

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EARLY ALERT/EARLY INTERVENTION	Procedure Number:	4-5-108.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-108		

Approved:  President  Vice President of Education and Training

Date Adopted: 07/01/2004
Date Revised: 03/21/2011

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.

The following procedures will apply:

1. Part-time and full-time instructors will submit electronically their Early Alert referrals by the end of the fourth week during the fall and spring semesters and at an appropriate time for shorter term semesters such as Term II, Term III, and/or summer term.
2. Information Systems Management will print an Early Alert Report and the Director of the Academic Success Center and First-Year Experience (ASC/FYE) will distribute the report to the academic advisor and the appropriate staff as indicated on the Early Alert form.
3. Students will meet with counselors and/or academic advisors according to the identified need on the Early Alert referral provided by their instructor.
4. Counseling Services and the Director of the ASC/FYE will maintain a list of students on the Early Alert Report, record student activity and participation by inputting identified concerns in DATATEL.
5. At the end of the semester, the Director of ASC/FYE will submit a summary report of all students on Early Alert to the Academic Deans and the Vice President of Education and Training.
6. The Academic Deans will be responsible for ensuring all faculty members comply with the Early Alert/Early Intervention process and for assessing the success of the Early Alert/Early Intervention process.