

## 5.04 Permission to Offer Courses

Any individual offering a regular Western Carolina University course, including those offered through the educational outreach division, shall do so only with the permission of the head of the department which normally would offer the course. Permission should be received prior to the beginning of the class and should be in writing with a copy to the dean of the college in which the department is located. It may be necessary in some instances to give oral approval and to confirm this as quickly as possible by written note, but these instances should be considered the exception rather than the rule.

The approval should be for a specific period of time, most often one term's duration only. The time period should be spelled out in the written authorization.

Short courses, institutes, and special instructional efforts of short duration will be considered to be exceptional. An express approval in all instances need not be required. It is expected, however, that when academic credit (including awarding Continuing Education units) for such activities might be anticipated that the concept of prior approval will be applied.