HOP POLICY REMOVAL
REQUEST FORM

A policy owner or executive sponsor or may determine the need to remove a policy from the Handbook of Operating Procedures (HOP). This could entail either retirement of the policy or relocation of the policy content to another more appropriate site. This form initiates the request to make this change to the HOP.

Please Note: If a HOP policy is required by a governing authority such as The University of Texas System Board of Regents (Regents' Rule), The University of Texas System (UTS Policy) or by federal, state, or local laws, it may not be removed from the HOP.

INSTRUCTIONS

1. Please complete this form and send it along with any corresponding documentation to the HOP Committee Chair, Chair, AD 2.228, or email a file containing the form/documents to the HOP Committee Chair.

2. The process for retiring a HOP policy involves notification to the HOP Committee, Legal Affairs, and the President's Office. The HOP's role is not to approve or reject policy retirement, but to ensure the action will not have a negative impact should the policy be retired from the HOP. The Office of Legal Affairs will review the request to assure no legal obstacles prevent removal. The President will have final approval.

3. Upon confirmation from the president's office to remove the policy, the Chair of the HOP Committee will notify the policy owner and/or executive sponsor and remove the policy from the HOP website.

Any questions about this process may be directed to Abby Kratz at ext. 6742 or abby.kratz@utdallas.edu.

HOP Policy Removal Request Form

HOP Policy Title:	Policy Number:
Policy Owner:	Phone:
Requested Effective Date:	

Request disposition of the HOP Policy to:

☐ Retire the policy/policy memorandum (any further action is noted below)

☐ Retire the policy because it is being consolidated with another policy

☐ Retire the policy and move the contents to the Handbook of Business Procedures or other divisional level/university website.

☐ Other:

Rationale for taking recommended action:

☐ Content is no longer relevant (Please provide explain below)

☐ It fits better with another policy or merging of policies (list policies below)

☐ It does not belong as a governing policy and is better suited relocated to another website Location (i.e.- Business Procedures or other divisional level/university Web site).

☐ Other:

Explanation for rationale: