

# MANUAL OF PROCEDURE

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**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:** April 24, 2019


**LAST REVIEW DATE:** April 24, 2019

## **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 Executive Vice President and 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.

	4/24/2019
<b>PRESIDENT</b>	<b>DATE</b>