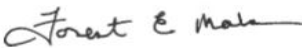



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	OPEN ADMISSIONS	Policy Number:	4-4-104.1
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:	3-2-101		
Governing ATC Policy:	4-4-104		

Approved:		
	President	Chief Student Services Officer

Date Adopted:	07/01/2004
Date Revised:	09/25/2023

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. General Admissions Criteria

- A. Applicants for admission to Aiken Technical College must be eighteen (18) years of age or older or possess a high school diploma or a recognized equivalent, or under one of the following procedures: admitted pursuant to section I.B., below; admitted as a dual enrollment student under ATC Policy 4-4-111 and ATC Procedure 4-4-111.1, or admitted as a non-credit student under ATC Policy 5-5-107.

B. Admission to Credit Courses and Programs

A high school diploma or a recognized equivalent is desirable but not a prerequisite for college admission. In order to assist students who can benefit from the resources of the College, the College places students into courses and programs leading to certificates, diplomas, or associate degrees based on criteria developed and published by the College. The following are items used by the College to ensure proper course and program placement:

- 1) Scores on the institutionally administered placement test at levels designated by each program, or
- 2) Acceptable ACT or SAT scores/sub-scores, or
- 3) Previous College credits (as evidenced by official transcripts) acceptable to ATC in lieu of part, or all, of the placement test, or
- 4) Acceptable high school courses and unweighted GPA,
- 5) Prior employment experience, completed training, Continuing Education course completion, and related experience may be considered for admission, or
- 6) Students who do not meet the requirements above may be permitted to enroll in 100-level courses while enrolling in appropriate corequisite courses and other transitional Reading, Writing, and/or Math courses, as well as College Skills.

Those students scoring below the required level to enter credit courses must meet the suggested transitional pre-requisites and/or enroll in the corequisite courses.

In addition to the requirements listed above for entry into credit courses at the College, certain ATC programs have special requirements for entry (see 4-4-104.2 Competitive Admissions Programs), including the requirement of a high school diploma or a recognized equivalent. These additional program requirements are documented in the College catalog.

II. Referral

If a student fails to meet the minimum course placement for enrollment, College personnel will refer the student to the Aiken County Adult Education Office and/or other appropriate entity.

III. Readmission

Students who are accepted but fail to attend for a given semester will have their records retained for one calendar year.

Students applying for readmission after a period of academic suspension must appeal in writing prior to re-enrolling. If denied, the student may appeal in writing to the Chief Student Services Officer or designee. Students should reference ATC policy 4-5-101, Satisfactory Academic Progress, for additional information.

Students applying for readmission after a period of disciplinary suspension must have their enrollment approved by the Chief Student Services Officer or designee. The Chief

Student Services Officer or designee may, at that time, establish terms and conditions of enrollment.

Students wishing to re-enroll after an absence of one calendar year or two or more semesters (excluding summer term) will re-enter under the new admissions criteria and College catalog/program which may have supplanted the previous requirements under which the student was enrolled.