Definitions

Document Owner -- the person who will be responsible for policy & procedure creation in the system, reviewing the document for revisions at review intervals, making the needed necessary changes to the document and submitting for review

Reviewer -- Is the person who will be required to review submitted documents, and provide feedback and comments regarding the document; document will not forward for approval until reviewer has marked the document as reviewed.

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Note: Nomenclature will flow by level, so a Equity/Diversity Policy from the office of human resources would 2.2.1 for example, in accordance to the type of nomenclature utilized by the University System of Georgia Policy Manual

Note: The Review Interval -- how often the document should be reviewed for corrections, updates based on organizational changes, etc... -- will be set to annually by default.

Example Provided Below, see Business & Financial Affairs

Nomenclature	Example Provided Below, see Business & Financial Affairs				
2.0 2. Institutional Governance (ex: 2.0) 2.1 1. Presidential Mandates/General University (ex: 2.1) 2.2 2. Legal & Governmental Relations (ex: 2.2) 2.3 3. Human Resources 2.4 4. Internal Audit & Advisory Services 2.5 5. Institutional Research, Planning, & Advisory Services 2.5 6. 6. University Advancement 2.7 7. Computer Services 2.8 8. Public Safety 3.0 3. Academic Affairs 3.1 1. College of Business Administration 3.2 2. College of Sciences & Technology 3.3 3. Academic Affairs 3.4 4. School of Teacher Education 3.5 5. Sponsored Research Administration 3.6 6. University College/Center For Academic Success 3.7 7. Library & Media Services 3.8 8. International Education 3.9 9. Radio Station 3.1 1. Oquality Enhancement Plan 4.0 4. Student Affairs 4.1 1. Student Affairs 4.2 2. Residential Services & Programs 4.3 3. Student Programs & Organizations 4.4 4. Student Development 4.5 5. Forliment Services 5.5 5. Sponsored Research Administration 5.5 6. 6. Human Resources & Programs 5.5 7. Student Affairs 5. Student Affairs 5. Student Refairs 5. Student Refairs 5. Student Refairs 5. Student Refairs 7. Student Refairs 7. The Team Management 7. Residential Services & Programs 5. Student Programs & Organizations 5. Student Refairs 7. Residential Services & Programs 5. Student Refairs 7. Residential Services & Programs 5. Student Programs & Organizations 5. Student Residential Services & Programs 5. Student Programs & Organizations 5. Student Residential Services & Programs 5. Student Programs & Organizations 5. Student Programs & Organizations 5. Student Programs & Organizations 5. Student Residential Services & Programs 5. Student Programs & Organizations 5. Student Progr	Nomenclature	NOMENCLATU			
2.1 1. Presidential Mandates/General University (ex. 2.1)		Policy & Proce	dure Manager Software		
2.2 2. Legal & Governmental Relations (exc. 2.7)	2.0	2. In			
2.3	2.1		.1 Presidential Mandates/General University (ex: 2.1)		
2.4	2.2		.2 Legal & Governmental Relations (ex: 2.2)		
2.5	2.3		.3 Human Resources		
2.6	2.4		.4 Internal Audit & Advisory Services		
2.8	2.5		.5 Institutional Research, Planning, & Advisory Services		
3.0 3. Academic Affairs	2.6		.6 University Advancement		
3.0 3. Academic Affairs	2.7		.7 Computer Services		
3.1	2.8		.8 Public Safety		
3.2 2. College of Sciences & Technology	3.0	3. A	cademic Affairs		
3.3 3. College of Liberal Arts & Social Sciences	3.1		.1 College of Business Administration		
3.4	3.2		.2 College of Sciences & Technology		
3.5 .5 Sponsored Research Administration 3.6 .6 University College/Center For Academic Success 3.7 .7 Library & Media Services 3.8 .8 International Education 3.9 .9 Radio Station 3.1 .10 Quality Enhancement Plan 4.0 4 Student Affairs 4.1 .1 Student Life 4.2 .2 Residential Services & Programs 4.3 .3 Student Programs & Organizations 4.4 .4 Student Development 4.5 .5 Enrollment Services 5.0 5 Athletics Administration 5.1 .1 Team Management 5.2 .2 Compliance 5.3 .3 Business Operations 5.4 .4 Media Relations 5.5 .5 Academic Advisement 5.5 .7 .1 Auxiliary Services 5.0 .7 Business & Financial Affairs 7.1 .1 Auxiliary Services 7.2 .2 Bursar 7.3 .3 Comptroller 7.4 .4 Financial Aid	3.3		.3 College of Liberal Arts & Social Sciences		
3.6	3.4		.4 School of Teacher Education		
3.7	3.5		.5 Sponsored Research Administration		
3.8	3.6		.6 University College/Center For Academic Success		
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7.4 .4 Financial Aid	7.2		.2 Bursar		
	7.3		.3 Comptroller		
7.5 .5 Plant Operations	7.4		.4 Financial Aid		
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7.6 .6 Project Coordination	7.6		.6 Project Coordination		
8.0 8. Miscellaneous	8.0	8. N	1iscellaneous		