**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](mailto:Kimberly.chandler@untdallas.edu).

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| --- | --- | --- | --- | --- |
| **Policy Action Type** | | New  Revision  Deletion | | |
| **Policy Title:** | Click to enter text | | **Policy Number**: | Enter text |
| **Responsible Office:** | | Enter text | | |
| **Responsible Officer:** | | Enter text | | |
| **Policy Contact Name:** | | Enter text | | |
| **Reason for policy action:**  Indicate if the policy addresses a legal, regulatory, or accreditation requirement. | | | | |
| Enter text | | | | |

**Guidelines and Resources:** Various resources are provided to help with policy drafting, which include the UNTD Policy Development Guidelines, UNT Policy Template, and the UNT Style Manual. These resources can be found on the UNTD Policies website <https://president.untdallas.edu/university-policies>. Please consult these resources prior to submission to minimize potential revisions and expedite the review process.

**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.

List key individuals, offices, and/or committees who provided review, feedback and/or approval of the policy.

|  |  |  |
| --- | --- | --- |
| Name | Date | Action |
| Enter text | Select date | Review  Feedback  Approve |
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This policy action has been processed through the appropriate administrative channels and includes relevant input from key stakeholders. This policy is recommended for approval.

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Vice President or designee: Date