

Policy Checklist

Accessibility

- _____ I have used Styles throughout the document for formatting.
(See DF-GA-LA-EX-02 Policy Template Style Guide on the [Legal Affairs Forms](#) website.)
- _____ I have added text to display and screen tips to all hyperlinks.

Policy Title

- _____ Does the policy title express the purpose and description of the policy?

Policy Statement

- _____ Is the purpose of the policy described? Are related procedures mentioned?

Application of Policy

- _____ Is it explained who the policy applies to?

Definitions

- _____ Are key terms defined?
- _____ Are they listed in alphabetical order?
- _____ Are key terms capitalized throughout the policy?

Policy

- _____ Does the policy describe the purpose listed?
- _____ I have used active voice/present tense throughout the policy.
- _____ The UTA name has been listed correctly. *Ex.: The University of Texas at Arlington (UTA or University)*
- _____ Relevant policies/procedures are listed correctly throughout the policy.
(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](#) website.)
- _____ Relevant forms are listed correctly throughout the policy and the department form link has been provided.
(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](#) website.) See [GA-LA-PO-04 Handbook of Operating Policies Policy](#) for instructions on referencing official HOP documents and internal department documents.
- _____ All numbers under 10 are spelled out.

Relevant Federal and State Statutes

_____ Are relevant laws listed?

Relevant UT System Policies and Procedures

_____ Are related UTA policies and procedures listed and cited correctly?
(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](#) website.)

_____ Are related UTS/RR policies listed and cited correctly?
(See DF-GA-LA-EX-11 Citing UTA & UT System Policies & Rules on the [Legal Affairs Forms](#) website.)

Links

_____ Do all links work?

Overlapping Departments

_____ I have worked with other departments and the Policy Analyst to ensure that any overlapping information relative to other departments is correct.

UTA Office Responsible for Policy

_____ Is the responsible officer (VP level only) and department listed with the correct title?
(See DF-GA-LA-EX-10 Titles on the [Legal Affairs Forms](#) website.)

Spell Check and Grammar Check

_____ Have you completed a spelling and grammar check and **both have a check mark**?
(See DF-GA-LA-EX-06 Grammar & Spell Check How To on the [Legal Affairs Forms](#) website.)

Attestation

I have reviewed the procedure I am submitting for review and it meets all of the requirements listed above.

Name _____ Title _____

Signature _____ Date _____