



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: October 13, 2015

NEXT REVIEW: October 2019

SUBJECT: AOPP 3.5 -- CERTIFICATES

PURPOSE: The purpose of this policy is to inform that the College neither awards nor accepts credits for certificates.

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 neither awards nor accepts credit for Certificates.

RESPONSIBILITIES

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

APPROVED BY:

/s/ Keith DeFoor	10.13.15
Associate VP for Academic Affairs	Date
/s/ Gary Myers	10.13.15
Vice President for Academic Affairs	Date
/s/ Gary Myers	10.13.15
Chair, Academic Council	Date
/s/ Matthew Byron	12.10.15
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson
Registrar

12.10.15
Date

APPROVED:

/s/ Cathy Cox
President

7.29.16
Date
