

## **FISCAL YEAR 2016-17 SPECIAL LANGUAGE INSTRUCTIONS**

Special Language that provides special authorization or limitations to an institution's fiscal operations is typically found within an institution's appropriation act. Current Special Language can be found in the 2016 appropriation acts, and on the special language forms on the ADHE website at the link below:

### [Special Language Requests](#)

The Special Language form reflects current language (or institution's request) in the first column. The institution will request changes to current language in the same "marked-up" format used by the General Assembly in its session bills. The second column will show the ADHE Recommendation.

Requests for new language will be shown in the first column and should be underscored in keeping with the "marked-up" format. ~~Text to be deleted must be in strikeout format.~~

Guidelines adopted are as follows:

1. If no change is desired, the language should show no "mark-up" (i.e. exactly as received from Institutional Finance). It will not be necessary to submit forms back to ADHE if no changes are requested.
2. If the language is to be discontinued, strike through the language in the first column.
3. If a change is desired in current language, underscore the changes/additions and strike through the deletions in the first column.
4. If the language has been codified, insert "LANGUAGE IS CODIFIED IN A.C.A. ----- (include actual code cite)" at the top of the first column above the current language.
5. If the language has been codified, but a CHANGE is requested, insert "THIS LANGUAGE IS CODIFIED IN A.C.A. -----(include actual code cite); HOWEVER, THE FOLLOWING CHANGE IS REQUESTED at the top of the first column; Make the requested changes in the first column with NEW LANGUAGE BEING UNDERScored and Text to be deleted in strikeout format.
6. If a new special language section is desired, please use the Blank Template for New Special Language provided at this link - [Special Language Requests](#); enter your institution's business area and name next to "INST."; enter current Appropriation Act # next to "ACT #:" and enter "NEW" next to "SECTION:"; provide new language requested under the first column. The new language should be underscored in keeping with the "marked-up" format.

**A separate explanation must accompany any request that will significantly change a section of language. This includes changing key words in an existing section, deleting and/or adding a section of language.**

**Please complete your review and email updates to Tara Smith at [Tara.Smith@adhe.edu](mailto:Tara.Smith@adhe.edu) by Friday, January 22, 2016.**