I. PURPOSE

To provide for outside speakers to address the student body.

II. PROCEDURE

A. Visits to a campus by guest speakers that are open to the general student body and/or the community must be approved by the Campus Student Life Office.

B. Speakers may be invited by:

1. Student Organizations
2. Departments
3. Student Government Association
4. Student Life Office
5. Faculty and Staff

C. Responsibilities of the Campus Student Life Office are as follow:

1. Ensure that a written request is received.
2. Ensure that the speaker is properly sponsored.
3. Reserve a time and place as available.
4. Render any assistance deemed necessary.
5. Request necessary security services if deemed advisable.
D. All Campus Student Life Offices require student organizations to request prior written permission to invite a speaker to address a meeting of an organization.

E. These procedures are not applicable to classroom presentations.