

Policy Template Style Guide [Title 1]

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I. **Title****

[Pgh Style 1]

II. **Policy****

A. **XXXXXXX [Style 2 BLD]**

[Pgh Style 2]

1. **XXXXXXX [Style 3 BLD]**

[Pgh Style 3]

a. **XXXXXXX [Style 4 BLD]**

[Pgh Style 4]

i. **XXXXXXX [Style 5 BLD]**

[Pgh Style 5]

1) XXXXXXXX [Style 6 BLD]

[Pgh Style 6]

a) XXXXXXXX [Style 7 BLD]

[Pgh Style 7]

2. XXXXXXXX [Style 3 BLD]

B. XXXXXXXX [Style 2 BLD]

C. XXXXXXXX [Style 2]

III. **Definitions**** List in alphabetical order.

Review Definition List document before adding any new definitions.

Definition Word:[Strong Bold] Definition of the word goes here. [Pgh Style 1]

- [Bullet] Use only when listing underneath a definition.

Bold Style: [Pgh Style 1]

IV. **Relevant Federal and State Statutes****

[Pgh Style 1]

If the procedure supports a state or federal regulation, cite the applicable law/regulation.

V. **Relevant UT System Policies, Procedures and Forms****

If a procedure supports the policy, cite the procedure.

UTA Procedure [BF-T-PR-06](#) *Travel Reimbursement - Timelines & Receipting*

UT System Rules and Regulations of the Board of Regents Rule [40306](#) *Summer Enrollment Plan*

VI. **Who Should Know****

[Pgh Style 1]

VII. **UTA Office(s) Responsible for Policy****

Responsible Officer:** [Pgh Style 1] Name the responsible executive by title – not by name. Must be a Vice President or equivalent.

Sponsoring Department:** [Pgh Style 1]

VIII. Dates Approved or Amended**

April 12, 1935**

September 17, 2020**

XXXXXXX, 2022**

IX. Contact Information**

All questions regarding this procedure should be directed to: Department information goes here. If listing a specific person, they must be at a department head level or above. [Pgh Style 1]

Send notifications of errors or changes to: policysite@uta.edu**