

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION D – EDUCATIONAL AFFAIRS

Title COURSE SYLLABUS	Number D-13
Division of Responsibility Academic Affairs	Date Page 8/17/20 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. D-13 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Instructors are responsible for preparing a current master course syllabus and syllabus addendum to present to the students at the first class meeting of each term. Each syllabus must be turned into the Vice President for Academic and Student Affairs' office each term, and a current file is maintained in that office.