

UNT Dallas Policy Transmittal Form

The completed transmittal form is to be submitted with the policy draft to the Director of Accreditation and Policy, Kimberly.chandler@untDallas.edu. Signature of the VP or designee is required prior to submission.

Guidelines and resources are provided to help with policy drafting, which include the UNTD Policy Development Guidelines, UNT Policy Template, and UNT Style Manual <https://president.untDallas.edu/university-policies>

Policy Action Type	New <input type="checkbox"/>	Revision <input type="checkbox"/>	Deletion <input type="checkbox"/>
Policy Title:			Policy Number:
Responsible Office:			
Responsible Officer:			
Policy Contact Name:			
Reason for policy action:			
Indicate if the policy addresses a legal, regulatory, or accreditation requirement.			

Stakeholder review/input: Stakeholders who are most knowledgeable or most affected by the policy should be consulted during policy development, as appropriate to the nature and content of the policy.

Academic Policies- Faculty members assume responsibility for determining good educational practice and should have a substantive role in the development and review of academic policies.

List key individuals, offices, and/or committees who provided review of the policy during the drafting or revision process

Name of individual or committee	Name of individual or committee

Approval

This policy action has been processed through the appropriate administrative channels and includes relevant input from key stakeholders. Guidance provided by the UNTD Policy Development Guidelines were consulted and followed. This policy is recommended for approval.

Vice President, or designee

Chair, Policy Advisory Committee/ Date

Office of General Counsel/ Date

President, UNTD/ Date