

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.3.8.1  
Related Policy: 8.3.8  
Title: Student Evaluation of Non-Credit Courses  
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

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President

- A. Student evaluation forms must be approved by the Vice President for Workforce Development and Continuing Education.
- B. Student evaluations of all courses will be conducted by the instructor on the final day of class.
- C. Evaluation results will be reviewed by the appropriate Continuing Education program manager or administrator.
- D. After review, the results are forwarded to the instructor.