

CoB Policy on Off-campus Course Offerings (Including International Courses)

Beginning September 1, 2004, a faculty member wishing to offer a College of Business course outside of the JMU campus will be required to submit a proposal to the CoB C&I Committee for review. The proposal must contain the following information:

1. Full identification of the course that is to be taught off-campus
2. Where the course will be taught
3. The dates of the course offering
4. Who the instructor will be
5. An explanation of why the course needs to be taught at this time and in this location
6. The number of hours spent on classroom content and on other academic activities (note that the Commonwealth of Virginia requires a minimum of 38 hours of academic instruction for a three-semester-hour course)
7. An outline of the proposed course topics and activities

The due dates for proposals are as follows:

1. Proposals for fall semester offerings are due to the CoB C&I Chair (currently Phil DuBose) no later than March 1
2. Proposals for spring semester offerings (including any offerings that will occur during spring break) are due to the CoB C&I Chair no later than September 1
3. Proposals for any summer session are due to the CoB C&I Chair no later than March 1

The CoB C&I Committee will review each proposal and make a recommendation to Dean Reid, who will make the final decision. Approval by Dean Reid will allow the course to be offered for registration and subsequent instruction. Without such approval, proposed courses will not be open for registration, and students will not be able to receive JMU credit for them.

Please note that this policy does not apply to individuals who reside in foreign countries and occasionally teach a course in the JMU Studies Abroad Program.

(Approved by the CoB Leadership Council on March 31, 2004)