

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	TRANSITIONAL STUDIES	Procedure Number:	4-2-101.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-2-101		

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.**

**A. Initial Placement and Enrollment**

When placement criteria indicate a need to strengthen basic skills, students will be required to enroll in the prescribed one or more transitional courses in Reading, Writing, and/or Mathematics. Furthermore, any student enrolled in two zero-level transitional courses concurrently will be encouraged to enroll in College Skills 103.

**B. Progress Within Transitional Studies**

Generally, students progress through the transitional curriculum within any single discipline by moving up to the next level. However, upon the instructor's recommendation and approval by the respective Department Chair, some students may be permitted to move up two levels.

**C. Exit from Transitional Studies**

Students exit the transitional courses in Reading, Writing and Mathematics by successfully completing MAT 032 and ENG 012, and RDG 100.