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

A. Upon the request or 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be distributed to all policy book holders, with a cover sheet explaining that the policy is new, was revised, or was rescinded.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