A proposed, new, non-credit course will require the submission of a course design (see Non-Credit Course Design Format). The course will not be considered for approval until said design has been submitted to the Dean of Curriculum and Instruction in an appropriate format.

The course design will be presented to the appropriate College officer for review and approval. Following these approvals, the course design will be submitted to the Dean of Curriculum and Instruction for final approval.

Approved non-credit and for credit course designs will remain on file in the office of the Registrar.

Each time the non-credit course is to be offered, the appropriate officer will review the course design for purposes of updating. The course will not be taught until needed updating has been completed. The approval process for updated, non-credit course designs will be the same as that used with new, non-credit course designs.

The College official charged with the supervision of the non-credit course will ensure that the course outline is followed.

Graham County Community College District
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