


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	DEVELOPMENTAL STUDIES	Procedure Number:	4-2-101.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-2-101		

Approved: 
President


Vice President of Education and Training

Date Adopted: 07/01/2004
Date Revised: 02/22/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

PROCEDURE FOR REFERRAL TO, PROGRESS WITHIN, AND EXIT FROM DEVELOPMENTAL STUDIES

A. Initial Placement and Enrollment

When scores on placement tests indicate a need to strengthen basic skills, students will be required to enroll in the prescribed one or more developmental courses in English, Mathematics, and Reading. Only the Vice President of Education and Training or an Academic Dean can grant an exemption from mandatory initial enrollment in a developmental class. Furthermore, any student mandated for enrollment in two or more zero-level developmental courses must concurrently enroll in College Skills 103 until successfully completed.

B. Progress Within Developmental Studies

In general, students progress through the developmental curriculum within any single discipline by moving up to the next level. However, upon the instructor's recommendation and approval by the respective Department Chair, some students may be permitted to move up two levels.

C. Exit from Developmental Studies

Students exit the developmental courses in English, Mathematics, and Reading by successfully completing ENG-032, MAT-032, and RDG-032 courses.