

## **Policy for Approving Business-Related Programs Offered by Educational Outreach**

### **1. Continuing Course/Previously Approved Instructor**

If a course has been previously approved by the College, and there are no changes to either content or instructor, the unit planning to offer the course must notify the Associate Dean and the chair/director of the relevant academic department(s); additional approvals are not required.

### **2. Continuing Course/New Instructor**

If a course has been previously approved and there are no changes to content but there is a new instructor, the unit planning to offer the course must submit the proposed instructor's resume/qualifications to the Associate Dean who will request that the chair/director of the relevant academic department(s) review and approve or disapprove the proposed instructor. If the academic department(s) believe that the instructor is not qualified or may represent a conflict of interests, the department(s) may disapprove the proposed instructor which will require the offering unit to replace the instructor with one who is deemed qualified or cancel the course.

### **3. New Course**

A unit planning to offer a new course must submit the course description and outline as well as the proposed instructor's resume/qualifications to the Associate Dean who will request that the chair/director of the relevant academic department(s) review and approve or disapprove the proposed course and instructor. If the academic department(s) believe that the course is inappropriate or the instructor is not qualified or may represent a conflict of interests, the department(s) may disapprove the proposed course or instructor which will require the proposing unit to cancel the course. If the course is considered appropriate but the instructor is deemed unqualified, the proposing unit may resubmit the course for approval with a different instructor.

### **4. New Instructor**

The unit planning to offer any course within the disciplines for which the College is responsible must submit the proposed instructor's resume/qualifications to the Associate Dean who will request that the chair/director of the relevant academic department(s) review and approve or disapprove the proposed instructor. If the academic department(s) believe that the instructor is not qualified or may represent a conflict of interests, the department(s) may

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