

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1320

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**PROCEDURE TITLE:** Institutional Research

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

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

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** July 12, 2005


**LAST REVIEW DATE:** July 12, 2005

## **I. PURPOSE**

To enable offices and faculty to obtain assistance within the scope of responsibilities of the Office of Institutional Research such as consultation on the design and conduct of research.

## **II. PROCEDURE**

- A. Inquiries concerning information and assistance may be made directly to the Office of Institutional Research.
- B. Institutional Research reserves the right to prioritize requests and obtain appropriate approval before proceeding with projects that require more than nominal amounts of time.
- C. College offices and faculty members completing research reports and other compilation of data on the operations of the college are encouraged to share these reports with the Office of Institutional Research.

	7/12/05
<b>PRESIDENT</b>	<b>DATE</b>