

## Procedure 3.001

### Guest Speakers Procedure

Instructors should coordinate with academic deans before inviting guest speakers. Instructors should receive prior approval from the appropriate academic dean 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

**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*