



## **ACADEMIC OPERATING POLICY AND PROCEDURE**

DATE: January 7, 2016

NEXT REVIEW: January 2018

**SUBJECT: AOPP 3.32 -- COMPLETION REQUIREMENTS FOR BACCALAUREATE DEGREES**

**PURPOSE:** The purpose of this policy is to explain the completion requirements for Baccalaureate Degrees.

**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:** Each baccalaureate degree requires 120 semester hours. A baccalaureate degree program requires at least 30 hours of courses in the major.

To earn a baccalaureate degree, a student: (1) must complete a prescribed degree program with at least a 2.0 grade point average in courses presented for graduation, (2) must not be on academic probation at the time of graduation, (3) must have no more than 18 semester hours of "D" grade credit, (4) must complete the final 30 semester hours of the degree program at the college, and (5) must file a formal application for graduation and pay the completion fee with the Registrar's Office no later than the first class day of the semester in which the student intends to graduate. The minimum time in which to complete a baccalaureate degree is three years; the maximum time is eight years.

In addition to the above academic requirements, a student must be in good standing pursuant to College policies at the time of degree completion.

Students completing a baccalaureate degree are strongly encouraged to participate in graduation exercises.

Any student who is within six credits of baccalaureate degree completion and any education major who has completed all degree requirements except for student teaching may participate in the graduation ceremony. Credits to be applied toward a baccalaureate degree following the graduation ceremony must be earned at Young Harris College.

## 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