



Policy Numbering Schematic

A policy number will be assigned by the VP, General Counsel and Public Affairs before the policy is distributed to the Senior Management Team for final review and approval. Policies will be classified within one of four departments and the respective category (refer to below for policy numbering schematic).

All College policies begin with Letter "CS", "AS", "SS" or "GC" as appropriate and end with year they were enacted (category)-(policy #)-(year enacted).

Ex. Finance Policy CS-1001-2012

"CS" refers to Corporate Services

"AS" refers to Academic Services

"SS" refers to Student Services

"GC" refers to General Counsel

Corporate Services (1000s)

- Finance (1000s)
- Facilities (1100s)
- Purchasing and Procurement (1200s)
- Human Resources (1300s)
- Emergency Response, Health and Safety (1400s)
- Information Technology (1500s)
- Environmental Stewardship (1600s)
- Business Development and Retail (1700s)
- Miscellaneous (1800s)

Academic Services (2000s)

- Academic Operations (2000s)
- Applied Research (2100s)

Student Services (3000s)

- Awards, Certificates, Diplomas and Degrees (3000s)
- Admission, Records, Withdrawals, Academic Appeals (3100s)
- Student Success, Rights and Responsibilities (3200s)
- Advertising, Marketing, Promotion (3300s)

General Counsel (4000s)

- Legal and Freedom of Information Requests (4000s)
- Intellectual Property e.g. Copyright (4100s)
- Communications (4200s)
- Human Rights and Accessibility Planning (4300s)