


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title: COURSE EXPIRATION	Procedure Number: 4-4-115.1
Institutional Authority: Chief Academic Officer	
Associated SBTCE Policy/Procedure:	
Governing ATC Policy: 4-4-115	

Approved:


President


Chief Academic Officer

Date

Adopted: 10/08/2012

Date

Revised: 11/12/2018

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 course taken more than ten years prior to the last term of attendance may not be used for graduation credit. Any student wishing to appeal course credit ten calendar years or older, may do so through the academic divisional dean.

Exceptions to the ten-year course expiration rule may be made on appeal of the student, at the discretion of the Dean(s) of the program(s) involved. Exceptions may be made for courses that were part of a completed degree program when the student can demonstrate further academic development of learning outcomes in the original courses as evidenced by the student's academic transcript(s), and/or otherwise show the appropriate level of proficiency in the subject area required for the program purpose.

Students wishing to appeal course credit ten years or older, should apply to the Dean overseeing the program for which the credit would be applied, identifying the course(s) to be considered and the program of study for which the course would be applied.

- Students must submit a copy of their relevant college transcripts, and any relevant work history, certifications, and/or other evidence supporting the appeal to the Dean of the program to which the course would be applied, and if appropriate, the Dean(s) of the division(s) under which the course(s) in question is generally offered at Aiken Technical College.
- Decisions made by the Dean(s) may be appealed to the Chief Academic Officer, whose decision on application of credit will be final.