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)

ACA  Provost and Academic Affairs
    AD  Admission Policies
    AR  Academic Regulations
    CP  Course/Program Administration
    EO  Equal Opportunity Compliance
    FG  Faculty Positions and Governance
    GS  Graduate School
    HC  HIPAA Compliance
    IT  Information Technology
    LI  Library

ADM Administration and Finance
    AC  Accounting
    BF  Bursar
    BU  Budget Office
    CS  Contractual Services
    EC  Health and Safety
    EM  Emergency Management
    FP  Facilities Planning
<table>
<thead>
<tr>
<th>GP</th>
<th>General Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Contractual Management Services</td>
</tr>
<tr>
<td>LD</td>
<td>Landscape Services</td>
</tr>
<tr>
<td>LS</td>
<td>Contractual Management Services</td>
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<tr>
<td>PP</td>
<td>Physical Plant</td>
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<tr>
<td>TC</td>
<td>Telecommunications</td>
</tr>
</tbody>
</table>

**CHA** Chancellor / University-Wide
- 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
- EO  Chief Executive Officers
- FP  Front Parlors
- GD  Game Day Activities
- IA  Internal Auditing
- LM  Legal Matters
- NA  Name of the University
- PO  Composition and Powers of the University
- PY  Paris Yates Chapel
- RL  Relationship to other IHL Institutions
- SC  University Standing Committees
- UC  University Crest
- US  University Seal
- VI  Vision

**COM** University Marketing & Communications
- MK  Marketing and Brand
- MR  Media Relations
- PS  Printing and Graphic Services

**DSA** Division of Student Affairs
- CC  University Counseling Center
- CR  Campus Recreation
- CS  Career Center
- DS  Dean of Students
- FA  Financial Aid
- HS  Student Health Service
- IN  International Programs
- SC  Student Conduct
SH    Student Housing
SU    Ole Miss Student Union

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

PUR  Procurement Service
    AP    Accounts Payable
    AS    Aircraft
    CM    Campus Mail
    PC    Procurement Card
    PI    Property Inventory
    PO    Purchase Orders Procurement Services
    TR    Travel Procurement Services

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