The University of Texas at San Antonio

Handbook of Operating Procedures

Chapter XX– Division

**Policy Number and Name**

**I. POLICY STATEMENT**

**Required**: Policy Statement.

**II. RATIONALE**

1. **Required.** Provide the rationale of this policy
   1. Rationale A.1
      1. Rationale A.1.1
         1. Rationale A.1.1.1
            1. Rationale A.1.1.1.a

Rationale A.1.1.1.a. i

1. Rationale B

**III. SCOPE**

1. **Required.** Provide the reason the policy exists and the problem or conflict the policy will resolve for this policy.
   1. Rationale A.1
      1. Rationale A.1.1
         1. Rationale A.1.1.1
            1. Rationale A.1.1.1.a

Rationale A.1.1.1.a. i

**IV. WEBSITE ADDRESS FOR THIS POLICY**

http://www.utsa.edu/hop/chapterxx/xx.xx.html

**V. RELATED STATUTES, POLICIES, REQUIREMENTS, OR STANDARDS**

1. **University of Texas System Policies or the Board of Regents' Rules & Regulation**
   1. UT System Board of Regents’ 1
   2. UT System Board of Regents’ 1
2. **Federal Statutes**
   1. Constitution 1
   2. Federal Statue 2
3. **State Statutes**
   1. Texas Government Code 1
   2. Texas Education Code 2
4. **UTSA HOP Policies**
   1. UTSA HOP 1
   2. UTSA HOP 2
5. **Other Policies and Standards**
   1. Student Handbook 1
   2. Guidelines 2
   3. FMOG

**VI. CONTACTS**

If you have any questions about this HOP XX. Name Policy, contact the following office(s):

1. The Office A  
   Phone Number Office A
2. The Office B

**VII. DEFINITIONS**

1. **Definition A**
   1. Definition A.1
   2. Definition A.2
      1. Definition A.2.1
         1. Definition A.2.1.1
            1. Definition A.2.1.1.a

Definition A.2.1.1.a. i

1. **Definition B**

**VIII. RESPONSIBILITIES**

1. **Individual A Responsibility**
   1. Individual A Responsibility A.1
   2. Individual A Responsibility A.2
      1. Individual A Responsibility A.2.1
         1. Individual A Responsibility A.2.1.1
            1. Individual Responsibility A.2.1.1.a

Individual Responsibility A.2.1.1.a. i

* 1. Individual A Responsibility A.3
     1. Individual A Responsibility A.3.1

1. **Individual B Responsibility**
   1. Individual B Responsibility B.1
   2. Individual B Responsibility B.2

**IX. PROCEDURES**

1. Describe in concrete terms on how the policy will be implemented A.
   1. Describes the action steps and how this policy will be implemented, and the roles accountable for each. A.1
      1. Use “must” to express required procedures; avoid the ambiguous word “shall”
      2. Put your primary message first
      3. Use pronouns. Pronunciation makes sentences shorter and easier to read.
      4. Use an active voice. For example, “You must include the following information” instead of “the following information must be included in the application”
      5. Avoid Jargon
         1. Avoid Jargon A.1.5
            1. Avoid Jargon A.1.5.a

Avoid Jargon A.1.5.a.i

1. Procedure B
   1. Procedure B.1
      1. Procedure B.1.1
         1. Procedure B.1.1.1
         2. Procedure B.1.1.2
            1. Procedure B.1.1.2 a

Procedure B.1.1.2.a.i

1. Procedure C
   1. Procedure C.1
   2. Procedure C.2
      1. Procedure C.2.1
      2. Procedure C.2.2
         1. Procedure C.2.2.1
            1. Procedure C.2.2.1.a

**X. SPECIAL INSTRUCTIONS FOR INITIAL IMPLEMENTATION**

1. **Special Instruction A**
   1. Special Instruction A.1
2. **Special Instruction B**
   1. Special Instruction B.1

**XI. FORMS AND TOOLS/ONLINE PROCESSES**

1. Form A
2. Form B

**XII. APPENDIX**

None

**XIII. Dates Approved/Amended**

None.