

**SUBMISSION FORM FOR AMENDMENTS TO THE  
U.T.PERMIAN BASIN  
HANDBOOK OF OPERATING PROCEDURES**

**Submitted by:** \_

**Date:**

**New Policy** \_\_\_\_\_

**Revision** \_\_\_\_\_

**Section Name:**

- I. Faculty Issues**
- II. General Academic Policies**
- III. Personnel**
- IV. Staff Policies**
- V. Student Life and Activities**
- VI. Administrative Policies**

**Submitted to HOP Committee** \_\_\_\_\_

**Reviewed by HOP Committee** \_

**Review by stakeholders:** \_\_\_\_\_

**APPROVED BY HOP COMMITTEE:**

- \_\_\_ **President**
- \_\_\_ **Provost and VPAA**
- \_\_\_ **VP Business Affairs**
- \_\_\_ **VP Student Services**
- \_\_\_ **Faculty Senate Chair**
- \_\_\_ **Staff Advisory Council Chair**
- \_\_\_ **Student Senate President (if applicable)**
- \_\_\_ **HOP Policy Coordinator**

**Submitted to EVC and Office of General Counsel UT SYSTEM:** \_\_\_\_\_

**APPROVED BY UT SYSTEM:** \_\_\_\_\_