

## **POLICY AND PROCEDURES MEMORANDUM (PPM)**

### **Definition**

“Policy and Procedures Memoranda” (PPM) are the Board’s and/or System Administration’s interpretation of rules and/or regulations, contained in the RULES (BYLAWS, AND POLICIES AND PROCEDURES) OF THE BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM and/or guidelines on operating procedures. The Board of Supervisors does not adopt such memoranda because the memoranda do not constitute formal Board RULES. The memoranda do, however, allow for implementation of Board policy and sharing of minimum standards and “best practices” among the universities.

### **Numbering System**

Policies may relate back to a section in the Board RULES or may just be linked to a chapter or to the Bylaws. The numbering scheme for PPM’s is as follows:

Example One (policy relating back to a section in the Board RULES):

S-II.XXII.-1 Security on Campus  
*Minimum Standards/Best Practices*

Capital letter(s) of chapter *hyphen* Roman Numeral of Chapter *period*

S-II. (Students-II)

Section Roman Numeral *period*

XXII. (Safety and Security)

Number showing the successive PPM’s on this policy

-1 (First PPM on this policy - no other PPM’s precede this policy)

Example Two (policy linked to a chapter or to the Bylaws):

S-II.(1) Post-Graduation Opportunities  
*Minimum Standards/Best Practices*

Capital letter(s) of chapter *hyphen* Roman Numeral of Chapter *period*

S-II (Students-II)

Number showing the successive PPM’s in chapter that are not linked with a particular section

(1) (No other PPM’s precede this policy)

### **Effective Date**

PPM’s shall become effective on the 10<sup>th</sup> day after System Administration approval or on the designated date on the policy. The System Administration, upon approval of the PPM, shall forward it to each campus president for distribution to appropriate personnel. Within ten days of the beginning of each fiscal year, the System Administration will provide each campus access to an updated copy of the Board RULES and Policy and Procedures Memoranda.