

## **PROCESS FOR REVISIONS OF POLICIES AND ADMINISTRATIVE REGULATIONS**

**AR 1210**

The following outlines the process for revisions of policies and administrative regulations.

- A. Upon the request of a Board member or the President, an addition or revision to a policy or administrative regulation will be placed on the Board agenda for review and/or approval. Revisions in policies will be indicated by:
  - 1. "Strike-out" of changed or deleted sections
  - 2. "Bold" type to indicate additions or changes in policies
- B. After Board approval, the President's Office will notify responsible division of any changes made by the Board. The division/department makes necessary changes, eliminating strike-outs and bold print, and sends a final copy to the President's Office.
- C. The final copy of the policy is then sent to the Marketing and Communications Office through the network or on a computer disk to be converted into the standard policy book format. The Marketing and Communications Office sends the final copy to the President's Office.
- D. The President's Office will have the policy duplicated. The policy will then be distributed to all policy book holders, with a cover sheet explaining that the policy is new, was revised, or was rescinded.

Adopted: November 7, 1994