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/