

Guidelines when Making Changes to an AP/BP

- Use Arial font 12, always.
- Do NOT change the reviewed and approved dates at the bottom of an AP/BP. These are the dates that the document was reviewed by PAC and/or approved by Board.
- Use strikethrough for deletions and **bold and underlined** for additions.
 - E.g., The Council is updating the 4000 **5000** series.
- DO NOT USE TRACK CHANGES. Applying strikethroughs for deletions and bold and underlined for additions will capture all changes to a document.
- Rather than highlight areas in question, add a comment.

Mt. SAC Board Policies & Administrative Procedures:

<https://www.mtsac.edu/governance/trustees/apbp/>