

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1012

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PROCEDURE TITLE: Contact with College Legal Counsel

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College
Policy Manual Approval

EFFECTIVE DATE: January, 04, 1980

LAST REVISION DATE: November 8, 2005


LAST REVIEW DATE: November 8, 2005

I. PURPOSE

To provide a system of communications for securing formal legal opinions regarding College matters from the College Legal Counsel.

II. PROCEDURE

Departments requesting a legal opinion from the College Office of Legal Affairs must have prior approval from the College President, Office of the Provost, Campus President or Vice Provost. Once a matter is referred to the Office of Legal Affairs, College Legal Counsel will determine if the matter will be handled by in-house Legal Counsel or if the matter will be referred to a designated outside law firm.

	11/8/05
PRESIDENT	DATE