



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: June 4, 2015

NEXT REVIEW: June 2019

SUBJECT: AOPP 1.# -- ACADEMIC RECORDS

PURPOSE: The purpose of this policy is to inform the college's practice for maintaining students' academic records under the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. §1232g ("FERPA"), and is not intended to impose any restrictions or grant any rights not specifically required by this Act.

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 maintains an electronic databases of students' academic records which are compiled and maintained in the Registrar's Office. Access to and release of information contained in these systems is governed by institutional policies, practices, and procedures, as well as state and federal laws and regulations (e.g. FERPA and HIPPA) which are beyond the scope of this policy.

RESPONSIBILITIES

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

APPROVED BY:

/s/ Keith DeFoor	9.29.15
Associate VP for Academic Affairs	Date
/s/ Gary Myers	9.29.15
Vice President for Academic Affairs	Date
/s/ Gary Myers	9.29.15
Chair, Academic Council	Date

/s/ Matthew Byron 12.1.15

President, Faculty Senate Date

REVIEWED BY:

/s/ Tammy Gibson 12.1.15

Registrar Date

APPROVED:

/s/ Cathy Cox 7.29.16

President Date