PURPOSE
Defines the organization of the document system and provides a list of current documents and the latest revision date. Revisions to this document are made and distributed by the BGSU Firelands Dean's Office.

Documents are organized by subject and purpose.

Organization by Subject
The first digit of the FC document number identifies the subject series. The subject series code that is defined by the first digit includes:

1X = Mission of the College
2X = The Dean and the Faculty Organization
3X = College Council
4X = Academic Committees
5X = Administrative Committees
6X = Administrative processes
7X = Recognition and Awards
8X = currently unassigned
9X = Document Control

The second digit of the subject code defines a specific committee, function or activity.

Organization by Purpose
The third digit of the document number identifies the document's purpose as a policy, procedure, instruction or sample. The purpose of each are described below.
XX1X = Policy
XX2X = Procedure
XX3X = Instructions
XX4X = Forms or Records
XX5X = Sample documents

Policies
Policies contained in this document state a commitment to that policy.

Procedures
Procedures define who will do what to accomplish a given task. Tasks are described briefly in the sequence that they occur. Where necessary, instructions provide detailed information.

Instructions
Instructions provide detailed information on how to complete a specific task.

Forms or Records
Standardized forms or records that are approved for use.

Samples
Samples are intended to provide guidance and are not necessarily requirements.
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