The policy code is used by the Policy Administration System to generate the Table of contents. Each policy must have a unique Policy Code.

The policy Code is made up of 4 sets of digits separated by 3 periods.

The first set is 3 digits long, consists of letters only, and designates the division that is responsible for the policy. Select the division from the drop down list.

The second set is 2 digits long, again consists of letters only, and designates the department within the division that this policy covers.

The 3rd and 4th sets of digits are each 3 digits long and consist of only numbers. These 2 sets are provided for internal division or department notation.

**Policy Code Prefixes: (1st and 2nd sets of Digits)**

**AC**A Provost/Academic Affairs

AD  Admissions Policies
AR  Academic Regulations
CP  Course/Program Administration
FG  Faculty Governance
GS  Graduate School/Graduates
LI  Libraries
SD  Student Disabilities

**ADM Administration & Finance**

AC  Accounting Office
BF  Bursar
BU  Budget Office
CS  Contractual Services
EC  Environment Compliance
ID  ID Center
IT  Information Technology
LS  Licensing
PP  Physical Plant
TC  Telecommunications
ATH Athletics
   GD Game Day
   GN General
   LF Loyalty Foundation
   PA Parking for events
   TO Ticket Office

CHA Chancellor
   AD Address of University
   AM Administration
   AR Annual Reports of Standing Committees
   AU Annual Reports
   BT Board of Trustees Board Room
   CB Chancellor's Board Room
   CO Color of University Vehicles
   CR Cash Receipting
   EO Chief Executive Officers
   FP Front Parlors of Lyceum
   GD Game Day Activities
   IA Internal Auditing
   LM Legal Matters
   NA Name of the University
   PA Parking of University Vehicles During Christmas Break
   PC Petty Cash
   PO Composition and Powers of the University
   PR Provost/Vice Chancellor For Academic Affairs
   PY Paris-Yates Chapel
   RL Relationship to other IHL Institutions
   RR Records Retention
   SC University Standing Committees
   UC University Crest
   US University Seal
   VI Vision of University
   VM Voice Mail Policy
   VR Vehicle Registration/Parking Decal

DSL Division of Student Life
   CP Campus Programming
   CR Campus Recreation
   DN Dean of Students
   EV Social Events
FA Financial Aid
HS Health Services
IN International Programs
OE Organizations and Events
SH Student Housing
SJ Student Judicial
SO Student Organization

HRO Human Resources
BE Benefits
EM Employment
FR Federal Regulations
GP General Policies
GR Grievances
PC Payroll/Compensation

PUR Procurement Service
AO Airport Operations in Procurement Services
AP Accounts Payable in Procurement Services
AS Aircraft Services in Procurement Services
BR Bid Requirements in Procurement Services
CM Campus Mail in Procurement Services
CR Central Receiving in Procurement Services
CS Central Shipping in Procurement Services
PC Procurement Card Use in Procurement Services
PI Property Inventory in Procurement Services
PO Purchase Orders in Procurement Services
PR Purchase Requisitions in Procurement Services
TR Travel in Procurement Services
VA Vendor Approval in Procurement Services

RSP Research & Sponsored Programs
RA Research Administration
RI Research Integrity
TM Technology Management
VC Vice Chancellor's Office

UPD Police & Parking
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