

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ADVANCED STANDING	Procedure Number:	4-5-105.1
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:	3-5-101		
Governing ATC Policy:	4-5-105		

Approved:


President


Chief Student Services Officer

Date

Adopted: 05/12/2008

Date

Revised: 06/11/2019

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.

Advanced standing may be established at Aiken Technical College through the following:

- Transfer of credits from other regionally accredited postsecondary institutions
- Credit by examination or assessment of prior learning administered by Aiken Technical College
- Exemption by externally-administered examination, including College Level Examination Program (CLEP), DANTES (DSST), International Baccalaureate (IB), Advanced Placement (AP)
- Military education and training as recommended by American Council on Education (ACE)
- Technical Advanced Placement

The College allows students the opportunity to earn credit through transfer of courses from other post-secondary institutions and through advanced standing opportunities. However, a student must earn a minimum of 25% of the credit hours required for a degree, diploma, or

certificate through courses taken at the College. A student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College.

Transfer Credit

The Enrollment Services Center evaluates "official" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college or sent via electronic data exchange. If the transcript is opened or is sent electronically to the student, it will not be considered official. Students wishing to have courses evaluated that are not listed on our transfer guide should request an official transcript sent to the ATC Enrollment Services Center and send copies of course descriptions or course syllabus for courses they wish to have considered from the host college. The Enrollment Services Center will post the approved course(s) to the student's transcript and notify the student which courses transfer. The following criteria are used to determine acceptability of prior college course work for advanced standing:

- The final grade for the course(s) must be "C" or better.
- The course(s) must have been completed at a regionally accredited institution. If course(s) were completed from a non-regionally accredited foreign postsecondary institution, the courses must be recommended by the National Association of Credential Evaluation Services (NACES).
- The course(s) must be applicable to the AA/AS or technical program in which the student plans to enroll in order for the course to be considered for graduation.
- The course(s) must be college-level; no course that is remedial/developmental/transitional in nature will be accepted.
- A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course to an ATC course.

Appeals for transfer of credit should be made, in writing, to the Registrar or designee. Documentation such as course description and course syllabus will need to accompany the appeal.

Credit by Examination or Assessment of Prior Learning

Exemption examinations (Institutional Credit by Examination) or assessment of prior learning may be available for any student who believes he/she has mastered course outcomes through work experience, industry certifications, ATC Continuing Education, or educational experiences and wishes to avoid repeating subject matter which has already been mastered. A student seeking to exempt courses for which he/she has not already registered must complete an Exemption Examination Request Form available through the MyATC Portal. Students may be

asked to provide documentation of work experience, educational experience, and/or industry certification. If the examination request is approved by the department chair, a \$30 fee will be charged for the examination or the assessment of prior learning. Upon the successful completion of the examination or the assessment of prior learning, a grade of "E" will be entered on the student's transcript for the course(s) exempted. If the student does not pass the exemption examination or if credit is not awarded through the assessment of prior learning, he/she must enroll through normal procedures in order to receive credit.

Students already enrolled in a course are also eligible for possible course exemption. A student in this category must request and complete an Exemption Examination Form before the fifth day of the semester. If the instructor deems such an examination appropriate, they will establish a time, date, and location for the examination prior to the end of the add/drop period and report the results on the standard Course Exemption form. If the student successfully completes the exemption examination, a grade of "E" will be assigned. The grade of "E" is not calculated in the student's grade point average. No grade is assigned if the student fails the exemption examination. Students failing will be required to remain enrolled in the course for the regular semester length to receive credit for the course. Students who exempt a course or courses in which they have already enrolled and paid their fees and do not elect to add another course will not be eligible for a tuition refund and may have their financial aid award reduced accordingly. Students will still need to pay the \$30 examination fee.

Exemption by Externally-Administered Examination

Students may receive credit for courses by making an acceptable score on the College Level Examination (CLEP), DANTES (DSST), International Baccalaureate (IB), and/or Advanced Placement (AP) examination. Students may contact the Enrollment Services Center for more information.

Military Education and Training

Aiken Technical College awards credit based on American Council on Education recommendations. A student must have an official evaluation of their prior learning or workforce training sent directly to the Enrollment Services Center for our evaluation and posting of credit. The acceptance of credit will follow the same criteria as transferring credits from a previous college to Aiken Technical College.

Technical Advanced Placement (TAP)

Qualified students in certain academic programs may receive Technical Advanced Placement (TAP) credit for approved courses completed in high school. Information about TAP credit is available through the Enrollment Services Center and academic program faculty.