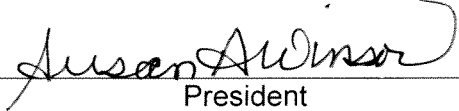



**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	DEFINITION OF FULL-TIME STUDENT	Policy Number:	4-4-102
Institutional Authority:	Vice President of Student Services		
Associated SBTCE Policy:	7-2-101		
Associated ATC Procedure:			

Approved:  President  Commission Chairperson

Date Adopted: 07/01/2004
Date Revised: 03/10/2008

It is the policy of Aiken Technical College (ATC) to participate in a number of Federal and State governmental programs that provide financial assistance to students. Each Federal and State program has its own definition of a full-time student used to determine eligibility to receive, or to continue to receive assistance from the program. In addition, the institution has its own definition of a full-time student.

The following are definitions of full-time students according to institutional policy and Federal and State programs;

- A. Institutional – ATC defines a full-time student as one who is:
 - 1. Taking a minimum of twelve (12) credit hours of courses (including developmental) identified as Associate Degree, Diploma, or Certificate.
 - 2. A minimum of twelve (12) weekly ABE or contact hours.
- B. Veterans Administration – For VA benefit purposes, a student will be considered full-time if the following criteria are met:
 - 1. That the student is enrolled in a degree, diploma, or certificate program and is enrolled in at least twelve (12) credits (each course must have State Approving Agency approval and it must be included in the curriculum in which the veteran is enrolled or it must be an authorized substitute for such a course).

2. Veterans in approved programs taking nine (9) credits in the summer term will receive full-time benefits only for the weeks the summer term is in session.
- C. Vocational Rehabilitation – Students attending ATC under sponsorship of the South Carolina Department of Vocational Rehabilitation will be considered full-time whenever they meet institutional requirements for full-time equivalence for the program in which they are enrolled.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2013		