

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2041

TITLE: DEVELOPMENT AND ADOPTION OF AN ADMINISTRATIVE PROCEDURE

BASED ON POLICY: 2.04 ADOPTION OF SOUTH FLORIDA STATE COLLEGE
POLICIES AND PROCEDURES

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

I. Purpose:

To outline the system for the approval, issuance, maintenance, and revision of procedures at South Florida State College (SFSC)

II. Procedure:

- A. All procedures must be approved by the president prior to issuance.
- B. All recommendations for new procedures or for revision to existing procedures shall be forwarded to the policy and procedure custodian, appointed by the president, for processing. The custodian shall forward the recommendation to the President's Council for action.
- C. The office designated by the president as the custodian for SFSC policies and procedures will prepare the procedure for review by the President's Council.
- D. After President's Council approval, the original copy of each issued procedure will be retained in a master file by the procedure custodian, and the electronic file will be updated.
- E. Procedures will be reviewed every five years. Procedures that have not been reviewed/revised within five years shall be forwarded by the custodian to the appropriate Office of Primary Responsibility (OPR) for action.
- F. The OPR shall ensure that the procedures are reviewed and if necessary, recommended for revision.
- G. Each approved procedure will be numbered according to its governing SFSC policy.

HISTORY: Last Revised: 2/25/20
Adopted: 8/27/84
Reviewed: 1/31/05, 6/27/12
Revised: 1/21/02, 4/29/08, 7/10/12, 2/25/20