Aiken Technical College Procedure

Procedure Title: TRANSITIONAL STUDIES

Institutional Authority: Chief Institutional Effectiveness and Accreditation Officer

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 4-2-101

Approved: [Signature]

President

Chief Institutional Effectiveness and Accreditation Officer

Date
Adopted: 07/01/2004

Date
Revised: 11/26/2018

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 Reasoning (RWR) 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 Reasoning (RWR) and Mathematics by successfully completing MAT-032 and RWR-032.

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