Aiken Technical College
Procedure

Procedure Title: EARLY INTERVENTION
Procedure Number: 4-5-108.1

Institutional Authority: Chief Institutional Effectiveness and Accreditation Officer

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 4-5-108

Approved: [Signature]
President

Chief Institutional Effectiveness and Accreditation Officer

Date Adopted: 07/01/2004

Date Revised: 04/22/2019

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.

Aiken Technical College’s Early Intervention program is designed to support student success. Instructors refer students who face academic or personal challenges in relation to class and/or program performance through the college’s early alert process.

Students experiencing situations such as frequent absences, poor performance on assignments or tests, or weak college success skills (i.e. time management, note taking, etc.) are referred to the Academic Success Center (ASC) for tutoring or academic coaching services. Faculty and college staff may refer students to the ASC via the online request form, via email, or by phone. The Director of the Academic Success Center will follow-up with the student and arrange the appropriate appointment with a coach or tutor. Further follow-up will be provided to the referring party (faculty, staff) as the student moves through the tutoring or coaching process.

Students experiencing personal and/or behavioral issues will be referred to Counseling Services, while students needing career guidance will be referred to Career Services.