2023-25 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 FY2023 appropriation acts, and on the special language forms on the DHE website at the link below:

Special Language Forms by Institution

The Special Language form should reflect current language as well as the 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 Executive Recommendation.

You will notice with this session's recommendations that the Bureau of Legislative Research have already made some recommended changes to codify a lot of special language. These recommendations can still be changed if you do not feel like the changes reflect the original intent of the language.

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".

2. If the language is to be discontinued, strike through the language in the first column.

3. If a change is desired, 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.

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 Sarah Rogers at Sarah.Cox@adhe.edu by Wednesday, September 14th.