



IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

FROM: Jessie Cooper, Lender Client Relations and Compliance Specialist
Georgia Student Finance Commission

DATE: September 14, 2004

SUBJECT: COMMON MANUAL, *Technical Edits* Training Brief Issue 15

Georgia Student Finance Commission (GSFC) is pleased to provide you with the fifteenth in a series of Training Briefs.

This Brief, in PDF format, explains the process and standards by which technical edits are made to the text of the manual. This Training Brief is provided in PDF format with the hope that you will share this version with co-workers.

If you have any questions about the enclosed Training Brief, please contact Jessie Cooper by phone at 770-724-9139 or email jessiec@gsfc.org.

Attachment

ISSUE 15**Technical Edits**

The Policy Committee (PC) updates the *Common Manual* (CM) with policy proposals and technical edits on an ongoing basis. A technical edit is a correction to the text of the CM that has no policy implications. Schools, lenders, servicers, and guarantors may submit technical edit suggestions.

Examples of true technical edits include:

- Correcting inaccurate citations,
- Inserting additional citations,
- Correcting typographical errors,
- Relocating existing text, and
- Wordsmithing a term, amending punctuation, or changing format to conform the material to CM convention.

The PC collects and compiles a list of approved technical corrections and submits them quarterly for inclusion in the *Integrated Common Manual* and ultimately, the next annual print of the CM.

If the PC determines that a correction is substantive (non-technical), it is reviewed for possible, future policy proposal development. If needed, the PC drafts a correction proposal and distributes it to the community for comment. Occasionally, the PC requests the assistance of the party that submitted the proposed correction in the development of a policy proposal.

The PC Chair responds to all individuals who make suggestions that are not accepted either as technical edits or future policy proposals.

Please submit your technical edit suggestions to Dan Tryon by e-mail to TryonD@michigan.gov, or by fax to (517) 241-1662.