

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.3.7.1
Related Policy: 8.3.7
Title: Non-Credit Course Syllabus
Responsibility: Vice President for Workforce
Development and Continuing Education

Original Approval Date: 08-01-1994
Last Cabinet Review: 01-05-2017
Last Revision: 01-05-2017

President

Full-time Continuing Education staff are responsible for developing and approving non-credit instructional packages and distributing to adjunct faculty.

Adjunct faculty are required to distribute a copy of the approved instructional package to each student at the first class meeting.