



1001-F2: Policy Non-substantive Revision Form

See Procedure 1001-PR5 for additional information.

Substantive revisions to policies are changes in a policy that affects the application or results of University action. A non-substantive revision does not affect the meaning of a policy or its application to individuals covered by the policy. Accordingly, non-substantive policy revisions typically address grammatical changes, typographical correction, removal of redundant language, updating a statute code citation, updating a name or title, and/or other similar changes.

For example:

1. Removing redundant language (*i.e.*, language that already exists elsewhere in the policy) is a non-substantive revision.
2. Correcting a subject-verb accord (singular subject but plural verb, for example) is a non-substantive revision.
3. Updating policy references, statutory references, or other legal references to reflect changes policy or statutory numbering is a non-substantive revision.
4. Changing office names or employee titles can be a non-substantive revision, if the change is simply making the policy consistent with a change the University has made. If it is removing certain positions or representatives from certain departments or agencies from a committee or board, that would be a substantive revision as it affects the application or results of University action.

Policy Information							
Policy Number							
Policy Name							
Summary of Non-Substantive Edits							
Policy Custodian							
Responsible Executive							
Policy Officer/OGC							
Document Verification	Redline Attached?	Yes	No	Implementation Plan Attached?	Yes	No	



1001-F2: Policy Non-substantive Revision Form

See Procedure 1001-PR5 for additional information.

Required Review and Approval			
Reviewer	Date Reviewed	Approval	Signature or Comments
Policy Custodian		Approved Not Approved	
Responsible Executive		Approved Not Approved	
Policy Office		Approved Not Approved	
Office of General Counsel (OGC)		Approved Not Approved	

Additional Review (If Requested by OGC or Policy Office)			
Reviewer	Date Reviewed	Approval	Signature or Comments
		Approved Not Approved	
		Approved Not Approved	
		Approved Not Approved	

Publication & Completion				
Revised Policy Published to Policy Library Online	Yes	No	Date Complete	
Notification Sent to Policy Email Subscribers	Yes N/A	No	Date Complete	