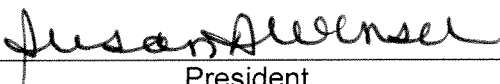



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	TRANSFER OF CREDIT - ADVANCED PLACEMENT CREDIT	Procedure Number: 4-5-105.2
Institutional Authority:	Vice President of Education and Training	
Associated SBTCE Policy/Procedure:	3-5-101	
Governing ATC Policy:	4-5-105	

Approved:  
President Vice President of Education and Training

Date Adopted: 05/12/2008
Date Revised: 01/24/2011

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.

I. Advanced Placement for ATC Continuing Education Classes

To provide a mechanism for qualified students to earn college credit for Training and Business Development courses successfully completed in ATC Training and Business Development Division. Students may take courses for occupational upgrading and skill development and then wish to enter an academic program closely aligned with the Training and Business Development course. This procedure is designed to ensure the Training and Business Development course is equivalent to the credit experience, to avoid unnecessary duplication of courses and to promote advancement of educational goals through a seamless avenue of articulation.

- A. The student must meet all admission requirements and be accepted as a student at Aiken Technical college to qualify for advanced placement for completion of non-credit.
- B. Advanced placement credit will be awarded only for successful completion of an approved Training and Business Development course provided by Aiken Technical College.

- C. Advanced placement is available only for Training and Business Development courses approved by the Education Division of the College through articulation agreements by the Vice President of Education and Training.
- D. Articulation agreements are developed to verify equivalency of the Training and Business Development courses and academic course learning outcomes. The verification will be made by the Academic Coordinator and will be recorded in an Articulation agreement approved by the Vice President of Education and Training, the Academic Dean, and the Academic Coordinator.
- E. Advanced placement will be awarded for the articulated Training and Business Development courses successfully completed within three years prior to the request for advanced placement.
- F. Credit awarded for Training and Business Development courses in combination with experiential learning credit or other types of advanced placement credit cannot exceed 75% of the courses required for completion of degree, diploma, or certificate.
- G. Students may request review of completed Training and Business Development coursework through the Department Chair or Academic Coordinator by completing an Exemption Examination Request form. The student must take the completed form to the business office and pay a nonrefundable Special Exemption Examination fee and submit the form to the Department Chair.
- H. The Exemption Examination Request form, the Articulation Agreement, and the student's completed Training and Business Development coursework will provide the Academic Coordinator, Department Chair and Academic Dean with the details needed to coordinate the appropriate assessment.
- I. The Academic Dean in conjunction with the Department Chair and Academic Coordinator for the respective college credit program determines the form of assessment necessary to prove competence for awarding college credit. Examples include a challenge exam, demonstrated competencies in the continuing education course pursuant to State Procedure 3-2-105.1, portfolio, etc. Assessment results equaling a grade of 80% or better are required to award college credit for Training and Business Development courses outline in Articulation Agreement. If the student successfully meets the criteria for the credit course, the Course Exemption and Grade Change Form is to be completed by the Department Chair and Academic Dean for approval and forwarded to Student Records.
- J. Credit earned through Training and Business Development advanced placement will appear on the student's academic transcript as a grade of "E" signifying that the student has earned credit hours through exemption; however, there is no calculation in the student's GPA.