MEMORANDUM  
May 19, 2016

TO: Academic Council*

COPY TO: Hobson Wildenthal  Denis Dean  
Inga Musselman  George Fair  
Andrew Blanchard  Dennis Kratz  
Calvin Jamison  James Bartlet  
Abby Kratz  Bruce Novak  
John Wiorkowski  Hasan Pirkul  
Marion Underwood  Mark Spong

FROM: Office of Academic Governance  
Christina McGowan, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, June 1, 2016 at 2:00 p.m. in ATEC 1.201. Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at cgm130130@utdallas.edu or x4791.

Attachments

<table>
<thead>
<tr>
<th>2016-2017 ACADEMIC COUNCIL</th>
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<tr>
<td>Gail Breen</td>
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<td>David Cordell**</td>
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<td>Frank Dufour</td>
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<td>Bill Hefley</td>
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<td>Jennifer Holmes</td>
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<td>Joe Izen</td>
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<td>Murray Leaf***</td>
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<td>Ravi Prakash</td>
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<td>Betsy Schlobohm</td>
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<td>Tim Redman *</td>
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<td>Richard Scotch ***</td>
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<td>Tres Thompson</td>
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<td>Padigela, Akshitha - Student Government Pres.</td>
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*Speaker 
**Secretary 
*** Vice-Speaker
AGENDA
ACADEMIC COUNCIL MEETING
June 1, 2016
ATEC 1.201

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS Dr. Wildenthal
2. APPROVAL OF THE AGENDA Dr. Redman
3. APPROVAL OF MINUTES –
   May 4, 2016 Meeting Dr. Redman
4. Speakers Report Dr. Redman
5. Question arising from Graduate Council Dr. Underwood
6. SACS Reaffirmation Updates Serenity King
7. TXCFS/FAC REPORT Dr. Leaf
8. Student Government Report Akshitha Padigela
9. Summer Schedule Dr. Redman
10. Syllabus Template for Title IX Dr. Underwood
11. Appointment to the Committee on Committees Dr. Redman
12. Vice Speakers at the Committee on Committees Dr. Redman
13. Spent Battery Disposal Proposal Joe Izen
14. UTDPP 1004- Work Toward An Advanced Degree by Faculty Members Serenity King
15. ADJOURNMENT Dr. Wildenthal
Item 3:
Previous Meeting Minutes
UNAPPROVED AND UNCORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Council. They have not been approved by the body in question, and, therefore, they are not the official minutes.

ACADEMIC COUNCIL MEETING
MAY 4, 2015

PRESENT: Hobson Wildenthal, Inga Musselman, Gail Breen, Matt Brown, David Cordell, Gregory Dess, Eric Farrar, Murray Leaf, Ravi Prakash, Viswanath Ramakrishna, Tim Redman, Richard Scotch, Tres Thompson, Tonja Wissinger

ABSENT: None


1. Call to Order, Announcements & Questions
Interim President Wildenthal called the meeting to order at 2:00 PM. Incoming President Benson will be back on campus the third and fourth weeks of May. The projection for Fall students is up 10% from last year. That calculates to 28,000 students on campus for fall 2016. The Provost continues to hire more faculty to keep up with the growth. He then opened the floor to questions, but there were none.

2. Approval of the Agenda
Murray Leaf moved to add amendments to UTDPP 1013 -- Academic Program Review Committee Charge to the Council agenda following the Speakers report. Richard Scotch moved to approve the amended agenda. Murray Leaf seconded. The motion carried.

3. Approval of Minutes
Richard Scotch moved to approve the minutes as circulated. Murray Leaf seconded. The minutes were approved.

4. Speaker's Report
1. Speaker Redman noted the School of Arts and Humanities faculty are hoping to create a major in Philosophy. Speaker Redman noted that he was unclear what the required process was for creating a new major. Matt Brown has been working with Serenity King on the process, and is proceeding accordingly.
2. Speaker Redman notified the Council that the Office of General Council approved the General Standards and Procedures for Review of Nontenure-System Faculty - UTDPP1062.
3. Speaker Redman reminded the Council that the updated version of UTS 180 must be approved by August 1, 2016. In order to make the deadline Senate must approved the changes at the May 18, 2016 meeting.
4. After discussion it was decided there may not be a June or July Senate meeting. However, there will be a June 1, 2016 Council meeting. Any further meeting dates would be decided then.
5. The changes to UTDPP1088 – Faculty Governance, were considered non-substantive. Should there be any further changes they will be taken up at the August 2016 Council meeting.
6. In regards to item 14, Information Technology Planning and Policy Committee UTDPP1003, it was decided on the floor of the Senate to have two students on the committee. Unfortunately their term of service was not listed. Speaker Redman suggested that a one year term be specified for students. Greg Dess moved to place the policy revisions on the Senate agenda. Matt Brown seconded. The motion carried.
7. To aid Speaker Redman during the Committee on Committees meeting, Speaker Redman suggested that one of the Vice-Speakers attend the meeting.
8. All other items were on the agenda.

5. Update on the UT Dallas’ Reaffirmation Project – Serenity King & Jessica Murphy
Submissions for QEP proposals based on the 5 top topics are due June 1, 2016. They can be submitted on their website via a form on their website (http://qep.utdallas.edu/) A department of Education letter from undersecretary Todd Mitchel was distributed to the Council. The document states that it allows accreditors leeway in how they apply their standards. Instead of requiring all institutions to address the same standards they can now allow them to place institutions in categories and have them respond to separate sets of principles. This would allow SACSCOC to have different principles for community colleges and four year institutions. Included in the document also are instructions to include more quantitative data for student achievement and quality. Examples include graduation rates, retention rates, and job placement rates. SACSCOC has already incorporated such measures into one of its principles, but there may be more emphasis added. The letter also gives accreditors flexibility to recognize different levels of compliance with the principles. This would allow for ranking of institutions. For example, an institution that is in compliance may be specified as very good, or merely adequate. SACSCOC anticipated this, and sent out a survey to the institutions on how they would want SACSCOC to implement this process. UT Dallas has not heard anything further on this issue. Results are possible by July 1, 2016, but certainly by the December 2016 meeting.

6. Amendments to UTDPP1062: Academic Program Review Committee- Murray Leaf
Currently the committee members have a one-year term. The committee wishes to make the term two years. Murray Leaf moved to place the item on the Senate agenda. Richard Scotch seconded.

7. FAC/TCFS Report –Murray Leaf
There was no new information since the previous meeting.

8. Student Government Report—Akshitha Padigela
The new Student Government President introduced herself to the Council. The FY17 Student Government had their first meeting on May 3, 2016. Student Government is gathering recommended appointees for the Committee on Committee meeting. Speaker Redman reminded SG that they will need to appoint someone for the Committee on Committees for the July meeting.

9. CEP Recommendations—Clint Peinhardt
   A. Addition to Syllabus template on Title IX
The Senate 3+3+2 committee on Title IX was created at the request of Student Government and has submitted a potential Title IX addition to the Syllabus Templates. The 3+3+2 committee found that the document submitted by James Dockery’s office needed to be distilled down in order for students to read through it effectively, and that the document did not include the police department in the statement. Murray Leaf moved to place this recommendation on the Senate agenda. Tonja Wissinger seconded. The motion carried.

B. Scholarship Programs
UT System requires that the amended wording on scholarships be included in the catalog. Dr. McDowell worked with the director of Financial Aid and others to amend both of the undergraduate and graduate documents. All of the updates now reflect Regents’ Rules, otherwise there were no major changes. Richard Scotch moved to place this recommendation on the Senate agenda. Murray Leaf seconded. The motion carried.

C. Graduate Courses for Possible Future Use as Graduate Credit
The phrase “Such courses with an earned grade of ‘B’ or better will be eligible…” was amended to “Such courses may be eligible…” because this option is apparently never used and creates uncertainty over how classes will be recorded. The suggested amendment made the policy more in line with current practices. The changes were approved by both graduate Council and CEP. Murray Leaf moved to place the item on the senate agenda. Richard Scotch seconded. The motion carried.

D. Allowing electronic submissions of dissertations—amendments to UTDPP1052
UTDPP1052 and its supporting catalog copy were updated to allow for the electronic submission of dissertations to the Office of Graduate Studies instead of hard copy. The cost and distribution of hard copies of student dissertations has become a great burden on most students, and the library prefers electronic copies. This policy changes practice in the Office of Graduate studies, but a school or department may choose to continue to require hard copies of the dissertations. Richard Scotch moved to place the items on the senate agenda. Gail Breen seconded. The motion carried.

10. Hearing Tribunal Appointments – Tim Redman
Murray Leaf suggested that Council members follow up with those in their schools to confirm if the possible appointees would like to continue to serve. Murray Leaf moved to place the item on the senate agenda. Richard Scotch seconded. The motion carried.

11. Discussion: Committee on Committees – Tim Redman
Tim Redman suggested that Council members speak with their school’s Committee on Committee member to make sure they were still able to serve, and if not who would they recommend for a replacement. Council members are to bring the recommendations to the June 1, 2016 council meeting.

This was an informational item for the council. The report is from the Houston Health Science Campus. It conducted a survey of its faculty and its faculty’s relationship with the school’s intellectual property office. The survey indicates that faculty members believe that the office does
not act in the best interest of the faculty. The question was raised if the item should be placed on the senate agenda. The response was negative, but Murray Leaf suggested that the report be placed online for reference.

13. Discussion of TOEFL scores--Jennifer Holmes
Jennifer Holmes suggested tabling this item as it was not ready to be discussed. David Cordell made a motion to table. Murray Leaf seconded. The motion carried.

14. Updated UTS 180 – Tim Shaw
Tim Shaw distributed documents for review. Murray Leaf noted that the documents make no reference to dual employment, and it should be added to the policy. An updated policy would be sent to Chris McGowan for the senate meeting. Murray Leaf moved to place the item on the senate agenda. Greg Dess seconded. The motion carried.

15. Amendments to UTDBP 3050 – Abby Kratz
In 2015 an audit was done of the Scholarship system. During the audit it was found that the policy concerning scholarships had not been updated per a previous audit. The policy was originally part of a Human Resources policy under ‘Appointments’. Dr. Kratz wanted to move it to its own policy. Matt Brown moved to place the item on the senate agenda. Greg Dess seconded. The motion carried.

16. Battery Disposal – Joe Izen
To Dr. Izen’s knowledge there was not a procedure to dispose of batteries. He proposed a box being placed on each floor for facilities to collect the dead batteries. He did not feel it would be a burden to the facilities department, and it would keep heavy metals out of the water supply. Calvin Jamison responded that batteries are considered hazardous waste. Dr. Izen and Dr. Jamison will consult with each other on how best to handle the procedure. Greg Dess moved to place on the senate agenda provided a policy could be created in time for the next senate meeting. Matt Brown seconded. The motion carried.

17. Senate Agenda for May 18, 2016:
1. Update on the UT Dallas’ Reaffirmation Project
2. TXCFS/ FAC Report
3. Student Government Report
4. CEP Recommendations
   a. Addition to Syllabus template on Title IX
   b. Scholarship Programs
   c. Graduate Courses for possible future use
   d. Allowing electronic submissions of dissertations
      i. Amendments to UTDBP 1052
      ii. Catalog updates
5. Hearing Tribunal Appointments
6. Amendments to UTDBP1003- Information Technology Resources Security Planning and Policy Committee
7. Amendments to UTDBP 3050- Scholarships, Fellowships and Other Appointments and Monetary Awards to Students

20. Adjournment
There being no further business Interim Provost Inga Musselman sought a motion to adjourn. Murray Leaf moved to adjourn. Richard Scotch seconded. The motion carried, and the meeting was adjourned at 2:58 PM.

APPROVED: ______________________________ DATE: ______________________________

Tim Redman
Speaker of the Faculty
1. Reaffirmation Project Introduction for FY17 Council Members

2. Reaffirmation Committees (Materials and Updates)
   - Summer Schedule Meetings
     - Leadership Team will resume its meeting schedule in August
     - Some committees will meet during summer
   - UT Dallas SACSCOC Website / Materials
     - Future Meeting Schedule will be added to the website
     - Each Reaffirmation Committee’s webpage will be updated
   - Status of Technical Support / Workspace
     - Provost’s Technology Group (PTG) has created a beta version of the 2007 narratives by recoding them for the 2017 CCR project
     - PTG also created working folders for each committee on the Degas server; each principle has a “seed document” or baseline document to be updated for the 2017 CCR

3. SACSCOC policy statements / policies updates
   - Will inform appropriate reaffirmation committees

4. Burnham Site Visit
   - Gerry Burnham, Associate Provost, conducted a SACSCOC site visit in March 2016
   - Reminders:
     - Make sure QEP knowledge widely dispersed
     - Make sure copyright and intellectual property policy addresses students and is distributed to students
     - Make sure to have information technology support at reviewers’ hotel

5. Upcoming Visit at UT Dallas: Lisa Berry from University of Houston, Downtown (UH-D)
   - Assistant Director, Library Planning and Assessment
   - Member of UH-D’s university-wide Co-curricular & Operations Assessment Committee
   - Focus on non-academic assessment
     - Will meet with Office of Assessment team members and key members from the Learning and Student Resources Reaffirmation Committee

6. Monitoring Reminders

7. SACSCOC Annual Meeting, Atlanta, Georgia, December 3-6, 2016
Updates by SACSCOC

SACSCOC made additional revisions to its website, indicating that changes were made to some of its Commission policies and policy statements effective May 2016.

1. **Substantive Change for SACSCOC Accredited Institutions**
   - Last edited in January 2015, adopted by SACSCOC Executive Council in March 2016
   - The matrix for “Reporting the Various Types of Substantive Change” has been revised.
     o UT Dallas’ website will be updated accordingly.

2. **Compliance Certification Document**
   - Updated in May 2016 to replace policy wording in CS 3.13.2 and CS 3.13.4a.
     o CS 3.13.2 Agreements Involving Joint and Dual Academic Awards: Policy and Procedures
     o CS 3.13.4.a: Applicable Policy Statement: Distance and Correspondence Education under Reaffirmation of Accreditation and Subsequent Reports

3. **Report of the Reaffirmation Committee (for off-site and on-site reviewers)**
   - Revised in January 2012, updated in May 2016.

4. **Direct Assessment Competency-Based Educational Programs: Policy Statement**
   - Edited in May 2016.

5. **Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form or Legal Status**
   - Revised in December 2015, updated in May 2016.

6. **Requests for Data or Research Assistance**
   - Approved by SACSCOC Executive Council in December 2015
Item 10: Syllabus Template for Title IX
Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972.883.2527 or after hours 972-UTD-TALK or 972.883.8255), the Women’s Center (972.883.8255), a health care provider in the Student Health Center (972.883.2747), the clergyperson of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at: http://www.utdallas.edu/oiec/title-ix/resources/
Item 11:
Committee on Committees
2016-2017

**COMMITTEE NAME:** COMMITTEE ON COMMITTEES

Charge: Policy Memorandum UTDPP1019

Senate
Concurrent

**EX-OFFICIO (with vote)**
Speaker of the Faculty Senate

**SPECIAL REQUIREMENTS:**
7 members of General Faculty
1 from each of 8 schools, excluding IS
2 year terms

**RESPONSIBLE UNIVERSITY OFFICIAL**
Executive Vice President and Provost

**MEMBERS WHOSE TERMS ARE CONTINUING**

**FACULTY:**
Matt Brown (AH) (5/31/17)
Balaji Raghavachari (ECS) (5/31/17)
David Cordell (SOM) (5/31/17)
Monica Evans (ATEC) (5/31/17)

**MEMBERS WHOSE TERMS ARE EXPIRING**
Sheryl Skaggs (EPPS) (5/31/16)
John Hoffman (NSM) (5/31/16)
Robert Stillman (BBS) (5/31/16)

**REPLACEMENTS NEEDED**
Robert Stillman (BBS) (5/31/18)

**CHAIR:** Tim Redman (AH) (5/31/16)

**TIM REDMAN**
These bylaws describe the procedures of the Committee on Committees pursuant to its charge from the Academic Senate. As such, they are not to be interpreted in any way that is inconsistent with that charge. They are intended as a record of normal practice rather than a set of rigid rules. They are an aide memoire for the committee and a way to inform the faculty generally of the way the committee seeks to carry out its duties. The committee may depart from these procedures when it appears necessary in order to fulfill its ultimate task of provide the best possible personnel for the university committees with the least possible disruption to their other scholarly and university duties.

1. Calendar. The Committee on Committees should be appointed by the incoming Council in May or June. The Committee will try to assure that the initial round of appointments is complete before the end of August each fall term. The Committee should have prepared its initial list by early July, to be submitted to the Council in that month, after which it will be placed on the Senate agenda for the third week in July. If there is no meeting of the Academic Council scheduled for the beginning of July the Committee on Committees will submit the list to the Council by email and ask for approval by email ballot. At that time, the council may suggest changes. If the changes are incorporated the Council will be re-polled. When the council agrees to approve it by email ballot, the list will then be submitted to the full Senate before the end of July, either by email or in a formal meeting if it is called.

2. Preparation by Governance office: To prepare for the committee’s discussions, the Governance Secretary compiles a packet that consists of a list of all the committees, their current charges, their current memberships with dates of service, and a list of those members who the Committee needs to find replacements for. This is circulated to all the members of the Committee.

3. Preparation by chair. To prepare for the initial meeting of the Committee, the chair asks the outgoing chair of each Senate committee for general recommendations on the performance of the members of their committee for the previous year, particularly with a view toward determining which members appeared particularly interested and were possibly suitable for serving as chair or vice chair in the future, as well as for those continuing members who seemed particularly uninterested and/or failed to attend.

4. Preparation by members. To prepare for the meeting, each member will make up a comprehensive list of the faculty in their school, determine which committees they are committed to as continuing members, and according to their judgment attempt to determine which committees they would like to serve on or be particularly able to serve on.

5. General policy in appointments. Insofar as possible, the members of the Committee on Committees will attempt to assure that the work of committees is distributed evenly among all faculty able to serve, and that each committee will have a balance of senior and junior faculty and a balanced representation from various segments of the faculty that the committee affects.

6. Policy for CQ. With respect to the Committee on Qualifications of Academic Personnel, the Committee on Committees is required to appoint two members from each school except for General Studies. In addition, it will attempt to appoint at least a few relatively new faculty as well as faculty who have had long service at UT Dallas and reflect the different recognized modes of scholarly analysis. In view of the exceptionally high work load, the Committee on Committees will also as a rule not simultaneously appoint faculty to CQ and other committees, and certainly not to...
CQ and the CEP. The Committee on Committees will also arrange appointments so that one of the two members from each school will be appointed in alternate years. The Committee on Committees will also bear in mind that it has been a long-standing policy of the University that insofar as possible faculty sitting on CQ should not also chair ad hoc committees presenting cases to CQ.

7. Policy for CEP. With respect to the Committee on Educational Policy, especially in years when catalog copy will be approved, the Committee on Committees will bear in mind that members from the several schools on this committee frequently serve as liaison between the CEP and those schools. As for CQ, the Committee on Committees will avoid appointing individuals to CEP simultaneously with other high work-load committees.

8. Relation to Committee on Committee’s RUO (the Provost) for appointments to Senate committees. With respect to Senate committees, the Committee on Committees recognizes its relation to the Provost as being that the Committee will apprise the Provost of its recommendations and take into account any advice the Provost may offer concerning those appointments, but the final recommendation will be made by the committee and the final decision will be made by the Senate. In the event that those nominated are unable to serve, the Committee on Committees will nominate replacements to forward to the Senate.

9. Relation to Provost for appointments to University committees. With respect to University Committees, the Committee on Committees recognizes its relation to the Provost as that of offering its best advice. The committee should be informed if the final appointments differ from those approved by the Senate in order to adjust the information it may need to refer to for further appointments later in the year. In the event that those nominated are unable to serve, the Committee on Committees will be available for further consultation but will not attempt to fill the vacancies unless asked to do so by the Provost.

10. Replacing continuing members of Committees. The Committee on Committees may replace a member on the request of that member or upon their departure from the University or the like at any time. It may replace a member who does not attend meetings upon request of the chair of the concerned committee at any time. In either case, it will inform the Academic Council at the next Council meeting, but will not wait for Council approval to finalize the change.

11. Letters. Letters of appointment will be issued each year by end of August for all faculty serving on committees, continuing as well as newly appointed. Letters will be accompanied by a copy of the charge of the committee. Letters will also be sent to all RUOs and members Ex Officio. Letters to RUOs will be accompanied by a copy of the University memorandum on duties of Chairs and RUOs.
Item 13: Spent Battery Disposal Proposal
The Senate requests that the relevant administrative departments of the University extend the existant BSB and NSERL spent, small battery and ink jet and toner cartridge collection program to all academic and administrative departments and buildings of the University with a targeted rollout-out date for the new service of September 1, 2016. These programs already exist within the university, but are not marketed to all staff, students, and faculty. Improving communication is paramount to increase the amount of recycling. Battery types should include but not be limited to alkaline, NiCad, NiMH, Li-Ion, Li-Polymer, Silver oxide, and small Lead-acid batteries. The goal is to remove hazardous regulated waste from the university waste stream and recycle when possible. Centralized locations such as mailrooms or more convenient designated drop-off points would be appropriate locationsdrop-off points. Each academic and administrative building should have at least one drop off location, preferably one per floor. Instructions at drop-off locations should provide instructions for pick-up/collection of larger batteries and other hazardous waste.

The Senate encourages the University to work with Student Government and external contractors managing university housing to develop a similar plan for batteries and other hazardous recyclable regulated waste generated by students. Future management contracts should include a hazardous waste and recycling mandate. Should the University decide to manage university housing in-house at some future time, the Senate requests that university housing be integrated into the collection program that will serve academic and administrative departments.

The Senate requests that these new “green” changes be appropriately publicized so that recycling of regulated separation of hazardous waste becomes a part of a “Green UTD” ethic for the campus community.
Item 14:

Work Toward An Advanced Degree by Faculty Members - UTDPP1004
Work Toward An Advanced Degree by Faculty Members - UTDPP1004

Policy Statement

The following University guidelines concern work toward an advanced degree by faculty members.

1. A faculty member (tenured or not) may pursue an advanced degree in a component institution of the U. T. System other than the one at which he or she is employed or at another institution outside of the U. T. System. Such coursework for a full-time faculty member must be approved by the head of the faculty member's program, the appropriate dean, the Executive Vice President and Provost (Provost), and the President.

2. A non-tenured faculty member who wishes to pursue an advanced degree at U. T. Dallas must be recommended by the head of the department or program in which he or she is employed, and the recommendation must be approved by the appropriate dean, the Provost, and the President.

3. A tenured faculty member should not normally pursue an advanced degree at U. T. Dallas.

4. Depending on the amount of coursework carried by the faculty member (student), adjustments in salary may be made as deemed appropriate by the Provost and the President. Any paid faculty development leave for such a purpose shall be paid from faculty salaries as permitted under Legislative appropriations or from non-State funds.

5. In view of the need for self-improvementprofessional development and increased interdisciplinary education, there is no prohibition against faculty members taking course work which is not to be applied toward a degree.

6. The amount of coursework allowed a full-time faculty member is normally not more than one course during the work day without advance approval of the immediate supervisor.

Policy History

- Issued: February 1, 1993
- Editorial Amendments: February 2, 1998
  - Editorial Amendments: September 1, 2000
  - Editorial Amendments: TBD, 2016

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1004
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1004
- Link to printable version: http://policy.utdallas.edu/print/utdpp1004