

PROCESS – Minor Revisions to Policy Document

- Responsible Office makes minor revision(s)¹ as needed to existing Policy or Procedure
- Responsible Office obtains email approval of the revision(s) from Policy Sponsor
- Responsible Office brings a tracked version of the policy document (showing suggested changes) forward to Policy Advisory Group with the *Policy Document Minor Change Request Form* with a copy of Policy Sponsor’s emailed approval attached
- If Policy Advisory Group agrees the revision(s) is/are minor and recommends policy document goes forward for approval, no further approval is needed – the original emailed approval of the Policy Sponsor stands as the official approval
- Responsible Office provides the Office of General Counsel with final version of policy document for posting
- Office of General Counsel posts the revised policy document on the online policy repository, but does not adjust the date of next review of that policy document based on the date of approval of the minor change – the policy document is still fully reviewed when next scheduled

¹ *Minor Revision* – An inconsequential change to a policy document which does not affect the policy’s rules, principles or intent (eg. position or department title changes, change to University name, typographical errors such as punctuation or spelling, adding references to new procedures or supporting documents, etc.)