

Procedure 3.001

Guest Speakers Procedure

Faculty/Instructors should coordinate with academic deans/continuing education directors before inviting guest speakers. Faculty/Instructors should receive prior approval from the appropriate academic dean/continuing education director for all guest speakers invited to participate in the learning activities of classes in their departments. In all cases, a [Guest Lecturer Notification form](#) must be completed five (5) school days prior to scheduling the guest lecturer.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates: *8/17/18*

Senior Staff Review/Approval Dates: *Enter date(s) here*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*