

# Policy Administration System

The University of Mississippi  
Policy Code Naming Convention

3/2005

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.

Policy Code \*\* CHA - CHANCELLOR AD - Admissions Policies . . .  
(Policy Code Naming Conventions) [change it now](#)

- 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 3<sup>rd</sup> and 4<sup>th</sup> 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: (1<sup>st</sup> and 2<sup>nd</sup> sets of Digits)

### ACA 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

URL University Relations

AD Advancement  
DS Development Services  
FC Ford Center  
PB Publications  
PR Media & PR  
PS Printing Services  
SE Special Events  
VC Vice Chancellor's Office  
WI Winter Institute