

# Policy Administration System

The University of Mississippi  
Policy Code Naming Convention

7/2021

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 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 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

GP General Policies  
ID Contractual Management Services  
LD Landscape Services  
LS Contractual Management Services  
PP Physical Plant  
TC Telecommunications

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