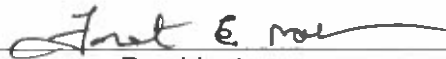


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	EARLY INTERVENTION	Procedure Number:	4-5-108.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-5-108		

Approved:

  
President

  
Chief Academic Officer

Date

Adopted: 07/01/2004

Date

Revised: 11/28/2022

**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.**

Aiken Technical College's Early Intervention program is designed to support student success. Instructors refer students who face academic or personal challenges in relation to class and/or program performance through the college's early alert process.

Students experiencing situations such as frequent absences, poor performance on assignments or tests, or weak college success skills (i.e. time management, note taking, etc.) are referred to the Student Success Center (SSC) for tutoring or academic coaching services. Faculty and college staff may refer students to the SSC via the online request form, via email, or by phone. The Dean of Student Success and Retention or designee will follow-up with the student and arrange the appropriate appointment with a coach and/or tutor. Further follow-up will be provided to the referring party (faculty, staff) as the student moves through the tutoring and/or coaching process.

Students experiencing personal and/or behavioral issues will be referred to counseling support services offered through the Student Wellness & Accessibility department, while students needing career guidance will be referred to SSC for Career Services support.