



## **COMMON MANUAL BULLETIN LANGUAGE IMMEDIATE ACTION REQUIRED**

TO: CM Governing Board Representatives  
Interested Industry Groups and Others

FROM: Stephanie Aylor and Kim Slote, Co-Chairs  
*Common Manual* Policy Committee

RE: *Common Manual* Bulletin Language  
[Batch 201: Proposal 1306]

DATE: October 27, 2014

On October 16, 2014, the *Common Manual* Governing Board approved policy changes to the *Common Manual* as proposed in the policy proposals advanced to the Board from Batch 201. The changes made in these proposals will be incorporated into the *Common Manual*'s annual update. These changes will also be incorporated into the *Integrated Common Manual* released in August 2014. The *Integrated Common Manual* is available on several guarantor websites and is also available on the *Common Manual* Website at [www.commonmanual.org](http://www.commonmanual.org).

At the same time that the proposed *Common Manual* language was drafted, the *Common Manual* Policy Committee drafted common bulletin language for each policy change. The common bulletin language has been edited and is enclosed for each guarantor to use in publishing interim policy updates to schools and lenders.

The Plan for Maintaining and Updating the *Common Manual* adopted by the *Common Manual* guarantors states that:

"Participating guarantors shall publish all interim updates in their bulletins promptly (within 30 to 45 days) and without revision. However, nothing in the plan shall be construed as prohibiting participating guarantors from also publishing guarantor-specific policies in their bulletins provided such policies do not conflict with the provisions for guarantor-specific policies described in the *Cooperative Agreement for Guarantors Participating in the Common Manual*. Neither shall participating guarantors be prohibited from publishing their own procedures or other information in their bulletins."

Newsletter editors may delete the policy reference numbers and proposal titles from the publication, and may rearrange the order of the articles or combine articles that are related to the same subject.

Industry participants that publish this information should include a statement directing any questions regarding the policy changes to the primary guarantor serving that reader.

If you have any questions about the enclosed proposals or any aspect of the *Common Manual* process, please contact Stephanie Aylor via phone at 615-253-7485 or via email at [Stephanie.Aylor@tn.gov](mailto:Stephanie.Aylor@tn.gov) or Kim Slote via phone at 573-522-1365 or via email at [kimberly.slote@dhe.mo.gov](mailto:kimberly.slote@dhe.mo.gov).

Enclosures: Common Bulletin Transmittal for Batch 201  
Common Bulletin Language for Batch 201