

# ADMINISTRATIVE PROCEDURES MANUAL

## Introduction

Administrative procedures define day-to-day management practices of Lake-Sumter State College and are based on rules created by the District Board of Trustees, State Board of Education rules, Florida statute, and other sources of authority governing practices of the College. Administrative procedures that impact students are included in the *LSSC Catalog and Student Handbook* to ensure easy access for students. Faculty and staff are responsible for being familiar with the College's administrative procedures.

Administrative procedures must remain current, and as circumstances change will need to be created, modified, or repealed. The final authority to approve the creation, modification, or repeal of an administrative procedure is the LSSC President.

## Modifications to the Administrative Procedure Manual

The process is consistent for each type of change to an Administrative Procedure including creating, modifying, or repealing an Administrative Procedure.

- A. Changes of any type must be proposed by a recognized College Committee or by the President or one of the Vice Presidents.
- B. The proposed change must be submitted to the Chair of the Planning Council for

- a. Withdraw the proposed change without prejudice verbally at the Planning Council meeting or in writing to the Chair of the Planning Council.
- b. Make the necessary changes and contact the Chair of the Planning Council to include the proposed change on an agenda no later than the second meeting after the proposed change was tabled.

Proposed changes that are tabled and not withdrawn, will be considered withdrawn at the third Planning Council meeting following an action to table the proposed change.