

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: FACULTY OFFICE HOURS**

**Page 1 of 1**

**Administrative Procedure Number: 302.05**

**Date adopted: 8/1/75**

**Revised: 1/94, 2/20/01, 3/11/11, 11/20/18, 4/2/19**

At the beginning of each quarter, each instructor shall file his or her office hours with the Office of Instruction and post the office hours outside of the office if the instructor is assigned an office and on-ground classes.