POLICY TITLE	Policy Governing Policies	**Policy Number**	101
Section	Governance, Organization, and General Information	**Approval Date**	October 29, 2026
Subsection	Governance and Organization	**Effective Date**	October 29, 2026
Responsible Office	Office of the President	**Last Review**	October 26, 2026

1.0 PURPOSE

1.1 Utah Valley University (UVU) follows a shared governance model that provides opportunities for university community members to provide input on university policy through their designated governance entities. Through this transparent and collaborative process, UVU promotes efficiency and institutional integrity in the development, approval, and implementation of university policies.

1.2 This policy sets forth a policy framework for Utah Valley University; establishes approval processes for policy drafts that create, revise, suspend, and delete university policies; describes the responsibilities of the individuals and entities involved in the university policy approval processes; and defines the self-governing nature and effect of university policies on the university community.

2.0 REFERENCES

2.1 *Institutions of Higher Education,* Utah Code Ann. § 53H-3-303

2.2 *Powers of chief administrative officer to order individuals off an institution of higher education's property,* Utah Code Ann. 53H-3-304

2.3 Utah Board of Higher Education Policy R220 *Delegation of Responsibilities to the President and Board of Trustees*

2.4 UVU Policy 102 *University Governance Committees*

2.5 UVU Policy 103 *Constitution of the Faculty Senate of Utah Valley University*

3.0 DEFINITIONS

3.1 Effective date: The date an approved policy action goes into effect. The effective date is on or after the Board of Trustees' approval for the regular policy process. For the temporary and compliance changes, the effective date is the date of President's Council approval.

3.2 Equity Assessment Committee (EAC): A committee of faculty, students, and staff established to review and assess policy drafts through an equity framework to protect, promote, and enrich equal opportunity and diverse viewpoints and to ensure policies are impartial and fair for all members of the university community.

3.3 Executive summary: The document that policy sponsors and stewards use to propose a policy action, explain the justifications for that action, and request approval from President's Council to enter one of the policy approval processes and advance to Stage 1 Drafting.

3.4 Limited scope revisions: Changes to an existing policy that apply to only specific sections of that policy; other sections of the policy are not open for revision or for comment. Limited scope revisions may be made through the temporary, regular, and compliance change processes.

3.5 Non-substantive revisions: Changes to an existing policy or policy draft that do not alter the intent, scope, meaning, or application of university policies or policy drafts, such as correcting typographical and grammatical errors; changing policy format; and/or updating names, titles, or other reference information.

3.6 Policy action: The revision or deletion of an existing policy, or the creation of a new one.

3.7 Policy approval processes: The processes through which proposed changes to the Policy Manual are reviewed and approved at the University. These policy changes include proposed new policy, revision to an existing policy, and/or deletion of an existing policy. The following are the four policy processes:

3.7.1 Compliance change approval process: This policy approval process is used to make new policies, delete policies, or make limited-scope revisions. These changes are made only when required by external laws or other compliance requirements.

3.7.2 Non-substantive change process: A policy process reserved for small revisions that do not alter the meaning of a policy. The approval of non-substantive revisions through this process does not enact a new or revised policy or change the effective date of these policies.

3.7.3 Regular policy approval process: The policy approval process that engages university governance entities and the university community for input on the development and drafting of new policies, substantive revisions of existing policies, and deletions of existing policies. The

regular policy approval process is a three-stage process through which the university community reviews and university leadership approve policies.

3.7.4 Temporary policy approval process: The approval process for temporary new policies and substantive revisions of existing policies. This approval process is reserved for policy changes that President's Council deems to be crucial and of a time-sensitive nature.

3.8 Policy drafting committee: A committee organized to assist a policy steward in the research and development of policy drafts.

3.9 Policy Manual: The central repository for all policies currently in effect at the University. The UVU Policy Manual is publicly available and is maintained by the Policy Office.

3.10 Policy Pipeline: The public, online repository that shows the proposed policy actions and current status of all policy drafts in the policy process.

3.11 Policy sponsor: The chief executive or vice president of a responsible office who oversees the development and advancement of policy drafts through the policy approval process in conjunction with the Policy Office. Only vice presidents or chief executives of a responsible office may serve as policy sponsors.

3.12 Policy steward: An individual who, under the direction of a policy sponsor and in conjunction with the Policy Office, facilitates the development and advancement of a policy draft through the policy approval process. The policy steward typically chairs the policy drafting committee.

3.13 President's Council: Executive leaders from areas across the University convened by the University President. This body includes the University President; Provost (who also represents Academic Affairs Council leadership); vice presidents; General Counsel; Chief Officer of Engagement and Effectiveness; and presidents of Faculty Senate, the Professional Association of Campus Employees (PACE), Utah Valley University Student Association (UVUSA), and others as designated by the President or Provost.

3.14 Responsible office: The university division responsible for overseeing the communication, implementation, interpretation, and enforcement of policies within the division's area of responsibility. The responsible office is determined for each policy according to the alignment of the policy's subject matter and the division's area of responsibility. Each responsible office is headed by a vice president, a chief executive officer, or the President. Some policies may have two responsible offices.

3.15 Temporary policy: A policy approved via the temporary policy approval process that lasts for up to one year and can be extended to 18 months with the Board of Trustees' approval.

3.16 University community: All UVU employees and students.

3.17 University governance entities: University-established governance bodies including Faculty Senate, Professional Association of Campus Employees (PACE), Utah Valley University Student Association (UVUSA), Academic Affairs Council, and President's Council (see Policy 102).

3.18 University policy: A document authorized by university governance entities according to procedures in this policy that prescribes standards, requirements, restrictions, rights, or responsibilities to support the mission, values, and operation of the University.

4.0 POLICY

4.1 Policy Authorization

4.1.1 Utah Code § 53H-3-304 and § 53H-3-303 give the University President power to regulate, conduct, and enforce law and order on property owned or controlled by the Board of Trustees to ensure the effective and efficient administration and operation of the University, including the ability to enact rules for administration and operation of the University. UVU Policy 101 does not limit this authority.

4.1.2 The Utah Board of Higher Education has delegated authority to the University President to establish university policies, subject to the approval of the Board of Trustees (Utah Board of Higher Education Policy R220). The Board of Trustees shall consult and advise the President and approve or disapprove policy drafts.

4.1.3 The University President, in conjunction with President's Council, oversees the policy approval processes at the University.

4.2 Hierarchy of Policies

4.2.1 University policies exist within the following hierarchy of authority listed in the order below:

1) Applicable international, federal, and state laws

2) Utah Board of Higher Education policies

3) Accreditation standards

4) University policies

5) Division, college, and school guidelines, practices, standard operating procedures, and other written institutional expectations within the scope of these entities' authority.

6) Department, program, and office guidelines, practices, and standard operating procedures, and other written institutional expectations within the scope of these entities' authority.

4.3 Policy Interpretation

4.3.1 UVU policies are for internal self-governance only. No UVU policy is a contract, and violations of policy are not enforceable in courts under the law of contracts.

4.3.2 Unless expressly stated to the contrary, University policies are binding on university employees, students, and people visiting or using the facilities or resources of the University.

4.3.3 Policy drafts do not have the authority of policy, and the university shall not implement or enforce them prior to the effective date established by the Board of Trustees.

4.3.4 The University shall enforce policies prospectively, beginning on the effective date as established under this policy. The University shall not enforce policies retrospectively, unless mandated by law or voluntarily agreed upon by directly affected individuals.

4.3.5 The University will address alleged violations of university policies in accordance with other university policies and federal and Utah state law.

4.3.6 The University must approve policies (including new policies, revisions to existing policies, and deletions of existing policies) adopted after the enactment of this policy through one of the approval processes described in this policy.

4.4 Policy Conflicts

4.4.1 If there is a conflict between documents at different levels in the hierarchy of authority, the higher-level authority governs, and the lower-level document must be read consistently with the higher authority and revised accordingly. Additionally, any guidelines, practices, standard operating procedures, forms, checklists, protocols, criteria, deadlines, or any other means of implementing or complying with a university policy must be consistent with the university policy.

4.4.2 In the event of a conflict between university policies, President's Council shall determine which policy or policies shall be revised or deleted to resolve the conflict. If President's Council does not make a determination, the most recently approved policy governs.

4.4.3 The responsible office for a policy has the authority to interpret, implement, and oversee compliance with that policy. In the event of conflicting views among members of President's Council on the interpretation, implementation, and/or compliance with a specific policy, any

member of President's Council may bring the matter before President's Council where the President, in consultation with the Office of General Counsel and President's Council, makes the final determination.

4.5 Responsibility of University Community Members

4.5.1 Any university employee or student may make recommendations regarding university policy to a policy sponsor.

4.5.2 Only policy sponsors have the authority to sponsor a policy within their area of responsibility.

4.5.3 The presidents of Faculty Senate, PACE, and UVUSA do not act as policy sponsors; however, they can initiate a policy action with the approval of the appropriate policy sponsor. Members of these elective bodies may be appointed to serve on policy drafting committees or as co-stewards with a policy steward appointed by the policy sponsor.

4.6 University Policy Approval Processes

4.6.1 University policies (including new policies, revisions to existing policies, and deletions of existing policies) adopted after the enactment of this policy must be approved through one of the following university policy approval processes.

4.6.2 Regular Policy Approval Process

4.6.2.1 New policies, substantive revisions of existing policies, and deletions of existing policies shall be processed through the regular policy approval process (as outlined in section 5.9).

4.6.2.2 Sponsors and stewards may process limited scope revisions through the regular policy approval process. University governance entities and university community members may submit comments only on the policy sections identified as within the scope of the revision.

4.6.3 Temporary Policy Approval Process

4.6.3.1 The temporary policy approval process is for new policies and substantive revisions of existing policies that President's Council determines to be crucial or that must be processed in a shorter time period than is possible through the regular approval process (as outlined in section 5.10).

4.6.3.2 This process is not for policy drafts imposing new or modified expectations regarding compensation, retention, tenure, promotion, performance review, or academic freedom. If the law mandates changes to policies addressing these areas, the changes will be processed through the compliance change policy process (see section 5.11).

4.6.3.3 Upon President's Council approval, the policy becomes effective immediately. The Board of Trustees may ratify or disapprove the policy at its next scheduled meeting.

4.6.3.4 Temporary policies shall remain in effect for up to one year and can be extended to 18 months with the Board of Trustees' approval. The expiration date of a temporary policy is calculated from the date of President's Council approval. Temporary policies (including revisions) will expire after one year or on the effective date of a replacement policy approved through the regular policy process, whichever occurs first.

4.6.3.5 In extraordinary circumstances in which the normal policy governance process cannot proceed practically, the Board of Trustees may approve the extension of temporary policies by up to six months beyond their previously approved expiration date. The Board cannot make this action selectively; an approved extension will apply to all temporary policies in effect at the time of Board action. The Board may approve an extension only once; additional extensions are not permitted.

4.6.4 Compliance Change Approval Process

4.6.4.1 Occasionally, changes in external law or other binding compliance requirements (such as legal, industry, or accreditation standards) may require policy action. The compliance change process is exclusively for these types of nondiscretionary policy actions to maintain the University's compliance with external law or other binding compliance requirements (process outlined in section 5.11).

4.6.4.2 Revisions proposed to policies through this process must be limited to only those policy actions necessary to bring the existing language into compliance with a higher-level authority listed in section 4.2. The Office of General Counsel must review and approve these compliance policy actions.

4.6.4.3 If at any time during this process, the policy sponsor or steward, or President's Council (in consultation with the Office of General Counsel), determines that the proposed policy actions do not meet the criteria outlined in this policy, they may withdraw the policy from this process and resubmit it to President's Council for admission into the appropriate policy approval process.

4.6.4.4 The policy sponsor or responsible office, in coordination with the Policy Office and the Office of General Counsel, shall facilitate making these policy actions.

4.6.4.5 Because these changes are mandated by external requirements, they are nondiscretionary policy actions and therefore are not subject to the full notice and comment stages that are part of the regular policy approval process; instead, upon President's Council approval of the final draft, the Policy Office shall communicate these changes to the university community.

4.6.4.6 Upon President's Council approval, the policy becomes effective immediately. The Board of Trustees may ratify or disapprove the policy at its next scheduled meeting.

4.6.5 Non-Substantive Change Process

4.6.5.1 The Board of Trustees has delegated to the President the authority to enact non-substantive revisions to existing policy if done through the non-substantive change process (as outlined in section 5.12). Non-substantive changes to existing policies do not constitute the enactment of a new or revised policy and do not change the approval or effective date of these policies.

4.6.5.2 Sponsors or stewards may bundle multiple policy drafts together for non-substantive revisions.

4.7 Policy Review and Maintenance

4.7.1 Policy sponsors are responsible for reviewing and addressing the policy needs of their areas of responsibility.

4.7.2 For the policies under their purview, each policy sponsor is responsible for identifying policy actions based on changes in statute and/or regulatory requirements, with assistance and consultation from the Office of General Counsel.

4.7.3 The policy sponsor and responsible office will, in coordination with the Policy Office, review each university policy within their purview at least once every five years. In these reviews, the policy owners, in consultation with the Office of General Counsel, assess whether policies still (1) comply with applicable laws, regulations, Utah Board of Higher Education policies, accreditation standards, etc.; (2) are consistent with other university policies addressing related subject matters; and (3) meet the needs of the University.

4.7.4 The Policy Office is responsible for establishing and enforcing policy editorial standards and maintaining the Policy Manual, Pipeline, and Archive. The Policy Office facilitates the policy approval process and notifies the university community of executive summaries and policy drafts that President's Council approves throughout the stages of the process, as well as new policies and policy revisions that the Board of Trustees approves for inclusion in the Policy Manual.

4.7.5 The Office of General Counsel provides legal review of policy drafts as required.

5.0 PROCEDURES

5.1 Initiation of Policy Actions

5.1.1 If the appropriate policy sponsor supports a recommendation for a policy action, they shall submit the proposed policy action in an executive summary to President's Council for approval to enter one of the University's policy approval processes.

5.1.2 If a policy sponsor wishes to initiate a policy action related to an existing policy for which another policy sponsor is responsible, the initiating policy sponsor must request approval from the responsible policy sponsor before they can present their proposed policy action to President's Council. Upon approval of the proposed policy action, President's Council shall determine whether the policy will be co-sponsored by the two policy sponsors.

5.2 Executive Summary Development and Approval

5.2.1 Policy sponsors or policy stewards shall submit requests for proposed policy actions on the *Executive Summary Form*. President's Council must approve the executive summary before the policy action can begin.

5.2.2 Except for policies in the temporary and compliance change processes, the Policy Office will not accept a policy draft before President's Council has approved the corresponding executive summary for entrance to Stage 1.

5.3 Policy Drafts

5.3.1 To facilitate the policy approval process, policy drafts must comply with formatting standards that President's Council and the Policy Office have established. Stewards must submit policy drafts in the template that the Policy Office has established and maintained. Stewards must indicate policy revisions in accordance with the Policy Office style standards.

5.4 Policy Drafting Committee

5.4.1 The policy sponsor or policy steward may organize a policy drafting committee to assist the steward with the research and development of a policy draft, in consultation with the Policy Office. A policy drafting committee should be composed of subject-matter experts (university personnel with experience and expertise relevant to the scope and content of the policy draft) and representatives of the university governance entities likely to be affected by the proposed policy action.

5.4.2 The policy sponsor or policy steward shall consult with the Office of General Counsel to determine the need for assigning an attorney to the drafting committee.

5.5 Policy Office Review

5.5.1 To request President's Council approval for an executive summary or policy draft to move to the next policy approval process stage, policy sponsors or policy stewards shall submit completed executive summaries and policy drafts to the Policy Office for an editorial review and assessment of the document's readiness for President's Council approval.

5.5.2 When the Policy Office completes its editorial review of Stage 1 and 2 drafts, the policy steward and sponsor shall submit the draft to the Office of General Counsel if a legal review is required.

5.5.3 The policy sponsor or policy steward shall submit the executive summary or policy draft to the Policy Office with enough time for President's Council to review it before the meeting in which it will be considered.

5.6 Equity Assessment Committee (EAC) Review

5.6.1 The Equity Assessment Committee shall conduct their review of Stage 2 policy drafts going through the regular policy approval process. They shall submit their findings and recommendations to the drafting committee, the Policy Office, and the Office of General Counsel regarding the impartiality and fairness of the policy drafts. The policy steward and sponsor shall respond in writing to the EAC, indicating how they will adopt EAC recommendations or explaining why they will not adopt the EAC recommendations. The policy sponsor and steward will submit their responses to the EAC findings and recommendations with the proposed Stage 3 policy draft to President's Council.

5.6.2 The Equity Assessment Committee shall also review policies in the Policy Manual for impartiality and fairness for all members of the university community.

5.7 President's Council Review

5.7.1 Policy sponsors shall present executive summaries for proposed policy actions to President's Council for approval to enter the policy process and present policy drafts for advancement in the policy process.

5.7.2 A policy sponsor may withdraw an executive summary or policy draft at any time in the policy approval process prior to the Board of Trustees' vote of approval.

5.7.3 President's Council shall review executive summaries and policy drafts for content, need, conflict with existing policies, and duplication of existing policies. After reviewing the executive summary or policy draft, policy sponsors shall advise President's Council on whether the executive summary or policy draft should be (a) advanced to the next stage, (b) remanded to the policy sponsor and policy steward for further development or to a previous stage, or (c)

dismissed. The Office of the President will record any decision and substantive feedback from President's Council in the minutes of that meeting.

5.7.4 The policy sponsor or steward shall incorporate President's Council feedback before submitting a revised version of the executive summary or policy draft to the Policy Office for the next stage of the policy approval process.

5.8 Review by the Board of Trustees

5.8.1 The policy sponsor shall present the policy draft to the Board of Trustees for review or may withdraw the policy draft at any time prior to the Board's vote. The Board of Trustees shall consult and advise the President and approve or disapprove policy drafts.

5.8.2 If the Board of Trustees disapproves a policy draft that would likely be approved with non-substantive revisions, the President may (a) make the non-substantive revisions at the Board of Trustees meeting and request approval of the revised policy draft, or (b) remand the policy draft to the policy sponsor and steward and to an appropriate stage of the approval process.

5.8.3 If the Board of Trustees disapproves a policy draft that would likely be approved with substantive revisions, the President may remand the policy draft to the policy sponsor and steward and to an appropriate stage of the approval process.

5.9 Regular Policy Approval Process

5.9.1 The regular policy approval process engages university governance entities and the university community for input on the development of new policies, limited scope or substantive revisions of existing policies, and deletions of existing policies. The regular policy approval process is a three-stage process through which the University vets and approves policies.

5.9.2 Regular Policy Approval Process—Preapproval

5.9.2.1 Prior to beginning policy drafting or revision, policy sponsors or stewards must develop the required executive summary and submit it to the Policy Office. The Policy Office will review the executive summary to ensure the included documentation is comprehensive and complete.

5.9.2.2 President's Council shall approve or disapprove an executive summary. Upon approval of an executive summary, the proposed policy action enters Stage 1 and the policy sponsor and policy steward may assemble a policy drafting committee and begin drafting or revising the policy.

5.9.3 Regular Policy Approval Process Stage 1—Policy Drafting and Revision

5.9.3.1 During Stage 1, the policy sponsor or policy steward (and their policy drafting committee, if applicable) conducts research and drafts the policy, in consultation with the Policy Office.

5.9.3.2 When the policy sponsor or policy steward determines that the policy draft is ready to move forward, they submit the proposed Stage 2 draft to the Policy Office for editorial assessment (see section 5.5).

5.9.3.3 Upon completion of the Policy Office editorial review, the Office of General Counsel conducts any required legal review of the draft policy. The Office of General Counsel, the Policy Office, and the policy sponsor and steward work together to coordinate revisions to the draft policy.

5.9.3.4 In coordination with the Policy Office, the policy sponsor or policy steward submits the policy draft to President's Council (see section 5.7).

5.9.4 Regular Policy Approval Process Stage 2—Review by University Governance Entities

5.9.4.1 At the request of university governance entities, the policy steward shall present the policy draft, answer questions, and provide more information to facilitate the commenting process.

5.9.4.2 The chief executive officer of a university governance entity, in consultation with that entity, may waive their Stage 2 review at any time for policy not deemed a priority for that entity. University governance entities are encouraged to communicate any such waiver early in the Stage 2 review period.

5.9.4.3 During the academic year, university governance entities shall have 60 days from the date President's Council approves the policy draft for Stage 2 to review it and provide the policy sponsor and/or policy steward with written comments. If a policy draft is advanced to Stage 2 with fewer than 60 days remaining before the end of spring semester, President's Council shall determine whether the review of the policy draft should be suspended until the first day of the following fall semester when the review period for university governance entities shall begin again. The Policy Office will determine the Stage 2 close date by taking into account major breaks and holidays. At the request of the policy sponsor or policy steward and at the discretion of President's Council, university governance entities may be granted an additional 60 days to review Stage 2 policy drafts.

5.9.4.4 University governance entities shall provide their official comments in writing to the policy sponsor or steward. The policy sponsor or policy steward shall review the comments and document their written responses in a form approved by the Policy Office, indicating whether

suggested revisions will be incorporated into the policy draft or providing reasons why the suggested revisions will not be incorporated. The sponsor/steward must share their responses with the university governance entities. If the comments are unclear, the sponsor or steward should seek clarification from the relevant university governance entities before submitting responses. If university governance entities believe the sponsor or steward has misunderstood a comment, they may offer clarification and request further consideration by the sponsor or steward. The leaders of the shared governance entities may raise concerns with responses at President's Council before the policy is approved to enter Stage 3 Board of Trustees.

5.9.4.5 The policy sponsor or policy steward submits the approved comments form as part of the proposed Stage 3 policy draft to the Policy Office.

5.9.4.6 Simultaneously with the shared entities review, the Policy Office shall submit the Stage 2 policy draft to the Equity Assessment Committee for review. The Equity Assessment Committee shall provide their official findings, if any, on the form approved by the Policy Office. The Policy Office will send committee findings to the policy steward and sponsor. The policy steward and sponsor shall review the findings and respond in writing as to how they will address the documented equity issues and make appropriate revisions to the draft. The Policy Office will include the committee findings and responses in the proposed Stage 3 draft.

5.9.4.7 Policy Office will schedule the proposed Stage 3 draft for review by President's Council.

5.9.4.8 President's Council reviews and approves the policy draft to move forward to Stage 3. During this review, President's Council may make substantive or non-substantive revisions to the policy draft.

5.9.5 Regular Policy Approval Process Stage Three—Review by the Board of Trustees

5.9.5.1 The Board of Trustees will review the policy draft in accordance with section 5.8 of this policy. After the Board of Trustees approves a policy draft, the Policy Office will notify the university community of the policy action and forward a copy to the Utah Board of Higher Education as required. If the approved policy draft is a new policy, the Policy Office posts the new policy in the Policy Manual.

5.10 Temporary Policy Approval Process

5.10.1 Temporary Policy Approval Process—Preapproval

5.10.1.1 Policy sponsors or stewards must develop the required executive summary and submit it to the Policy Office for approval (see section 5.1.2).

5.10.1.2 President's Council shall approve or disapprove an executive summary. Upon approval of an executive summary, the policy sponsor and steward may assemble a policy drafting committee and begin drafting or revising the policy.

5.10.2 Temporary Policy Approval Process Stage 1—Policy Drafting and Revision

5.10.2.1 In consultation with the Policy Office, policy sponsors or policy stewards shall conduct research and draft the policy with their writing committee. They shall submit the completed draft to the Policy Office for editorial assessment (see section 5.5). If the policy sponsor anticipates that a permanent university policy will be needed, they will recommend and oversee the development and advancement of a policy draft through the regular policy approval process.

5.10.2.2 In coordination with the Policy Office, the policy sponsor or policy steward shall present the policy draft to President's Council (see section 5.7).

5.10.2.3 Members of President's Council must have a reasonable opportunity to review the temporary policy draft before approving the policy draft to advance to the Board of Trustees.

5.10.2.4 Upon President's Council approval, the policy becomes effective immediately. The Board of Trustees may ratify or disapprove the policy at its next scheduled meeting.

5.10.3 Temporary Policy Approval Process Stage 2—Review by the Board of Trustees

5.10.3.1 At their next regularly scheduled meeting, the Board of Trustees may ratify the temporary policy. If they disapprove the temporary policy, the Board of Trustees will remand it back to the policy sponsor and steward for further modification and the pre-existing policy (if any) shall be in effect.

5.10.3.2 Following approval from the Board of Trustees (see section 5.8), temporary policies remain in effect for a specified period generally not to exceed one year and cannot be extended without the Board of Trustees' approval. The expiration date of a temporary policy shall be calculated from the date of President's Council approval. Temporary policies (including revisions) will expire after the specified period, or on the effective date of a policy draft enacted through the regular policy approval process that supersedes or replaces it, whichever occurs first.

5.10.3.3 A new temporary policy shall include an expiration date and be clearly identified as temporary on the policy itself and in the Policy Manual. If no relevant policy draft is completed through the regular policy approval process before the expiration date of a temporary policy, it shall expire and the Policy Office shall move it from the Policy Manual to the policy archive.

5.10.3.4 A temporary policy that is a substantive revision of an existing university policy shall include an expiration date and be clearly identified as temporary on the policy itself and in the Policy Manual. If no relevant policy is completed through the regular policy approval process or

no new temporary policy is enacted through the temporary policy approval process before the expiration date of a temporary policy, the prior university policy shall be returned to the Policy Manual in its previous state.

5.11 Compliance Change Approval Process

5.11.1 Compliance Change Approval Process—Preapproval

5.11.1.1 In consultation with the Policy Office and the Office of General Counsel, the policy sponsor and policy steward shall develop and submit an executive summary that documents the reason for the changes and lists the requested revisions. They shall also develop the policy draft with required revisions. The steward shall submit both documents to President's Council after review by the Policy Office and the Office of General Counsel.

5.11.2 Compliance Change Approval Process—Approval

5.11.2.1 Upon President's Council approval, the policy becomes effective immediately. The Board of Trustees may ratify or disapprove the policy at its next scheduled meeting.

5.11.2.2 The Policy Office shall post the revised policy with a new effective date and shall communicate the policy action to all university governance entities and the university community. The communication must clearly explain the mandate for the changes and why the policy changes were not appropriate for the usual shared governance processes for input from the university community.

5.11.2.3 At their next regularly scheduled meeting, the Board of Trustees may ratify the revised policy. If they disapprove the policy, they will remand it back to the policy sponsor and steward for further modification and the pre-existing policy (if any) shall be in effect.

5.12 Non-substantive Change Approval Process

5.12.1 The non-substantive change process is for revisions of existing university policies that would not change meaning or impact. 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.

5.12.2 The Policy Office shall submit any proposed non-substantive policy change to the Office of General Counsel for review and confirmation that the changes have a non-substantive effect. Upon approval from the Office of General Counsel, the Policy Office shall implement and document the changes in the policy archive and history table.

5.12.3 The Policy Office shall submit an executive summary listing the non-substantive changes to President's Council as an information item.

POLICY HISTORY		
Date of Last Formal Review: October 29, 2026		
Due Date of Next Review: October 29, 2031		
Date of Last Action	**Action Taken**	**Authorizing Entity**
April 14, 2005	Approved.	UVU Board of Trustees
December 9, 2010	Revised policy, regular process, approved.	UVU Board of Trustees
June 17, 2016	Revised policy, regular process, approved.	UVU Board of Trustees
March 2020	Non-substantive change: "his or her" changed to singular "their" "he or she" changed to singular "they"	UVU Policy Office
March 25, 2020	Temporary	UVU Board of Trustees
June 24, 2021	Revised policy, regular process, approved.	UVU Board of Trustees
November 14, 2023	In section 5.2.2, Change "The Policy Office reviews the executive summary for clarity and to ensure all necessary information is included" to "The Policy Office reviews the executive summary for clarity and all necessary information" to create appropriate subject verb agreement	UVU Policy Office
	In section 2.1, Change "sections § 53B-2-106(2)(b) and (d)" to "§ 53B-2-106(2)(b) and (d)"	
	In section 2.2, Change "§ 76-8-701 through -718" to "§ 76-8-701 to 718"	
	In section 2.4, Change "Policy 102" to "UVU Policy 102"	
	In section 4.1.1, Change "Utah Code § 76-8-701 through 76-8-718 gives" to "Utah Code §§ 76-8-701 to 718 give"	
April 25, 2024	Compliance change, mandated by HB 261, Utah Legislature, approved.	UVU President's Council
May 6, 2024	Compliance change ratified.	UVU Board of Trustees
January 30, 2025	Revised policy approved through regular process.	UVU Board of Trustees

October 29, 2026	Limited scope changes approved through the regular policy process. Policy Subcommittee was removed from the policy process	UVU Board of Trustees

*More information on the formal review can be found in Policy 101 section 4.7.3.