1. Administrative Regulations are those regulations approved and issued by the Chancellor which provide procedures to supplement Board Rules. These regulations may be initiated or revised by any Division, but Divisions must follow the procedure enumerated below before the proposed/revised regulations can be officially adopted. In contrast to prior practices, all Administrative Regulations are to be issued from a central source, the Office of General Counsel, and not by individual Divisions.

2. Proposals for either adopting new regulations or for revising existing regulations must be reviewed and approved by the appropriate Division head.

3. The Division that proposes the new/revised regulation ("originating Division") is responsible for preparing the proposed/revised regulation for review by the appropriate District locations and for obtaining final approval from the Chancellor's Senior Staff. As appropriate, proposed/revised regulations should be presented to District locations for consultation before the regulation is presented to the Chancellor's Senior Staff for final approval.

4. Once a regulation has been appropriately reviewed and/or consulted, the regulation will be presented to the Chancellor's Senior Staff for final approval. If Senior Staff proposes additional changes to the proposed/revised regulation, the regulation will be forwarded back to the originating Division for appropriate action.

5. After a proposed/revised regulation has been adopted by the Chancellor's Senior Staff, the originating Division is responsible for forwarding a hard copy and electronic copy of the proposed/revised regulation to the Office of General Counsel for finalization and distribution. The hard copy must contain both the Chancellor's signature and the
originating Vice Chancellor's signature to indicate that the regulation has been approved in its final form and is ready for finalization and distribution.

6. The Office of General Counsel will be responsible for implementing the following finalization and distribution process:

a. Reviewing and editing the proposed/revised regulation for the purpose of making corrections to the regulation's language and/or format, such as minor rewording to eliminate cumbersome phrases, excessive wordage and/or "sexist" language. In addition, grammatical corrections will be made to the proposed/revised regulation, as needed.

1) Any rewording which might affect the meaning of the regulation will not be made without consulting with the originating Division.

b. Placing the regulation in the appropriate format, including renumbering main paragraphs, subparagraphs, etc. (Administrative Regulations shall be referenced as 1.a, 1.b, 1.b. (1), etc.)

c. Assigning a coded index letter to newly adopted regulations which stands for the name of the initiating Division and is sequenced to conform with the Division's existing portion of the Administrative Regulations.

d. After finalization, distributing the approved regulation in accordance with the established distribution list. Notification and distribution of proposed/revised regulations may be made solely through electronic means.

e. Forwarding an electronic version of the regulation to Information Technology for publishing on the District’s website.

7. Any exceptions to the above procedure must be approved by the Chancellor.