



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.14 -- TRANSCRIPTS

PURPOSE: Official transcripts are issued upon a student's request of the Registrar's Office. The paper request must be signed by the student in order to release the transcript. If the request is made online through National Student Clearinghouse, the request is signed by the validation of the student's consent form. Official transcripts cannot be faxed to a recipient.

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:

Transcript Request via National Student Clearinghouse

Young Harris College has authorized the National Student Clearinghouse to provide transcript services via the Internet. To order an official transcript log in to National Student Clearinghouse. The instructions on the site explain the order process, delivery options, and fees. You may order as many transcripts as you like in a single session. To insure confidentiality and to comply with federal regulations when using the Clearinghouse, you must provide proof of identity. Alumni and students must complete the "Consent to Release" form. Print and complete the form then fax it to the Clearinghouse for your order to be processed. In addition to offering the convenience of credit card payment, the Clearinghouse keeps you informed about the status of your request.

Transcript Request via Form

(Click here to view the Transcript Request website)

Please provide the following information in your request:

1. Full name (including all names under which you may have attended)
2. Handwritten signature (Transcripts will not be released without the student's signature.)
3. Complete address and telephone number
4. Social Security number

5. Date of birth
6. Last semester and year of attendance at Young Harris College
7. Full address for destination of transcript

This completed form may be printed and mailed to the address given below. To facilitate transfer, currently enrolled students may receive free certified copies of their transcripts if requested for scholarships or applications to colleges. When a student is no longer enrolled in YHC, the official transcripts will cost \$7.00 each. Requests for transcripts made via telephone or email cannot be honored. Credit cards are not accepted. Transcripts will not be released until all student accounts and fees have been paid.

Send or deliver your written transcript requests to:

Young Harris College
 Registrar's Office
 PO Box 96
 Young Harris, GA 30582

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	8.8.16
President	Date