

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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

Approved:


President


Chief Student Services Officer

Date

Adopted: 07/01/2004

Date

Revised: 04/08/2019

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;
- 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 his/her semester GPA over minimal standards, but his/her overall GPA remains below standards, the student will remain on Academic Warning status with the same limitations noted above.

2. Academic Probation

If both the semester and cumulative GPAs remain under 2.0 after one semester in academic warning status, the student faces the following actions:

- a. A probation letter is sent to the student;
- b. The student will be required to take any needed transitional course(s);
- c. The student will be limited to nine (9) semester hours in fall or spring semesters (six (6) semester hours during summer term).

The student should note the potential for suspension following the "probation" semester if the required GPA is not earned. If either the semester or cumulative GPA remains below academic standards, the student will remain on probation with all of its limitations.

3. Academic Suspension

If both the cumulative and semester GPAs are below 2.0 after one semester in academic probation status, the student will be suspended for one semester. If the student has extenuating circumstances and wishes to appeal the one-semester suspension, he/she may appeal in writing to the Chief Student Services Officer or designee. A student is not immediately readmitted under normal circumstances.

Actions Taken:

- a. A letter will be sent to the student with notification of suspension status and instructions for appeal.
- b. The student will be prohibited from enrollment for one semester unless he/she successfully appeals.

If a student appeals his/her academic suspension status in writing, the decision of the Chief Student Services Officer is final.

If the student is readmitted on appeal, or has been readmitted after serving a semester of non-attendance, he/she will be continued/readmitted on probationary status with a maximum of nine (9) semester hours.

4. Academic Dismissal

If a student is readmitted to ATC and fails to maintain a 2.0 GPA during the readmission semester, he/she will be dismissed from the College.

Actions taken:

- a. A letter will be sent to the student with notification of the status and instructions for appeal.
- b. The student is prohibited from further academic enrollment at ATC unless readmitted on probationary status after one full year of non-attendance. See "Readmission after Suspension or Dismissal" below.

5. Readmission after Suspension or Dismissal

Aiken Technical College recognizes that the circumstances of a student who has been academically suspended or dismissed may change. A student who has been academically suspended or dismissed may be readmitted after one full academic year of non-attendance. To be readmitted, the student must appeal to the Chief Student Services Officer in writing, asking for an interview to explain how his/her circumstances have changed. After the student completes an interview, a decision will be made regarding the student's request to be readmitted. If readmitted under this policy, the student is readmitted on probationary status and may enroll in a maximum of nine (9) credit hours. The student will be permanently dismissed from the College if he/she does not earn a 2.0 GPA for the semester of readmission. The student's cumulative GPA is not adjusted upon re-entry to the College.