



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.10 -- GRADE REPORTS

PURPOSE: The purpose of this policy is to inform of the guidelines for accessing and receiving mid-term and final grades, either electronically or via US mail.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Students may access their mid-term and final grades online at YHC Connect. If you wish to have grade reports mailed to you or to any third party, please complete the Student Authorization to Mail Grade Reports form, available in the Registrar's Office. This authorization will remain in effect for the number of terms specified.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date
/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date
/s/ Gary Myers	2.2.16
Chair, Academic Council	Date
/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson
Registrar

3.16.16
Date

APPROVED:

/s/ Cathy Cox
President

8.8.16
Date
