1. PURPOSE: To prescribe the format and numbering system to be used in issuing Winona State University (WSU) regulations. University regulations are set in accordance with Minnesota State College and University System (MnSCU) Policy 1A.1, Minnesota State Colleges and Universities Organization and Administration. All published University regulations are open for public inspection.

2. DEFINITIONS: The term University Regulations refers to those policies and administrative procedures established for the internal operation of WSU under the authority delegated by MnSCU. Encompassed in these regulations are those procedures adopted by the President to facilitate the routine and continuing functions of the University and to implement the governing rules, the internal rules, the system policies, state statutes, state agency rules, and collective bargaining agreements.

3. FORMAT: The format for WSU Regulations will be the one described in this regulation.

   A. The heading of the draft is as shown above, except that the number of the directive will be left blank. This information will be filled in by the President's Office at the time of publication.

   B. The first paragraph of each WSU Regulation provides a brief description of purpose. References to other directives and authorities will be included in the first paragraph.

4. NUMBERING: Each WSU Policy and Administrative Procedure will have a series number and an index number. In 1-1, for example, the first number (1) is the series number which identifies the subject area and the number following the hyphen (-1) is the index number within the series.

   A. Series numbers are assigned to the subject areas as follows:

   0 - Table of Contents
   1 - All University
   2 - Administrative Affairs
   3 - Academic Affairs
   4 - Student Life and Development
   5 - Human Resources
   6 – University Advancement
   7 – Information Technology Services
   8 – Miscellaneous

5. COORDINATION: Drafts of WSU Regulations will be submitted to the President's Office by the appropriate vice president. The draft will then be circulated to appropriate constituents and the Council of Administrators for comment prior to approval and authentication by the President.
6. DISTRIBUTION: Regulations shall be published on the WSU official website and updates communicated to all union presidents via email.

This WSU Regulation supersedes WSU Regulation 1-1, dated August 18, 1988.

AUTHENTICATED BY:

Judith A. Ramaley
President

September 17, 2008
Date of Adoption

Authoritative References:
MnSCU Policy 1A.1, Minnesota State Colleges and Universities Organization and Administration
President

Initial Date of Adoption: 12/28/78
Date of Revisions: 12/1/2006, 8/18/88, 9/17/08