TO: Board of Trustees
FROM: Linda Makin, Vice President of Planning, Budget, and Human Resources
       Cara O’Sullivan, Policy Officer
DATE: February 13, 2014
SUBJECT: Non-Substantive Policy Changes

UVU utilizes a web-based policy manual and management system developed internally. The Online Policy System (TOPS) has undergone an extensive revision to improve functionality. As part of this upgrade, the Policy Office completed a comprehensive review of all existing policies to:

- Reformat policies in the approved policy template.
- Make editorial and stylistic corrections consistent with the Chicago Manual of Style, including spelling and punctuation corrections.
- Update names of offices, titles, etc.

Below are examples of these non-substantive changes:

- **Spelling and punctuation changes**
  - Policy 105, Section 5.2.1 – changed "resolts" to "results"
  - Policy 133, Section 3.8 - inserted comma after “protected”
- **Name changes/updates changes**
  - “Utah Valley State College” changed to “Utah Valley University”
  - “Vice President of Academic Affairs” changed to “Senior Vice President of Academic Affairs”
  - “Business Office” changed to “Finance and Business Services”
- **Formatting changes**
  - Policy 102, Section 4.1.1 - changed "he/she" to "he or she"
  - Policy 104, Section 4.1 - Deleted sub-headings in lieu of section numbers

UVU’s Policy 101 *Policy Governing Policies* allows non-substantive changes to be approved through the expedited approval process. Further, “the approval of non-substantive revisions does not constitute the enactment of a new or revised policy and does not change the approval or effective date of such policies.” (Policy 101, section 5.8.3.3) Suggested non-substantive changes were reviewed with and approved by the policy’s sponsor. On June 20, 2013, President’s Council approved the recommended non-substantive changes. These changes are reflected in the recently deployed update of TOPS at http://www.uvu.edu/policies/officialpolicy/index.php.