



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.18 -- TRANSIENT STUDENT STATUS

PURPOSE: This policy explains how transfer credit or credit earned while a student transient status can be included on the student's YHC academic record.

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: Young Harris College students who wish to take course work at another institution for credit or to transfer hours to meet graduation requirements may do so if the following conditions are met:

1. The course work must be taken at an institution that is accredited by the Commission on Colleges of a regional-accrediting agency to award academic degrees. For guidelines regarding evaluation of courses presented for transfer, see the Transfer Credit policy.
2. Students must complete a Transient Permission Form (available from the Office of the Registrar), obtaining the approval of the academic advisor, the Student Success Center, and the Registrar.
3. Students attending another institution as a transient student must request that an official transcript of course work taken at that institution be sent to Young Harris College.
4. Grades in courses taken as a transient student will not be calculated in the cumulative grade point average at Young Harris College.
5. The student must follow admission procedures established by the institution at which the course work will be taken.
6. The university or college offering the courses allows these courses to be used for credit towards its own degree.
7. The Registrar must receive and approve an official transcript of the credit before the student will be granted a degree.
8. There will be a limit of two courses approved for transfer during the summer. Additional courses must be appealed through the Office of Academic Affairs.

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	3.16.16
Registrar	Date

APPROVED:

/s/ Cathy Cox	7.29.16
President	Date