

Polk State College

District Board of Trustees Rule

Rule Number	Rule Title	Effective Date
2.29	Interim Procedures	Click or tap here to enter text.

I. Purpose

The purpose of this Rule is to authorize the President or designee(s) to adopt Interim Procedures when immediate action is necessary to protect the interests of the College and compliance with the standard procedure development and review process would materially impair the College's ability to respond in a timely manner.

II. Overview

The District Board of Trustees (DBOT) recognizes that circumstances may arise requiring immediate action to address matters affecting students, enrollment, accreditation, fiscal stability, legal compliance, safety, security, or the effective operation of the College. Because the DBOT has delegated authority to the President to develop and adopt College Procedures, the DBOT authorizes the President or designee(s) to adopt Interim Procedures in accordance with this Rule.

An Interim Procedure is a College Procedure that becomes effective immediately and is temporarily exempt from the standard procedure development and review process. Nothing in this Rule shall be construed to authorize the adoption of an Interim Procedure that conflicts with federal law, state law, State Board of Education Rules, accreditation requirements, or DBOT Rules.

III. Division of Responsibility and Approval Authority

As delineated in DBOT Rule 1.03, the DBOT retains exclusive authority to adopt, amend, suspend, or repeal DBOT Rules. An Interim Procedure shall be narrowly tailored to address the circumstances necessitating its implementation and shall not exceed the scope of authority delegated by the DBOT or conflict with any DBOT Rule.

The President or designee(s) may adopt, amend, suspend, or repeal a College Procedure through an Interim Procedure when immediate implementation is necessary to:

- A. Protect the health, safety, or welfare of students, employees, or visitors;
- B. Maintain compliance with applicable laws, regulations, accreditation requirements, or other legally binding obligations;
- C. Prevent or mitigate material adverse impact to students, enrollment, academic operations, fiscal stability, financial aid administration, College facilities, technology systems, or other essential College functions; or
- D. Address emergencies, unforeseen circumstances, or significant operational needs affecting the College.

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IV. Duration and Subsequent Review

An Interim Procedure shall become effective immediately upon approval by the President or designee(s). If the President or designee(s) determines that an Interim Procedure should remain in effect beyond its temporary duration, the Interim Procedure shall be submitted for review through the College's established procedure development and review process as soon as practicable following implementation. Unless earlier repealed, replaced, or adopted as a permanent Procedure following completion of the applicable review process, an Interim Procedure shall expire one hundred eighty (180) days after its effective date.

Upon the expiration or repeal of an Interim Procedure, any College Procedure that the Interim Procedure amended, suspended, or repealed shall automatically be reinstated in the form in effect immediately prior to the effective date of the Interim Procedure, unless a replacement Procedure has been adopted through the College's standard procedure development and review process.

An Interim Procedure that has expired shall not be readopted in the same or substantially similar form absent new or materially changed circumstances. Any such readoption shall be documented and reported to the DBOT pursuant to Section V of this Rule.

V. Notice to the District Board of Trustees

The President shall provide notice to the DBOT of any Interim Procedure adopted pursuant to this Rule and shall provide a summary of the circumstances necessitating its implementation.

VI. Authority to Implement

The authority granted by this Rule is in addition to, and not in limitation of, the President's existing authority to develop, adopt, amend, suspend, and repeal College Procedures. This Rule is intended solely to authorize the temporary implementation of Interim Procedures without first completing the College's standard procedure development and review process when circumstances warrant immediate action.

Rulemaking Authority: Section 1001.64(4)(a), Florida Statutes

Law Implemented: Sections 1001.64(4)(b) and 1001.65(12) and (23), Florida Statutes

SBE Rule:

Related Rule(s): 1.03

Related Procedure(s):

Related Documents:

Date of Last Review: June 29, 2026