



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.8 -- CONCURRENT ENROLLMENT

PURPOSE: The purpose of this policy is to establish required guidelines for students who seek concurrent enrollment at Young Harris College and another institution of higher education.

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: With the prior approval of the registrar, Young Harris College students may take a maximum of one course per semester through another regionally-accredited institution. For concurrent enrollment, the following policies are applicable:

1. The student must be enrolled full-time at Young Harris College.
2. The student may take a course through another institution only when an equivalent course is not offered at Young Harris College in that semester.
3. The student must complete and have signed a Transient Permission Form prior to taking a course through another institution.
4. Approval for concurrent enrollment is not granted retroactively.

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