

TITLE: Editorial Changes to Policy Statements

AUTHOR: Policy Statement Coordinator

APPROVAL DATE: June 15, 2001

EFFECTIVE DATE: June 15, 2001

PURPOSE: To set standards for editorial changes to Policy Statements.

**REVIEWER AND
REVIEW DATE:** Administrative Council/Policy Statement Coordinator
As Needed

OPERATING DETAILS:

The Policy Statement Coordinator shall have the authority and responsibility for making minor changes to policy statements, including, but not limited to, updating a job title or department name or correcting grammatical or typographical errors. Before making any minor changes, the Policy Statement Coordinator must obtain approval from the Administrative Council for policy review (refer to PS 1000, Section 3.05), which shall make a recommendation regarding the change to the President for final approval. In addition, the Policy Statement Coordinator shall have the authority and responsibility for referencing in an MUW policy statement the applicable policy of the Board of Trustees of the Mississippi Institutions of Higher Learning.