## AIKEN TECHNICAL COLLEGE PROCEDURE

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<th>Procedure Title:</th>
<th>Open Admissions</th>
<th>Procedure Number:</th>
<th>4-4-104.1</th>
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<td>Institutional Authority:</td>
<td>Chief Student Services Officer</td>
<td>Associated SBTCE Policy/Procedure:</td>
<td>3-2-101</td>
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<td>Governing ATC Policy:</td>
<td>4-4-104</td>
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**Approved:**

- **President:** [Signature]  
- **Chief Student Services Officer:** [Signature]

**Date:**

- **Adopted:** 07/01/2004
- **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.**

### I. General Information

In order to assist students who can profit from the resources of the College, the College places students into classes 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 placement:

- **A.** Scores on the institutionally administered placement test at levels designated by each program, or
- **B.** Acceptable ACT or SAT scores/sub-scores, or
- **C.** Previous College credits (as evidence by official transcripts) acceptable to ATC in lieu of part, or all, of the placement test, or
- **D.** Acceptable high school courses and unweighted GPA, or
E. At the discretion of an advisor, students who fail to meet the requirements above may be permitted to enroll in 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.

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). These requirements are documented in the ATC Catalog.

II. Referral

If a student fails to meet 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. Scores from placement tests will be valid for 3 years with the option of re-testing if approved by an advisor.

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. Students should reference ATC policy 4-5-101 for additional information.

Students applying for readmission after a period of disciplinary suspension must have their enrollment approved by the Chief Student Services Officer. The Chief Student Services Officer 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 catalog or program which may have supplanted the previous requirements under which the student was enrolled.