

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1070 **PAGE** 1 of 2

PROCEDURE TITLE: Implementation and Codification of Policies and Procedures

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

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

EFFECTIVE DATE: May 18, 1971

LAST REVISION DATE: April 24, 2019

LAST REVIEW DATE: April 24, 2019; November 1, 2023

I. PURPOSE

To establish a process for implementing policies approved by District Board of Trustees and procedures approved by the Executive Committee.

II. PROCEDURE

A. Policies


1. Policies are the result of actions of the District Board of Trustees, the Legislature, or the State Board of Education.
2. Upon approval by the District Board of Trustees, policies will be posted to the College's Website by the Office of the Executive Vice President and Provost.

B. Procedure

1. Upon approval of a policy by the District Board of Trustees, a request will be sent to the proper area to draft a procedure for its implementation.
2. The draft of the procedures shall be forwarded to the Office of the Executive Vice President and Provost for review by the Executive Committee if required.
3. Upon approval, the procedure will be posted to the Colleges website by the Office of the Executive Vice President and Provost.

C. Codification

All policies and procedures will be codified by the Office of the Executive Vice President and Provost.

	11/01/2023
PRESIDENT	DATE