTIAL POLICY	#02	2020	Inclement Weather Policy
ADMINISTRATIVE POLICY	#03	2020	Distance Education Policy
INTERIM POLICY	#04	2020	COVID-19 - Coronavirus

The effective year is the year of approval or revision.

Divisional Assignments

DIVISION	NUMBER ASSIGNED
10	Division of Academic Affairs
20	Division of Business and Finance
30	Division of Institutional Advancement and Effectiveness
40	Office of the President
50	Division of Student Affairs
60	

Offices or departments within a Division may be assigned a number with the range allotted to each Division. For example, policies designated as or related to the Office of the Registrar may be designated as assignment number 10 under the Division of Academic Affairs. Using the example, policies under the Office of the Registrar will be listed as:

03 = Administrative / 10 = Academic Affairs / 07 = Registrar / 01 = first policy

Procedures, best practices, guidelines or forms shall be labeled as such and published on the appropriate Division's website.

ACADEMIC AFFAIRS - #10	NUMBER ASSIGNED
01	Division of Arts and Sciences
02	Division of Business, Computers and Related Technologies
03	Division of Industrial Related Technologies
04	Division of Nursing
05	Division of Public Services
06	Library Services
07	Office of the Registrar
08	Academic Support and Career Services
09	Testing



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Other

BUSINESS AND FINANCE - #20	NUMBER ASSIGNED
01	Auxiliary Services
02	Facilities Management
03	Finances
04	Security
05	Other

INSTITUTIONAL ADVANCEMENT & EFFECTIVENESS - #30	NUMBER ASSIGNED
01	Office of Human Resources
02	Advancement Services
03	Alumni Relations
04	Development & Gifts
05	Assessment
06	Institutional Research
07	Public Relations/Marketing
07	Other

PRESIDENT'S OFFICE - #40	NUMBER ASSIGNED
01	Grants and Contracts
02	Information Systems and Technology
03	Workforce Development
04	Other

STUDENT SERVICES - #50	NUMBER ASSIGNED
01	Athletics
02	Enrollment Services
03	Financial Aid
04	Health and Wellness
05	Residence Life
06	Student Development
07	Other

Interim Policies



Interim policies are identified “Interim” and as AC Policy or Presidential Policy. The Interim policy is identified as follows: classification, number (sequential), effective year (in parentheses), and policy title. For example:

CLASSIFICATION	NUMBER	YEAR	TITLE
INTERIM AC POLICY	#04	2018	Creating and Maintaining Policies

Upon the finalization or ratification (if necessary) of an Interim Policy, the title “Interim” shall be eliminated and said policy shall be added to the appropriate category of policy. The effective year is the year of approval or revision.

PUBLICATION

This policy shall be widely published and distributed to the College community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the appropriate College Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

Next Scheduled Review: January 2023

Approved date: January 30, 2020

Revision History: TBD

Supersedes:

RELATED DOCUMENTS:

College Organizational Chart
Policy Library