My apologies. The Administrative Procedure below should read AP 4233.

Diana Casteel
Executive Assistant to the President
and Board of Trustees
Mt. San Antonio College
(909) 594-5611 x4250
FAX: (909) 598-2303
DCasteel@mtsac.edu

As you know, both Board Policies and Administrative Procedures are located on the web so they are available to all. (See links below)

Since both Policies and Administrative Procedures are updated regularly, it was decided that we will no longer be sending out hard copies of updated Board Policies. Since the October update, the following Administrative Procedure has been updated.

**ADMINISTRATIVE PROCEDURES**

AP 4223 - Security of Grades (this is a new AP)

**Links to Web:**

POLICIES: [http://www.mtsac.edu/administration/trustees/policies/index.html](http://www.mtsac.edu/administration/trustees/policies/index.html)

ADMINISTRATIVE PROCEDURES: [http://www.mtsac.edu/administration/trustees/procedures.html](http://www.mtsac.edu/administration/trustees/procedures.html)
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and Board of Trustees  
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