

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 **
(Policy Code Naming Conventions) [change it now](#)

CHA - CHANCELLOR	AD - Admissions Policies		
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- 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)

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