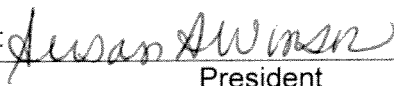
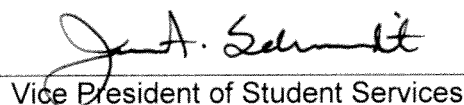


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SATISFACTORY ACADEMIC PROGRESS	Procedure Number:	4-5-101.1
Institutional Authority:	Vice President of Student Services		
Associated SBTCE Policy/Procedure:	3-2-105		
Governing ATC Policy:	4-5-101		

Approved:


President


Vice President of Student Services

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.

To facilitate communication to students regarding their academic progress at ATC and to assist students in meeting their educational goals, the following intervention strategies will be employed when students do not meet Satisfactory Academic Progress as defined in ATC policy 4-5-101:

1. Academic Warning

The first time a student fails to meet the academic standards required (semester and/or overall GPA below the required cut-off hours attempted) they face the following actions:

- a. A warning letter is sent to the student with notification to the student's academic advisor;
- b. The student is urged to seek study skills assistance or counseling; and
- c. The student is restricted to taking no more than 12 semester hours in the following semester (9 semester hours in the summer term).

If a student raises their semester average over minimal standards, but their overall GPA remains below standards, the student will remain on Academic Warning status with the same limitations noted above.

2. Academic Probation

If, after one semester in Academic Warning status, both cumulative and semester GPA's are still under required minimal standards, the student faces the following actions:

- a. The student will be required to take any needed developmental course(s);
- b. The student will be limited to 9 semester hours in Fall or Spring semesters (6 semester hours during summer term); and
- c. A probation letter is sent to the student with notification to the student's academic advisor. The student will be informed of the above actions as well as the potential for suspension following the probation semester.

If either the semester or cumulative GPA remains below standards, a student will remain on Probationary Status, with all of its limitations.

3. Academic Suspension

If after one semester in Academic Probation Status, both cumulative and semester GPA's are below standards, the student will be suspended for one semester. If the student made some progress during the semester, and believes that they had unusual mitigating circumstances, they may appeal to the Office of Admissions and Records, in writing, to explain the mitigating circumstances. A student will not be immediately re-admitted under normal circumstances.

Actions Taken:

- a. A letter of suspension will be sent to the student with notification to the student's academic advisor; and
- b. The student will be prohibited from enrollment for ONE SEMESTER unless successfully appealed.

The initial decision of the College Official regarding suspension may be further appealed to the Vice President of Student Services. The decision of the Vice President of Student Services may include consultation with the Vice President of Education and Training. The decision of the Vice President of Student Services regarding suspension is final.

If the student is re-admitted on appeal, or has been re-admitted after serving a semester of non-attendance, they will be continued/re-admitted in PROBATIONARY STATUS with a limit of 9 semester hours.

4. Academic Dismissal

If a student is continued/re-admitted to ATC and fails to maintain academic standards during the continuation or readmission semester, they will be dismissed from the College.

Actions taken:

- a. The student is sent a letter of dismissal and the student's academic advisor is notified; and
- b. The student is prohibited from further academic enrollment at ATC unless re-admitted under the Fresh Start Policy.

5. Fresh Start Policy

Aiken Technical College recognizes that a student's circumstances may change through the years. The Fresh Start Policy permits a student who has been academically suspended or dismissed to be re-admitted after one full year of non-attendance.

To be re-admitted, the student must appeal to the Vice President of Student Services in writing, asking for an interview to explain how their circumstances have changed. If re-admitted under this policy, students will be re-admitted in Probationary Status and can take a maximum of 9 semester credit hours. The student will be permanently dismissed from the College if they do not earn a 2.00 GPA for the semester of readmission.

Readmission under the Fresh Start Policy does not alter the student's previously recorded grades or GPA.

Recognizing that not all students will meet the established Standards of Progress, the Vice President of Student Services shall develop procedures for notifying students that they are not meeting the Standards of Progress and establish intervention strategies to assist students in meeting the Standards of Progress in the future.