

**IMPORTANT UPDATE**

**TO:** Financial Aid Officers  
Student Loan Officers

**FROM:** Jerome Duran, Chief Operating Officer  
Georgia Student Finance Commission

**DATE:** May 11, 2004

**SUBJECT:** COMMON MANUAL, *Policy Proposal Development Process Flow*  
Training Brief Issue 10

Georgia Student Finance Commission (GSFC) is pleased to provide you with the tenth issue of Training Brief.

This Brief explains how a policy proposal progresses through the development process. 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](mailto:jessiec@gsfc.org).

Attachment

**ISSUE 10**

**Policy Proposal Development Process Flow**

The Community, Governing Board (GB), and Policy Committee (PC) participate in development of changes to the *Common Manual*. The process flow is as follows:

