POLICY UPDATE PROPOSALS
APPROVED
AT GOVERNING BOARD MEETING OCTOBER 15, 2009

TO: Common Manual Governing Board Representatives
    Interested Industry Groups and Others

FROM: Carol Egan and Carolyn Small, Co-Chairs
      Common Manual Policy Committee

RE: Approved Common Manual Policy Updates
    [Batch 161: Proposals 1142 – 1145 and 1147]

DATE: October 16, 2009

In its October 15, 2009, meeting, the Common Manual Governing Board approved the five policy
proposals in Batch 161 (proposal numbers noted above).

The approved policies may now be implemented based on their individual effective dates. Updates for
these policies will be published in three separate forums for reference:

- Common bulletin language will be distributed for publication in about 10 days.
- The revised policy text will be incorporated into the next version of the Integrated Common
  Manual (ICM). The ICM is available on many guarantor websites and is also available on the
- The revised policy language will be included in the 2010 paper and electronic (ECM) versions of
  the Common Manual.

If you have any questions about the enclosed proposals or any aspect of the Common Manual process,
please contact Carol Egan via email at cegan@aessuccess.org or phone at 717-720-3663, or Carolyn
Small via e-mail at Carolyn.small@iowa.gov or phone at 515-725-3413.

Enclosures: Policy Proposal Transmittal (1)
            Common Manual Policy Proposals (1142 – 1145 and 1147)