Aiken Technical College
Procedure

Policy
Title: COURSE EXPIRATION

Institutional Authority: Vice President of Education & Training

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 4-4-115

Approved:

President

Vice President of Education & Training

Date

Adopted: 10/08/2012

Date

Revised:

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.

A course taken more than ten years prior to the last term of attendance may not be used for graduation credit. Any student wishing to appeal course credit ten calendar years or older may do so through the academic divisional dean.

Exceptions to the ten year course expiration rule may be made on appeal of the student, at the discretion of the Dean(s) of the program(s) involved. Exceptions may be made for courses that were part of a completed degree program, and/or when the student can demonstrate workforce experience reinforcing and/or developing the learning outcomes of the original courses, and/or when the student can demonstrate further academic development of learning outcomes in the original courses as evidenced by the student's academic transcript(s), and/or otherwise show the appropriate level of proficiency in the subject area required for the program purpose.

Students wishing to appeal course credit ten years or older should apply to the Dean overseeing the program for which the credit would be applied, identifying the course(s) to be considered and the program of study for which the course would be applied.

- Students must submit a copy of their relevant college transcripts, and any relevant work history, certifications, and/or other evidence supporting the appeal to the Dean of the program for which the credit would be applied. The appeal will then be evaluated by the Dean of the program to which the course would be applied, and, if appropriate, the
Dean(s) of the division(s) under which the course(s) in question is generally offered at Aiken Technical College.

- Decisions made by the deans may be appealed to the Vice President for Education and Training, whose decision on application of credit will be final.