

01.01.01 System Policies, Regulations, and Member Rules

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Regulation Statement

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

Reason for Regulation

This regulation provides guidelines for the numbering of system policies, regulations and system member rules, and it provides guidance on the submission of system member rules and the use of system member procedures.

Procedures and Responsibilities

1. GENERAL

System member rules will be developed when required by system policy or regulation. In all other cases, system members should adopt procedures for their day-to-day operations.

A system member rule required by a policy or regulation should be submitted in accordance with Section 5.1 of System Policy *01.01, System Policies, Regulations, and Member Rules*, within three (3) months of the policy's or regulation's publication.

Repetition of subject matter covered by a system policy or regulation is to be avoided.

2. FORMAT AND ORGANIZATION CONVENTIONS

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

- 2.1 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.
- 2.2 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.
- 2.3 System member rules bear the pre-existing regulation number described in Section 2.2, followed by a system member identifier and a digit(s), which represents the serially numbered member rule within that set.

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

- 2.4 System regulations that do not have a specific controlling system policy, and system member rules that do not have a specific controlling system policy or regulation, are numbered as follows:

- 2.4.1 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.

- 2.4.2 When a system member rule is not related to a specific system regulation, the following naming convention 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).

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