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

FROM: Stephanie Aylor, Chair
Common Manual Policy Committee

RE: Approved Common Manual Policy Updates
[Batch 175: Proposals 1232 – 1235]

DATE: March 21, 2011

In its March 17, 2011, meeting, the Common Manual Governing Board approved the four policy proposals in Batch 175 (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 Common Manual website at www.commonmanual.org.
- The revised policy language will be included in the 2011 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 Stephanie Aylor via email at Stephanie.aylor@TN.gov or phone at 615-253-7485.

Enclosures: Policy Proposal Transmittal (1)
Common Manual Policy Proposals (1232 & 1235)