

GENERAL
INFORMATION

History of the College

Dalton State College was chartered as Dalton Junior College by the Board of Regents of the University System of Georgia in July 1963. At that time, the local community was required to provide the site and initial buildings for the campus; thereafter, the state would provide operating and future building funds.

In May 1965, the voters of Whitfield County approved, by a 26 to 1 margin, a bond issue authorizing \$1.8 million for the new junior college. Construction grants under the Higher Education Facilities Act and the Appalachian Regional Development Act from the federal government supplemented the local bond funds. In October 1966, construction began on the original five buildings, situated on a 136 acre tract of land alongside Interstate 75 within the city limits of Dalton. When the College opened in September 1967, four of those buildings were complete; the fifth was occupied in February 1968. The development of Dalton Junior College embodied a vision within the community for a college in Northwest Georgia that dated as far back as the short-lived Joe Brown University of the 1880s.

The original buildings for Dalton Junior College included:

- ! Administration/Library (now Westcott Hall)
- ! Classroom/Science (now Sequoya Hall)
- ! Student Services (now Pope Student Center)
- ! Health and Physical Education (now Bandy Gymnasium)
- ! Maintenance/Warehouse

In Fall Quarter 1967, DJC opened as the 24th institution of the University System of Georgia to 524 students. Growth came quickly as programs were added and as the institution attracted larger numbers of students. In 1976 a Technical Division was authorized through a joint agreement between the University System and the State Department of Education, thus bringing an array of technical certificate and degree programs to the traditional pre-baccalaureate offerings with which the College had begun. In 1987 the word “Junior” was dropped from the institution’s name as part of a University System initiative affecting most of the state’s two-year schools. In 1996, Dalton College was authorized to assume responsibility for the Dalton School of Health Occupations, and as a result several new health-related programs were added to the institution’s curriculum. By this time, enrollment had reached 3,000 credit students and over 6,000 non-credit (continuing education) participants.

Meanwhile the campus grew to accommodate the increasing size and complexity of the institution. A new general classroom building, later named Gignilliat Memorial Hall, was occupied in 1970. A new library building, later named Derrell C. Roberts Library, was completed in 1972. Major additions to Pope Student Center, Westcott Hall, and the Maintenance/Warehouse Building were completed between 1973 and 1975. A new Technical Building was added in 1979, and a major addition to Sequoya Hall was completed in 1989.

1998 proved a watershed year. In August, the College switched from the quarter academic calendar to the semester academic calendar in accordance with University System policy. In September the College was authorized to begin developing its first bachelor’s degrees, with start-up scheduled for the following

fall. And in November, the institution's name was changed to Dalton State College to reflect its expanded mission.

As the College continues to develop the depth and breadth of its offerings, a fresh round of construction projects will provide room for expansion. A new general classroom building was completed in late 1999, while a major addition to Roberts Library will get underway in mid-2000 for a late-2001 opening. A new continuing education building awaits funding.

Dalton State College was initially accredited in 1969 by the Southern Association of Colleges and Schools to award the associate degree, and full accreditation has been continuous since that time. In 1998 the institution received SACS approval to offer the bachelor's degree.

Statement of Purpose

Dalton State College serves Northwest Georgia by offering associate, certificate, and targeted baccalaureate programs of study and a wide variety of public service and continuing education activities. Located at the center of the greatest concentration of carpet production in the world, the College is a comprehensive institution, one of only two in the University System authorized to offer a full range of technical programs in addition to the traditional pre-baccalaureate curricula and targeted baccalaureate offerings which meet workforce development needs of the Northwest Georgia area. Through direct and technological collaboration with neighboring technical institutes and other colleges and universities on the one hand, and outreach and cooperation with local preschool, primary, and secondary systems on the other, Dalton State College acts as an educational broker to meet the needs of business and industry and to provide opportunities for all persons within its service area to live self-fulfilling and productive lives.

Dalton State College shares with the other state colleges of the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of the local area and by particularly outstanding programs and distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, functions to provide University System access for a diverse student body, and promotes high levels of student learning;
- a high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and a limited number of certificate and other career programs to complement neighboring technical institute programs;
- a limited number of baccalaureate programs designed to meet the economic development needs of the local area;

- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the economic level within the college's scope of influence;
- a commitment to scholarship and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits; and a responsibility to address local needs through applied scholarship, especially in areas directly related to targeted baccalaureate degree programs;
- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other System institutions, State agencies, local schools, technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

In all that it does, Dalton State College strives for the highest possible standards of quality and excellence and systematically assesses and evaluates its effectiveness. Especially in its combination of associate level studies in the liberal arts and targeted baccalaureate degrees with a large complement of career programs in health-related, business, and technical fields; in the quality of its preparation of students for work or further study; and in its role as a broad-based information resource for the people of Northwest Georgia, the College seeks to build upon its strengths and to justify recognition as one of the most academically respected, student-oriented, and community-centered institutions of its kind.

NOTICE

Admissions policies, activities, services, and facilities of Dalton State College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Dalton State College is an Affirmative Action Program institution.

In case of any divergence from or conflict with the By-laws or Policies of the Board of Regents, the official By-laws and Policies of the Board of Regents shall prevail. This catalog is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia.

The statements set forth in this Publication are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this publication will ordinarily be applied as stated, Dalton State College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the offices of the Vice President for Academic Affairs and the Vice President for Enrollment Services. It is especially important that each student note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree or certificate program.

VISITORS WELCOME

College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. When the college is in session, the Office of Enrollment Services is open until 6:00 p.m. on Monday and Tuesday; the Business Office is open until 6:00 p.m. Wednesday and Thursday; and the Counseling and Financial Aid Offices are open Monday through Thursday until 6:00 p.m. The Office of the Director of Evening and Extended Campus Programs, located in Room 122 of Memorial Hall, is open Monday through Thursday from 10:00 a.m. to 9:00 p.m.

Weekend and holiday period appointments with college officials may be secured through advance arrangements.

ADMISSION
REQUIREMENTS

ADMISSION REQUIREMENTS

Dalton State College offers five types of programs and the admission requirements vary.

1. **Bachelor of Science Degree Programs** lead to the completion of baccalaureate degrees in residence at Dalton State College following the completion of the appropriate transfer associate degree.
2. **Bachelor of Applied Science Degree Programs** leads to the completion of a baccalaureate degree in residence at Dalton State College following the completion of any career associate degree.
3. **Transfer Associate Degree Programs** lead to the Associate of Arts (A.A.) or Associate of Science (A.S.) degree. These programs are designed to meet the requirements of the first two years of a bachelors degree program.
4. **Career Associate Degree Programs** lead to the Associate of Applied Science (A.A.S.) degree or the Associate of Science (A.S.) degree in Allied Health areas. These programs are primarily designed for students who do not wish to transfer into four-year degree programs.
5. **Career Certificate Programs** lead to the Technical Certificate. These programs are primarily designed for students who do not wish to transfer to four-year degree programs and are one-year or less in duration.

BACHELOR OF SCIENCE DEGREE PROGRAMS

Industrial Operations Management
Management Information Systems

BACHELOR OF APPLIED SCIENCE DEGREE PROGRAM

Technology Management

TRANSFER ASSOCIATE DEGREE PROGRAMS

Associate of Arts

Economics	Philosophy
English	Political Science
Foreign Language	Psychology
General Studies	Social Work
Geography	Sociology
History	Speech and Drama
Journalism	

Associate of Science

Agricultural and Environmental Sciences	Geology
Biological Sciences	Health and Physical Education
Business Administration	Health Information Management
Business Education	Information Systems
Chemistry	Mathematics
Computer Science	Medical Technology
Criminal Justice	Nuclear Medicine Technology
Dental Hygiene	Nursing
Education, Early Childhood/Elementary	Occupational Therapy
Education, Middle Grades/Secondary	Pharmacy
Family and Consumer Science	Physical Therapy
Forestry	Physician Assistant
General Studies	Physics
	Radiation Therapy Technology
	Radiography
	Respiratory Therapy

CAREER ASSOCIATE DEGREE PROGRAMS

Associate of Applied Science

Business

Business, General
Computer Operations
Management
Marketing
Medical Office Administration
Medical Transcription
Microcomputer Applications
Office Administration

Health

Emergency Services Management
Medical Laboratory Technology
Radiologic Technology

Services

Law Enforcement

Technology

Computer Networking Technology
Computer Service Technology
Drafting and Design Technology
Electronic Technology
Industrial Electrical Technology
Manufacturing Technology
Technology, General Studies

Technology, Industrial

ASSOCIATE OF SCIENCE IN NURSING

Nursing (Two-year Registered Nursing)

CAREER CERTIFICATE PROGRAMS

Advanced Certificates in Technology

AS/400 Application Development
Cisco Specialist
Microsoft Windows NT
Novell Netware
Office Technology, Medical Secretary
Office Technology, Office Technology Applications

One-Year Certificates

Automotive Technology
Computer Networking Technology
Computer Operations
Computer Service Technology
Drafting and Design Technology
Electronic Technology
Emergency Medical Technology
Industrial Electrical Technology
Industrial Plant Maintenance
Licensed Practical Nursing
Management
Marketing
Medical Assisting
Medical Transcription
Office Career Technologies
Paramedic Technology
Pre-School Childhood Care and Education
Radiologic Technology
Welding
Welding: Machine Shop Option

Mini-Certificates

Certified Customer Service Specialist
Certified Manufacturing Specialist
Certified Nursing Assistant
Child Development Associate (CDA)
Computer-Aided Drafting

Health Unit Coordinator
Management
Marketing
Medical Coding Specialist
Office Technology, Basic Office Skills
Personal Computer Applications
Phlebotomy
Spanish for International Trade

ADMISSIONS REQUIREMENTS
ADMISSION TO BACHELOR OF SCIENCE
AND TRANSFER ASSOCIATE DEGREE PROGRAMS
(B.S.* , A.A. and A.S. Degrees)

To be assured of acceptance, the application process should be completed at least 20 days before the beginning of the term for which application is being made.

To be admitted to a transfer degree program, applicants must have:

- (a) a minimum high school GPA of 1.80 on a 4.0 scale on "academic courses" only, or
- (b) a minimum SAT score of 330R** verbal or ACT score of 14 English, or a minimum SAT score of 310R** math or ACT score of 14 math.

Applicants who do not meet any of these minimums shall be denied admission to transfer degree programs.

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. A transcript from the applicant's high school which certifies that requirements for graduation have been met or a copy of the General Educational Development (GED) Certificate which meets the requirements of the Georgia State Department of Education. Copies of these records must be mailed by the issuing school or agency directly to the Director of Admissions.
3. An official copy of the applicant's test scores on the College Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed Certificate of Immunization.
5. Other documents as may be required for special admission categories. See pages #- - #-.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills.

* Students applying to the bachelors degree programs must also complete a separate application for upper division course work and submit it to the Office of Business and Technology in Room 213 of Memorial Hall.

**Recentered SAT

**ADMISSION TO BACHELOR OF APPLIED SCIENCE
AND CAREER ASSOCIATE DEGREE PROGRAMS
(B.A.S.* , and A.A.S. Degrees)**

To be assured of acceptance, the application process should be completed at least 20 days before the beginning of the term for which application is being made. An applicant will be considered for admission when the Vice President for Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) Certificate which meets the requirements of the Georgia State Department of Education. Copies of these records must be mailed directly to the Vice President for Enrollment Services.
3. Scores on the COMPASS examination or equivalent.
4. A properly executed Certificate of Immunization.
5. Persons whose native language is other than English must provide proof of proficiency in English language skills.

* Students applying to the bachelors degree programs must also complete a separate application for upper division course work and submit it to the Office of Business and Technology in Room 213 of Memorial Hall.

COOPERATIVE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Dalton State College entered into formal agreements with Appalachian Technical Institute, Coosa Valley Technical Institute, and Northwestern Technical Institute to make Associate of Applied Science Degrees available to students who complete diploma programs at the three technical institutes. These degrees are available in Business, Health, Technology, and Services. Students may be admitted by submitting the following:

1. An Application form completed and signed by the applicant and payment of a \$20.00 application fee.
2. An official high school transcript indicating the date of graduation.
3. An official transcript from the Technical Institute indicating date of graduation and name of the program completed.
4. COMPASS exam or equivalent scores.
5. A properly executed Certificate of Immunization.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills.

ASSOCIATE OF SCIENCE IN NURSING

The application process should be completed at least 20 days before the beginning of the term for which application is being made. An applicant will be considered for admission when the Vice President for Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) Certificate which meets the requirements of the Georgia State Department of Education. Copies of these records must be mailed directly to the Vice President for Enrollment Services.
3. An official copy of the applicant's test scores on the College Entrance Examination Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed Certificate of Immunization.
5. Persons whose native language is other than English must provide proof of proficiency in English language skills.

See pages ## - ## for program selection information.

ADMISSION TO CERTIFICATE PROGRAMS

The requirements for admission to a certificate program (one year of study or less) in the Division of Technical Education are as follows:

1. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
2. Be at least 16 years of age.
3. Take the COMPASS or equivalent for placement purposes. Applicants who cannot document high school graduation or the equivalent must demonstrate the ability to benefit by completing the COMPASS exam.
4. Submit complete official transcripts of all high school, vocational school, and college work previously completed. If the applicant has completed the General Educational Development Test (GED), a copy of the GED score report is required.
5. A properly executed Certificate of Immunization.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills.

Appellate Procedure

Whenever an applicant for admissions to any institution shall be denied admission or shall feel that their application has not been given due consideration or whenever a student shall be expelled or suspended, such applicant or student shall have the right to appeal in accordance with the following procedure:

1. The person aggrieved shall appeal in writing to the head of the institution within five days after the action of which he/she complains. The head of the institutions shall within five days appoint a committee composed of three members of the faculty of the institution or he/she shall utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall within five days make its finding and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.
2. Should the aggrieved person be dissatisfied with said decision, he/she may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes. (Minutes, 1962-63, pp. 244-245; Minutes, 1967-68, pp. 750-751; Minutes, 1973-74, pp. 176-177)

ADMISSIONS CATEGORIES

AUDITORS

By completing an application form and by submitting high school and/or college transcripts, and a properly executed Certificate of Immunization, students may be admitted to the college as auditors without taking any further testing. Students must declare their intention to audit a class at the time of registration. Enrollment status in a course cannot be changed from audit to credit or credit to audit after the last day of registration. No credit is granted for courses taken on an audit basis, and students are not permitted to receive credit at any future date for their participation in a course as an auditor. While audit students are not obliged to attend class meetings or to complete assigned work, they are encouraged to participate as much as possible.

BEGINNING FRESHMEN

Applicants classified as "Beginning Freshman" will be required to meet all general requirements for the type of program selected.

DEVELOPMENTAL STUDIES

Developmental Studies is an admissions category for students in transfer programs whose placement test scores are below the Dalton State College minimum scores in English, Reading, and/or Mathematics on the COMPASS exam or equivalent. Students with College Preparatory Curriculum (CPC) deficiencies in English or Mathematics may also be placed in Developmental Studies.

EARLY ENROLLMENT

Academically talented high school students are offered opportunities to accelerate their formal academic programs by enrolling at Dalton State College during the summer following the junior year or during the senior year. Applicants will be considered for admission when the following requirements are met:

1. Submit an Application Form completed and signed by the applicant.
2. Be enrolled for the necessary number of units or hours required by the high school to satisfy normal progress toward graduation.
3. Submit a high school transcript which includes SAT or ACT scores. A minimum cumulative high school grade point average of 3.0 or a numerical average of 80 or higher in academic subjects.
4. Be recommended for this program by the high school counselor and principal and have the permission of parent(s) or guardian to enroll.
5. Must have completed the University System of Georgia College Preparatory Curriculum with the following exceptions:
 - a. Students with SAT verbal scores of at least 560R* or ACT English scores of at least 25 who have not completed the final unit of high school English and/or social studies may be permitted to fulfill these high school requirements with the appropriate college courses taken through joint enrollment.
 - b. Students must have a minimum SAT Math score of 540R* or minimum ACT Math score of 25. Students who plan to take Math or

Natural Science courses must have a minimum SAT Math score of 560* or ACT Math score of 26.

- c. Students who have not completed the College Preparatory Curriculum requirements may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year. With the exception of English and social studies courses taken by students with SAT verbal score of at least 560R*, or 25 ACT English score, a college course may not be used to fulfill both high school College Preparatory Curriculum requirements and college degree requirements.
6. Submit a properly executed Certificate of Immunization.

*Recentered SAT

During Fall or Spring term, students enrolled for two or fewer high school courses may enroll for a maximum of eight (8) hours college credit; students enrolled for three or more high school courses may enroll for a maximum of four (4) hours college credit; and students enrolled for five or more high school courses are advised not to participate.

College credit hours attempted will be entered on the student's permanent record at Dalton State College after completion of all requirements for high school graduation or its equivalent. High school credit for Early Enrollment courses is determined by the high school.

INTERNATIONAL STUDENTS

International students may be admitted through procedures established by the University System of Georgia and Dalton State College.

1. An Application Form completed and signed by the applicant.
2. A complete transcript from the applicant's high school and/or college record. A student's academic record must be certified as a true copy by a Notary Public and an official of the institution in which the student was enrolled, or a representative of the U. S. Counseling Office or a U. S. Consular Official. A certified English translation of the student's academic record is also required.
3. A copy of the applicant's test scores of the Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT).
4. Students whose native language is not English must submit a copy of the applicant's test scores of the Test of English as a Foreign Language (TOEFL). A minimum score of 550/170 is required on the TOEFL.
5. Statement of finance which states how the student will pay his/her expenses while in attendance at Dalton State College.
6. A health form completed by a medical doctor and a properly executed Certificate of Immunization.

To be classified as an "International Student," applicants must also be eligible for an F-1 Visa. Dalton State College will not issue an I-20 until all admissions requirements are met and all requirements for the I-20 are met.

NON-DEGREE STUDENTS IN CAREER PROGRAMS

Students admitted as non-degree students may earn a maximum of four (4) semester courses (including courses for which institutional credit is received). An

applicant will be considered for admission when the Vice President for Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant.
2. A properly executed Certificate of Immunization.
3. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) Certificate which meets the requirements of the Georgia State Department of Education. Copies of these records must be mailed directly to the Vice President for Enrollment Services.

NON-TRADITIONAL STUDENTS IN TRANSFER PROGRAMS

Applicants to Dalton State College Transfer Programs who have not attended high school or college within the last five years may apply for admission under the non-traditional admissions policy. These applicants are not required to submit SAT or ACT scores; however, they must take the Collegiate Placement Examination or equivalent and complete any Developmental Studies and College Preparatory Curriculum requirements. An applicant will be considered for admission when the other General Admissions requirements for Transfer Programs have been met.

PERSONS 62 YEARS OF AGE OR OLDER

To be eligible for enrollment, the applicant:

1. Must be a resident of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age.
2. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees.
3. Shall meet all System and institution admission requirements. In exceptional cases where circumstances indicate that high school graduation and minimum test scores are inappropriate, the applicant shall take the Collegiate Placement Examination or equivalent to determine whether or not participation in Developmental Studies or Learning Support will be required for enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.
4. Must meet all system, institution, and legislated degree requirements if seeking a degree.
5. A properly executed Certificate of Immunization.

SPECIAL

For admission purposes, Special students are persons who hold a bachelors degree or higher. Applicants in this category must submit a completed application for admission, a completed medical form, and proof of degree. If persons classified as Special students declare a major at Dalton State College, they must meet the appropriate additional admissions requirements for the type of program selected.

TRANSFER

Any applicant who has previously been enrolled at any other postsecondary institution will be classified as a transfer student. To be accepted for admission to Dalton State College transfer applicants must meet the General Admissions Requirements and submit official transcripts from all other schools previously attended. Only transcripts received directly from the previously attended institutions will be accepted as "official."

Transfer students applying for bachelors degree programs must also complete a separate application for upper division coursework and submit it to the Office of the Division of Business and Technology in Room 229 in Sequoya Hall.

TRANSIENT

An applicant who is enrolled at another college or university and seeks temporary admission to Dalton State College will be classified as a Transient Student. Transient students must complete a Dalton State College Application for Admission Form; submit a letter of transient permission from the Vice President for Enrollment Services or other designated official from the sending institution which states that the student is in good standing and lists the courses to be taken at Dalton State College; and submit a properly executed Certificate of Immunization. Transient students who decide to transfer to Dalton State College must meet additional admissions requirements. A "Transcript Request Form" should be completed by the student at the time of enrollment to assure that a record of courses completed at Dalton State College is sent to the students' home institution.

COLLEGE PREPARATORY CURRICULUM REQUIREMENT

Applicants for admission to transfer associate degree programs (A.A. and A.S.) or bachelor of science degree programs (B.S.) who have not been out of high school for over five years must meet the following requirements of the College Preparatory Curriculum (CPC):

CPC UNITS

English (4)

Science (3)

Mathematics (3)

(4th Math Required Summer 2001)

Social Sciences (3)

Foreign Language (2)

(Must be in one language)

INSTITUTIONAL EMPHASIS

Grammar and usage

Literature (American and World)

Advanced composition skills

Physical Science

At least two laboratory courses

from Biology, Chemistry, or Physics

Two courses in Algebra and one in

Geometry

American History World History

Economics and Government

Courses emphasizing speaking,

listening, reading, and writing.

Students lacking any of these required units will be classified as **Limited Admission** and must complete the CPC according to the following guidelines:

ENGLISH—students graduating with less than the four required units of English will be required to take the Collegiate Placement Examination (CPE) or equivalent in English and Reading. Based on the student's scores, the student will either be placed in appropriate Developmental Studies English or reading courses, or will be exempted from such courses.

MATHEMATICS—students graduating with less than the three required units of mathematics will be required to take the Collegiate Placement Examination (CPE) or equivalent in mathematics. Based on the student's score, the student will either be placed in the appropriate Developmental Studies mathematics course, or will be exempted from such courses.

SCIENCE—students graduating with less than the three required units of science will be required to complete one additional course in a laboratory science chosen from the approved laboratory sciences in Area D of the Core Curriculum. This course cannot be used to satisfy college graduation requirements.

SOCIAL SCIENCE—students graduating with less than the three required units of social science will be required to complete one additional course chosen from the approved social sciences in Area E of the Core Curriculum. This course cannot be used to satisfy college graduation requirements.

FOREIGN LANGUAGE—students graduating with less than two units of the same foreign language will be required to complete one additional core curriculum introductory foreign language course. This course cannot be used to satisfy college graduation requirements.

The additional courses in science, social science, and foreign language must be passed with a grade of "C" or better. Students placed in Developmental Studies courses because of CPC deficiencies will be subject to the regular Developmental Studies requirements. Entering freshmen and students transferring from outside the University System who accumulate twenty or more semester hours of college-level credit at Dalton State College before completing all CPC requirements may not register for other courses, unless they also register for the appropriate deficiency course or courses.

EXPENSES

Tuition and Fees

Tuition and other fees are authorized and updated periodically by the Board of Regents of the University System of Georgia and are payable and due at the time of registration each term.

Registration is finalized and complete when all tuition and fees are paid for the specific term, including parts of term within the full term. Failure to pay for any class during any term or part of term could result in cancellation of all classes.

Tuition: Georgia residents pay for hours registered as detailed in the fee schedule.

Student Activity Fee: Students pay for hours registered as detailed in the fee schedule.

Non-Resident Fee: In addition to matriculation fees, Georgia nonresidents pay for hours registered as detailed in the fee schedule.

Auditing: Students auditing classes register and pay as detailed in the fee schedule.

Payment: Payment of tuition, fees, books, and supplies can be by cash, check, or credit card.

Twelve (12) Hours constitutes a full load per Regents and Financial Aid requirements.

Cost of Books and Supplies

The cost varies depending on the classes and whether new or used books are purchased. These costs vary from \$75.00 to \$400.00 per term.

Withdrawal and Refund Schedule

Financial Aid Students

Consult with Financial Aid First prior to withdrawing.

Refunds result from actions initiated by students. **Official, complete withdrawal from all classes** will result in the refund calculation as detailed below. Tuition refunds may also result from the cancellation of classes by college officials. (For dropping a class, see section on Refunds for Reduction of Class Load.)

Refunds for withdrawal are processed by executing an “**Official Withdrawal from School**” form. **NO REFUNDS FOR WITHDRAWAL FROM ALL CLASSES ARE PROCESSED FROM REGULAR DROP AND ADD FORMS.**

On or before the first day of class 100%

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

**TWO YEAR FEE SCHEDULE
FALL SEMESTER 2000 - SUMMER SEMESTER 2001**

Hours Registered	Matriculation	Student	Technology	Sub-Total		Non-Grand Total
	GA. Resident	Activity	Fee	(GA. Resident)	Resident	
1	53.00	1.75	3.00	57.75	160.00	217.75
2	106.00	3.50	6.00	115.50	320.00	435.50
3	159.00	5.25	9.00	173.25	480.00	653.25
4	212.00	7.00	12.00	231.00	640.00	871.00
5	265.00	8.75	15.00	288.75	800.00	1,088.75
6	318.00	10.50	18.00	346.50	960.00	1,306.50
7	371.00	12.25	21.00	404.25	1,120.00	1,524.25
8	424.00	14.00	24.00	462.00	1,280.00	1,742.00
9	477.00	15.75	27.00	519.75	1,440.00	1,959.75
10	530.00	17.50	30.00	577.50	1,600.00	2,177.50
11	583.00	19.25	33.00	635.25	1,760.00	2,395.25
12***	640.00	21.00	36.00	697.00	1,920.00	2,617.00

Transportation/Parking: \$5.00/Vehicle/Year

***Twelve (12) Hours constitutes full time status per Regents and Financial Aid requirements.

**FOUR YEAR FEE SCHEDULE
FALL SEMESTER 2000 - SUMMER SEMESTER 2001**

Hours Registered	Matriculation	Student	Technology	Sub-Total		Non-Grand Total
	GA. Resident	Activity	Fee	(GA. Resident)	Resident	
1	78.00	1.75	3.00	82.75	235.00	317.75
2	156.00	3.50	6.00	165.50	470.00	635.50
3	234.00	5.25	9.00	248.25	705.00	953.25
4	312.00	7.00	12.00	331.00	940.00	1,271.00
5	390.00	8.75	15.00	413.75	1,175.00	1,588.75
6	468.00	10.50	18.00	496.50	1,410.00	1,906.50
7	546.00	12.25	21.00	579.25	1,645.00	2,224.25
8	624.00	14.00	24.00	662.00	1,880.00	2,542.00
9	702.00	15.75	27.00	774.75	2,115.00	2,859.75
10	780.00	17.50	30.00	827.50	2,350.00	3,177.50
11	858.00	19.25	33.00	910.25	2,585.00	3,495.25
12***	938.00	21.00	36.00	995.00	2,814.00	3,809.00

Transportation/Parking: \$5.00/Vehicle/Year

***Twelve (12) Hours constitutes full time status per Regents and Financial Aid requirements.

Students that withdraw from the institution when the calculated percentage of completion is greater than 60%, are not entitled to a refund of any portion of institutional charges.

The refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Refunds are for total, official, complete withdrawal from all classes. Advance Registration withdrawals must be prior to or on the first day of class to be eligible for a 100% refund.

Refunds for Reduction of Class Loads

Financial Aid Students

Consult with Financial Aid First prior to dropping classes.

Refunds for reduction of class loads (dropping courses) by students must be prior to the official first day of class for any term. There are no refunds for course reductions (dropping classes) by the student on or after the official first day of class.

Refunds are calculated on hours registered and paid for and are processed during but no later than the end of the term, provided no unusual financial circumstances have occurred. Students suspended for disciplinary reasons are not entitled to refunds. For assistance, contact your academic advisor, the Office of Enrollment Services, or the Business Office.

Special Fees

Application Fee: A \$20.00 application fee will be charged effective July 1, 2000.

Transcript Fee: One copy of transcript without charge; \$1.00 for each additional copy.

Diploma Fee: As part of the application for graduation, and is payable to the College Bookstore.

Cap and Gown Fee: These articles are available through the College Bookstore.

Late Registration Fee: A fee of \$10.00 is charged after the first day of regular registration.

Technology Fee: \$3.00 per semester hour as detailed in the fee schedule.

Transportation/Parking Fee: A \$5.00 fee per academic year is charged for each vehicle driven and parked by students on campus. Decals are issued to identify owners with valid parking permits from date issued until end of academic year. Parking cars on campus without proper permit/registration may result in disciplinary action.

Return Check Fee: A \$20.00 fee or 5% of the face amount, whichever is greater, is assessed for each check returned for non-payment. Check cashing privileges may be suspended if two or more checks are returned on an individual or agency and may result in "Cash Only" for future transactions. Non-payment checks returned could result in withdrawal from school along with processing to legal authorities for collection.

Regents' Rules Governing the Classification for Registration of Resident and Nonresident Students

The following rules are adopted by the Board of Regents for determining residency status and are subject to periodic change by Board action :

1. a. If a person is 18 years of age or older, he or she may register as an in-state student only upon a showing that he or she has been domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration. For military personnel (active duty) see #6 (g).
- b. No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon a showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding that date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following his or her legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of in-state tuition. After the expiration of the twelve-month period, the student may continue his or her registration only upon payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, but only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitted indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. Waivers: An institution may waive out-of-state tuition for:
 - (a) nonresident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration is eligible provided that the dependency has been in existence for at least twelve consecutive months prior to registration.
 - (b) international students, selected by the institutional president or his authorized representative provided that the number of such waivers in effect does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
 - (c) full-time employees of the University System, their spouses, and their dependent children;
 - (d) nonresident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institution;

- (e) full-time teachers in the public schools of Georgia and their dependent children and teachers employed full-time on military bases in Georgia;
- (f) career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under order of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with United States;
- (g) military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to System institutions for educational purposes; and
- (h) legal residents (twelve months or more) of Hamilton and Bradley counties in Tennessee.

Department of Public Safety/Security

Public Safety has the responsibility on campus for safety and security of students, staff, and faculty. Personnel include:

7 Full-Time State Certified Police Officers

3 Part-Time Office Personnel

1 Part-Time State Certified Police Officers

All State Certified Officers complete formal training at a police training academy for certification by the Georgia Peace Officers Standards and Training Council. All officers receive annually at least twenty (20) hours of in-service training, including but not limited to legal updates, crime prevention; firearm instructions and qualifications; defensive tactics; baton recertifications; safety, fire, and evacuation response; C.P.R. and first aid.

Campus Police Authority and Jurisdiction

Public Safety Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on and immediately adjacent to the Dalton State College Campus. If minor offenses involving college policies or rules and regulations are committed by a student, the Public Safety Officer may also refer the individual to the Vice President for Student Affairs. Major offenses are reported to the local police and joint investigations are conducted.

Reporting of Crime Statistics

Public Safety will report all crimes reported to the Georgia Bureau of Investigation. This monthly statistical data will be recorded for use in the FBI's Uniform Crime Report and is available upon request.

Reporting Criminal Actions and Other Campus Emergencies

Criminal or suspected criminal actions and complaints occurring on campus should be reported to Public Safety immediately for investigation by a Campus Police Officer.

The Public Safety Office should be contacted by dialing 4461 (from off-campus 706-272-4461) concerning any accident or emergency situation on campus. All

Officers are trained in first aid and C.P.R. to assist in emergencies in determining appropriate action to undertake regarding health and safety.

NOTICE

WHEN REPORTING A VEHICLE ACCIDENT OR INJURY OCCURRING ON CAMPUS CALL EXT. 4461 AND PROVIDE:

- (1) NAME OF PERSON CALLING.
- (2) TYPE OF ACCIDENT (VEHICLE OR BODILY).
- (3) NUMBER INJURED.
- (4) LOCATION OF ACCIDENT.

Maintenance of Buildings and Grounds

Physical Plant maintains College buildings and grounds for safety and security, inspecting campus facilities and responding to repairs. Lighting, trees and shrubbery are all maintained with safety and security as primary concerns.

STUDENT
SERVICES
INCLUDING
STUDENT
HANDBOOK

STUDENT SERVICES

Student Services include Career, Academic/Learning Skills, and Personal Counseling, Job Assistance, Special Needs Services, Freshman Orientation, Student Center Services, Financial Aid, Veteran's Services, Judicial Affairs, and Student Activities. These services are administered by the Vice President for Student Affairs.

THE ACADEMIC AND CAREER ENHANCEMENT (ACE) CENTER

Phone: 272-4429

Hours: M-Th 8:00-6:00, F 8:00-5:00

Located in the lower level of the Pope Student Center

Website : <http://www.daltonstate.edu/ace/ACEWelcome.htm>.

E-Mail: askace@em.daltonstate.edu

The ACE Center offers services and resources to help students in making decisions about educational, career, social, personal and other life-planning issues.

Academic Support Services

- c Free tutoring labs for Natural Science, English, and Social Science classes
- c Assistance with study skills, test anxiety, and reading textbooks
- c Books, videos, and audiotapes for academic and personal success
- c Academic strategy workshops
- c Course syllabi files
- c "Getting Started in College" Seminars
- c New Student Orientation
- c Catalogs and applications to other colleges in Georgia and across the country
- c College transfer and testing information

Computer Lab

The ACE Center has an open lab with career and academic software in addition to word processing and E-mail access.

Cooperative Education and Career Services

- c Assisting qualified students in locating co-operative education positions closely related to their fields of study
- c Career advising for help in choosing a major or a career
- c Career information and planning resources
- c Resume, interview, and job search seminars
- c Job placement bulletin boards
- c Fall Job Fair and Spring Career Fair

Counseling and Referral Services

The staff of the ACE Center can help students with personal concerns and in acquiring assistance from appropriate organizations in the community.

Disability Support

Students with disabilities or special needs of any type should contact Disability Support Services in the ACE Center to request reasonable accommodations for academic programs and other activities of Dalton State College. Students must personally register with Disability Support Services by providing adequate documentation to verify the disability and/or need. A minimum of five to ten business days is needed for approved accommodations to be arranged.

Some services available include:

- ! Alternative test and assignment administration
- ! Adaptive seating
- ! Specialized software
- ! Referral for recorded textbooks and enlarged printed materials
- ! Adaptive technology lab
- ! Note-taking assistance

Resource Library

Books, brochures, audio tapes, and videos relating to academic, career and self-help issues can be checked out.

FINANCIAL AID

Phone: 272-4545

Hours: M-Th 8:00-6:00, F 8:00-5:00

Located in the lower level of the Pope Student Center

The primary purpose of the Financial Aid Office is to provide financial assistance to students attending Dalton State College. The family and student are expected to make a maximum effort to assist the student with college expenses. Any financial assistance received from Dalton State College and other sources is viewed as supplementary to the efforts of the family and the student. To determine a student's ability to pay for educationally related expenses, Dalton State College utilizes a standard needs analysis system provided by the Department of Education. Financial aid at Dalton State College consists of grants, campus employment, scholarships and loans.

General Eligibility Requirements

In general, to be considered for student financial aid, a student must:

- 1) be a United States citizen or eligible non-citizen of the United States; and,
- 2) have been accepted for admission to an approved program at Dalton State College; and,
- 3) be making progress toward the completion of a course of study according to the "Satisfactory Academic Progress Policy for Student Financial Aid Recipients"; and

- 4) not be in default on a Guaranteed Student/Federal Stafford Loan, Federal PLUS Loan, Federal Supplemental Loan, National Direct/Defense Student Loan, Federal Perkins Loan, Health Professional Loan, Income Contingent Loan or Federal Consolidation Loan received at any institution; and,
- 5) not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or Student Incentive Grant received while attending any institution.

Application Procedures

To apply for financial aid, the applicant must:

1. File applications for admission and financial aid to Dalton State College. Official acceptance is required for admission to Dalton State College before the financial aid award can be finalized.
2. File a Free Application for Federal Student Aid (FAFSA) or HOPE Alternate Application with the Financial Aid Office. These applications are available in January for the upcoming academic year. By completing the appropriate applications, the student will be considered for federal, state, and institutional funds.
3. Submit Financial Aid Transcripts from all previously attended colleges, universities, vocational schools and proprietary schools you have attended within the last year. This form is available from the Financial Aid Office.
4. The Department of Education selects a certain number of applicants for a process called verification. Applicants who are selected must submit requested documentation to complete their files. Signed copies of Federal income tax returns, a verification worksheet, untaxed income verification, as well as, other supporting documents may be requested.

Recommended Application Priority Filing Dates

It is important for students to apply for financial aid as early as possible so their financial need can be determined prior to registration. The recommended time for completing the FAFSA is the date of completion for Federal income tax returns (April 15th). If taxes are completed prior to April 15, then the financial aid application should be completed just as soon as taxes are completed.

Applicants for financial aid should have the Student Aid Report and all requested documents in the Financial Aid Office by the following priority dates for each term:

Fall Term	July 1
Spring Term	November 1
Summer Term	April 14

The Financial Aid Office will continue to process all applications received after the deadlines; however, there is a possibility that late applications will not be ready for registration. If aid is not ready at registration, students must pay their own tuition and fees and then be reimbursed according to their eligibility at the earliest date possible.

All financial aid awards are made for one academic year only. The Dalton State College Financial Aid Award Year begins in the fall term and ends at the conclusion of the summer term.

FINANCIAL AID PROGRAMS AND GRANTS

FEDERAL PELL GRANT provides funds to eligible students and is designed to be the foundation of the financial aid package. The amount of each Pell Grant depends on the student's financial need, and the institution's cost of education. Federal Pell Grants may range from \$400 to \$3,125 per year. Eligibility is determined by a national formula approved by Congress. After applying, the student will receive a Student Aid Report (SAR) which Dalton State College will receive electronically from the Department of Education provided this institution has been listed. The student must be enrolled and meet eligibility requirements before receiving payment of any Financial Aid Awards. Anyone possessing an undergraduate degree is ineligible for the Pell Grant. The Dalton State College Financial Aid Application and FAFSA are required.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) provides funds for a limited number of students with the greatest financial need. Eligibility is determined by the Dalton State College Financial Aid Office using information from the student's completed financial aid file. The Dalton State College Financial Aid Application and SAR are required.

LAW ENFORCEMENT PERSONNEL DEPENDENTS GRANT is designated for eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, or firemen who were permanently disabled or killed in the line of duty.

HOPE (Helping Outstanding Pupils Educationally) scholarship is funded by the Georgia Lottery for Education and provides financial assistance to qualified Georgia residents. HOPE brochures are available from the Financial Aid Office. The Dalton State College Financial Aid Application and SAR are required for all degree and one-year certificate programs.

Campus Employment

FEDERAL WORK STUDY PROGRAM (FWSP) provides job opportunities on campus for students who demonstrate financial need. Financial need, prior work experience, academic major and individual skills are factors considered when placing students on specific jobs. Students usually work 10 to 19 hours per week. Eligibility is determined by the Dalton State College Financial Aid Office using information from the student's completed financial aid file. The Dalton State College Financial Aid Application and the Campus Employment Request are required.

Dalton State College WORK PROGRAM provides job opportunities for students. Students usually work 10 to 19 hours per week. Financial need is not a requirement. The Dalton State College Financial Aid Application and the Campus Employment Request are required.

To qualify for either work program, the student must also submit a copy of his/her social security card and driver's license. The student should refer to the Dalton State College Campus Employment Manual for additional information and requirements for the Dalton State College Work Program. The Campus Employment Manual is available upon request from the Financial Aid Office.

Student workers are not entitled to unemployment compensation or other employee benefits.

Scholarships

Dalton State College SCHOLARSHIPS provide funds to students who demonstrate academic excellence and/or financial need. These scholarships are awarded by the Dalton State College Scholarship Committee for one academic year. The Dalton State College Scholarship Application and Financial Aid Application are required.

NOTE: All scholarship applications are available upon request from the Financial Aid Office. See the Financial Aid Office for information on these and other scholarships.

Student Loans

FEDERAL STAFFORD LOAN

The subsidized Federal Stafford Loan is need-based. The Federal government pays the interest on this loan while the student is enrolled for at least half time and during the six month grace period. This loan enables students to borrow funds needed for educational expenses directly from banks, savings and loan associations, credit unions or other lenders who participate in this program. Since this program is need-based, Pell Grant and HOPE eligibility must be determined first. Students must be enrolled for at least half-time (6 credit hours) to be eligible. Repayment begins six months after the student graduates, terminates enrollment, or ceases to be at least a half-time student. The Dalton State College Financial Aid Application, Federal Stafford Application and SAR are required. A Federal income tax return and verification form are required if selected for verification.

FEDERAL UNSUBSIDIZED STAFFORD LOANS

This loan is non-need based and is for borrowers who do not qualify for federal interest subsidies. The student may either pay the interest while in school and during the six-month grace period or have the interest added to the loan balance. Other terms and conditions are the same as for Stafford Loans.

The unsubsidized loan program is open to students who may not qualify for subsidized Federal Stafford Loans.

SERVICE CANCELABLE FEDERAL STAFFORD LOANS are available to Georgia residents enrolled in approved career fields in which personnel shortages exist in the state. Programs at Dalton State College approved for this loan are Medical Laboratory Technology and Nursing (Associate of Science.) The maximum a student may borrow is \$2,000 per academic year. Students must be enrolled at least half-time to be eligible. Recipients of loans for critical fields of study who complete their program of study and qualify for professional certification in their field may be eligible to cancel all or a portion of their loan by practicing their professions in approved locations within Georgia.

All Service Cancelable Federal Stafford loan applicants are required to qualify under an approved need analysis system (i.e., FAFSA) to determine loan eligibility. The Dalton State College Financial Aid Application, SAR, Federal Stafford Application, and Federal income tax return and verification form (if selected for verification) are required.

SATISFACTORY ACADEMIC PROGRESS

The U.S. Department of Education mandates institutions of higher education to establish standards of satisfactory academic progress for students receiving federal aid. By definition, satisfactory academic progress means that the student

is proceeding in a positive manner toward fulfilling degree or certification requirements. Failure to maintain satisfactory academic progress may result in the loss of federal, state, and institutional aid. Satisfactory academic progress is determined by careful evaluation of qualitative and quantitative criteria. Please refer to the current policy guidelines available in the Financial Aid Office.

RECEIVING AID FOR CREDIT-BY-EXAM

If a student receiving federal or state financial aid registers for a course and subsequently receives credit by exam, his/her eligibility for the term is considered reduced for financial aid purposes. The student may be required to repay all or a portion of financial aid received. Such a student should be advised:

- (a) to postpone registering for a course he/she may be able to challenge by exam,
- (b) to take the challenge exam early enough to receive credit prior to registration,
- (c) to forego the challenge exam.

VETERANS' CERTIFICATION

Veterans eligible for educational benefits and dependents of deceased or 100% disabled veterans eligible for educational benefits may apply for those benefits through the Veteran Services Office in the Financial Aid Office 706-272-4545. Veterans initially applying for VA educational benefits must bring a certified copy of their D.D. Form 214 to the Financial Aid Office where they will complete an application.

Students attending on the G.I. Bill are required to pay all fees as regular students since they are paid benefits directly through the Veterans Administration. Each VA beneficiary should make financial preparation for at least one term to allow time for processing benefits.

Students attending on the G.I. Bill are certified for VA benefits only for those courses required in their particular program of study. Courses taken for audit are not certifiable for VA benefits. The only physical education courses certifiable for VA benefits are Standard First Aid (PHED 1000) and Health and Wellness Concepts (PHED 1030). Students attending under the VA programs must maintain Dalton State College standards for academic performance as outlined in the Dalton State College Catalog. Since VA regulations are subject to periodic change, it is the student's responsibility to keep up-to-date on requirements for VA benefits while in attendance at Dalton State College.

At the beginning of each term, students receiving veteran benefits must report to the Veteran Services Office in order to maintain their eligibility for VA educational benefits. A student receiving veteran benefits who withdraws, increases or reduces an academic load is required to report such action promptly to the Veteran Services Office. Changes in program of study also must be reported immediately to the Veteran Services Office.

STUDENT HANDBOOK

STUDENT ACTIVITIES

Dalton State College has a full program of co-curricular activities which is administered through the office of the Director of Student Activities. This program is largely promoted by the Student Activities Office through the Student Affairs Council, Fine Arts/Lecture Committee and the Student Life Committee in cooperation with the faculty. Committees approved by the Student Affairs Council are assigned certain functions to assist in the presentation of a well-rounded program.

The major emphasis with all activities at Dalton State College is "Balanced Programming."

The Student Affairs Council is made up of students, faculty and staff and is charged with the responsibility of:

1. Establishing the Student Activities Policies and Budgets.
2. Chartering student organizations on the Dalton State College campus.

Flexibility is the basis on which Student Activities operates in reference to the formation and dissolution of student organizations. Organizations on campus are created whenever student or faculty interest and need are shown. It also follows that organizations are dissolved when there is a lack of interest or there are indications that the organization is no longer serving the needs of the students.

Facilities for Student Activities

The class schedule of a student ranges from one to six hours a day. Lecture and discussion courses demand of the student two hours of preparation for each hour in class. Dalton State College provides three facilities for students when not in a class or laboratory.

Student Center

The Pope Student Center building houses the offices of the Vice President for Student Affairs, Director of Financial Aid and Veteran Services, Placement Officer, Director of ACE Center, Director of Student Activities, Assistant Director of Student Activities, and the Student Government offices of the Student Body President, Vice-President, and Senators. It also houses the Bookstore, Food Services, and the Public Safety Office. The Student Center provides students the opportunity to relax, purchase meals, buy supplies from the bookstore, and read the bulletin boards for the latest information on club news and events around campus. The game room offers additional recreational options through video games, pool tables, and ping pong tables. Game equipment is available in the Student Activities Office. Computers and photocopy services are available. Cultural programs and other entertainment events are also held in the Student Center.

Food Service

The "Birdfeeder" is open Monday - Thursday 7:00 a.m. - 5:30 p.m., and Friday 7:00 a.m. - 1:00 p.m. Food Service offers breakfast, lunch (cafeteria style or sandwiches), and snacks.

Bookstore

The Bookstore is open Monday - Thursday 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 2:00 p.m. Service includes: (1) textbook sales, (2) textbook buy-back, (3) best-sellers, (4) reference materials, (5) sundries, (6) check cashing service, and (7) newspapers.

Library

The Library houses approximately 95,000 volumes, 400 current periodical subscriptions, and a depository government documents collection. Computer workstations are available for accessing a wide variety of online and CD-ROM databases. In addition to housing audiovisual software and hardware for library usage, the media services area provides instructional support for the entire campus. Carrels, study rooms, microfilm equipment, and photocopiers are also available.

Gym

The Bandy Gymnasium provides health and physical education facilities for scheduled activities. The facility includes a heated, indoor swimming pool, basketball courts, a weight room, locker rooms, and classrooms. Intramural programs are conducted each term and are open to currently enrolled students. Facilities are also available for open recreation when no scheduled class or activity is in progress. Cultural programs and other entertainment events are held in the gymnasium. There is an open gym for basketball every Tuesday and Thursday from 5:00 p.m. - 7:00 p.m. September through April while classes are in session.

Eligibility for Student Activities

Note: Membership in all student organizations and participation in all activities shall be open to all students regardless of race, religion, creed, color, sex, or disability. Information concerning existing clubs and activities and information on forming new clubs or organizations are available in the Student Activities Office. The Student Activities Office is available to assist all students in any way possible.

Student I.D. Cards

Dalton State College Student I.D. cards are obtained through the Student Activities Office. All enrolled students are required to have a Dalton State College I.D. card. Cards may be obtained each term at the time of preregistration, regular registration, and every Monday during the semester in the Student Activities Office.. Cards may be validated at any other time in the Student Activities Office or Vice President of Student Affairs Office. I.D. cards are used as library cards, and are used as identification for check cashing on campus.

All student I.D.'s are validated each term with a colored dot. The dot indicates that the student is enrolled and has paid all necessary fees for that term.

Liability Waivers

Students who participate in co-curricular activities and class field trips must have a Release and Waiver of Liability Form on file in the Student Activities Office before leaving campus or participating in the activity. Professors, Club Advisors, and the Director of Student Activities have access to these forms.

Entertainment Series

Dalton State College periodically presents lectures, fine art displays, artists, and musical series. The Student Activities Office promotes these programs through the Student Affairs Council, Fine Arts/Lecture Committee, and the Student Life Committee.

Clubs and Organizations

Many clubs exist on the campus and as interest develops among students, additional clubs will be recognized. The following groups are currently functioning on campus:

- Baptist Student Union
- Botany/Horticulture Club
- Business Office Professionals Organization
- College Bowl
- College Republicans
- Dalton State College Computer Club
- Dalton State College Music Association
- Dalton State College Publications
- Drama Club
- Environmental Club
- Habitat for Humanity
- Literary Society
- Medical Laboratory Technician
- Non-Traditional Students Club
- Outdoor Club
- Phi Theta Kappa
- Philosophy Club
- Photography Club
- Psychology Club
- Rainbow Alliance
- Rotaract Club
- Song Writers Club
- Spanish Club
- Student Government Association
- Student Life Committee
- Students in Free Enterprise (S.I.F.E.)
- Young Democrats

Alumni Affairs

Membership in the Dalton State College Alumni Association is open to all former students who earned academic credit at Dalton State College. The Alumni Association is administered by the Director of Institutional Advancement. The Alumni Association is led by a Board of Directors, including the Association president, two vice-presidents, a secretary, and a member-at-large. The Association sponsors various activities on and off campus.

Community Service Learning

The Office of Community Service-Learning is available to assist students, faculty, staff, and the community. The program is operated through the Student Activities Office. The goals of the office are:

1. To make students aware of the needs in their community.
2. To help local agencies better serve the community.
3. To promote Dalton State College to the surrounding area.

Student involvement in Community Service-Learning enhances a student's academic experience through real life experiences.

Field Trips

Periodically scheduled field trips are also conducted through Student Activities. Although the schedule of trips varies with each term, a few examples include: Fine Arts trips to area museums, College Bowl Tournaments, Technical Division automotive trips, career oriented trips as designated by career organizations such as management, nursing, and Business Office Professionals clubs.

Intramurals

The Dalton State College Intramural Program strives to promote a varied recreational program which will meet the needs and interests of all students. The program is organized and conducted so as to provide for the development of leadership, fellowship, cooperation, and other qualities desirable for the wise use of leisure. It should serve as an extension of the instructional program in physical education and, through cooperation with other departments and agencies, contribute to the recreational and social activities on the campus.

The resulting experiences should provide desirable outcomes in physical, mental, and social adjustment of the individual and opportunities for community service, both during and beyond college years. In order to make its optimum contributions to the general objectives of higher education and to effective living in a democratic society, it is essential that a broad concept of the purposes and functions of the organization be maintained by the leaders, and that there be whole-hearted support of the program on the part of the entire College community.

At Dalton State College, the intramural program is not limited to one particular group of students but all students, no matter what their interests, are encouraged to participate. It is a wide open field for all students, so join a team and start having fun! Different sports are offered each term. Some of the sports offered on a seasonal basis are: flag football, basketball, softball, volleyball, badminton, tennis, table tennis, and billiards.

Administrative Procedures for Student Organizations

- I. Initial Procedure for Recognition for Student Organization

A. An organization seeking recognition must meet all the requirements as stated in Article VI, Sections 1, 2, 3, 4 and 5 of the Constitution of the Student Body of Dalton State College.

B. Applications

An organization seeking recognition must submit the following information in writing to the Student Activities Office:

1. Name of organization
2. Name of student filing proposal
3. Purpose of organization (including explanation of why the organization is desirable on campus)
4. Qualification for membership
5. Consideration for membership
6. Time and manner of election of officers
7. Officer and leadership structure
8. Number of students wishing to join
9. Faculty/staff advisor
10. Explanation of any extra-campus affiliation (e.g., national parent organization)
11. Time and location of meetings
12. Names of prospective members who will serve as spokesmen for the organization during the recognition procedure (it is suggested that ten students be named)

C. Hearing

The Vice President for Student Affairs or his/her designee shall examine each application and reject those not submitted in proper form. He/she may, at his/her discretion, request that the hearing be held before a Student Affairs Council. The Vice President may request the presentation of oral and documentary evidence. Minutes of the hearing shall be made and preserved for use in possible appeals and reviews.

II. Criteria for Recognition and Review Procedure

A. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:

1. The regular and orderly operation of the College.
2. The requirement of appropriate discipline within the college community.
3. The academic pursuits of teaching, learning, and other campus activities.
4. The laws or public policies of the State of Georgia and the United States.
5. The statutes and regulations of the College and the Policies of the Board of Regents.

B. If the Vice President for Student Affairs or the Council disapproves recognition, the organization may appeal the decision to the

President of the College, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such form as the President may require.

III. Rights of Student Organizations

Recognition authorizes an organization:

- A. To use College facilities and equipment, subject to the Board of Regents policies and to College regulations governing the use of facilities and equipment, and to reasonable scheduling and clearance of particular facilities and equipment through the Student Activities Office and/or the Public Safety Office.
- B. To be eligible to receive student activities monies subject to the Board of Regents' Policies and to College regulations governing allocation of student activity fees as allocated by the Student Affairs Council.

IV. Rules and Regulations Governing Student Organizations

A. Financial Responsibility

- 1. Use of allocated student activities monies must conform to the purpose and practices approved by the allocating authority.
- 2. Organizations shall carry on business transactions and contracted relations with punctual and timely discharge of valid obligations and prudent use of funds.

B. Conformance with Organizational Purpose

Activities of organizations must be in conformance with their applications' stated purposes.

C. Campus Displays

All campus displays must be approved by the Student Activities Office including, but not limited to, posters, notices or banners. Any display which litters the campus or damages the property of the College or other persons or entities, or which is obscene, or which materially interferes with the regular and orderly operation of the College, is prohibited.

D. Property Damage

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited, and the student organization shall be responsible for all damages.

E. Disorderly Conduct

Organization activities which encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the College, are prohibited.

F. Parades, Student Rallies, and Gatherings

- 1. Parades, student rallies, and other such gatherings must be limited to areas designated by published notice for such activities.
- 2. Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President for Student Affairs and through the Public Safety Office before they may be undertaken, as well as with the proper civil authorities if held off campus.

3. Use of facilities, equipment, and other College property shall be subject to reasonable scheduling by the Student Activities Office in order to promote fair sharing of their use.

G. Law Violations

No organization shall commit, encourage, condone, or contribute to violations of College statutes and regulations, the Policies of the Board of Regents, or the law of the State of Georgia or the United States.

H. Information to be Submitted to the Office of Student Activities

A list of officers must be submitted to the Student Activities Office within seven days after each election.

I. Organization Publication

1. Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which may create a substantial likelihood of material interference with the regular and orderly operation of the College.
2. Student organization publications shall abide by the guidelines and policies established by the Student Affairs Council.

V. Student Organization Fund Raising

Use of Dalton State College facilities or grounds for fund raising must be approved by the Director of Student Activities. Requests for approval must be submitted to the Director of Student Activities. Fund raising, as it pertains to student organizations, is defined as on-or-off campus seeking of funds or support by a student group from other forms of support; the selling and distribution of items, materials, products, or services; and the sponsorship of events where admission is charged.

A. To be approved by the Director of Student Activities, proposed student organization fund raising projects must comply with the following guidelines:

3. Projects may not in way interfere with normal academic programs or functions.
4. Fund raising is not permitted in offices, classrooms, or corridors. Fund raising on and off campus may be conducted only in areas approved by the Director of Student Activities.
5. Requests for approval should be submitted to the Director of Student Activities at least two weeks prior to the proposed event. The appropriate form for making a request can be obtained in the Student Activities Office.
6. In considering, the request, the primary concern will be placed on the stated purpose for which the fund raising activity is desired. Priority for requests will be given for fund raising activities that are (a) educational in nature or directly related to the curriculum, (b) philanthropic purposes, or (c) for the benefit of the Dalton State College population.
7. Accounting Procedures:
 - a. A contract, if applicable, may not be signed by an organization for a fund raising activity conducted on

campus until it has been approved by the Director of Student Activities and the Comptroller.

- b. A Certificate showing receipts and disbursements for each approved fund raising activity must be made to the Director of Student Activities within five (5) days following the completion of the activity.
 - c. Procedures for collecting monies must be approved by the Office of Student Activities and all monies will be submitted to the Office of Student Activities for proper processing and accounting. No outside accounts are permitted.
 - d. All checks must be payable to Dalton State College.
8. Organizations will be limited to three (3) fund raising activities per academic school year, not exceeding two (2) fund raisers in one semester.
9. A separate request must be submitted for every fund raising activity.
10. Activities involving student organization fund raising or other projects covered by the guidelines are subject to the following:
- a. Fund raising may be conducted only in such areas designated by the Director of Student Activities.
 - b. An organization may not use coercive acts that might intimidate those persons from whom support is sought.
 - c. No fund raising activity shall be in violation of Dalton State College policies, as stated in the Dalton State College catalog.
 - d. No fund raising activity may violate any state law or local ordinance.
 - e. All publicity must be approved through the Office of the Director of Student Activities.
11. Willful failure to comply with these rules will be grounds for denial of future requests.
- B. Requests for fund raising activities may be denied for any of the following reasons:
- 1. Adequate resources are unavailable to assist in supporting the project.
 - 2. The requested activity is clearly outside the expressed purpose(s) of the organization as stated in its constitution and/or bylaws.
 - 3. The organization is on disciplinary probation, suspension, or inactive.
 - 4. The risk factor is deemed excessive.
 - 5. The requested activity is not consistent with College or Board of Regents' policy.
 - 6. Another student organization has already planed a fund raiser during the dates requested.

VI. Review and Enforcement of Regulations

The Vice President for Student Affairs shall periodically review the activities of all student organizations to determine if they are acting in compliance with College regulations. Charges of violations of College regulations may be brought against any recognized organization and shall be heard by the Vice President for Student Affairs or, at his/her discretion, by the Student Affairs Council, as mentioned in Item 1-B above. The Vice President or the Council may request the presentation of oral and documentary evidence at the hearing. He/she or the Council shall have a recording or transcript of the hearing prepared. The Vice President or the Council may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization.
2. Monetary fines, withholding or withdrawal of allocated student activities monies.
3. Restitution for damages.
4. Probation of recognized status.
5. Suspension of recognized status.
6. Withdrawal of recognition.

An organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse, or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad-hoc committee in determining the issues involved.

VII. Final Review Powers of President

Upon notice and hearing, the President of the College may review at any time the recognition of any student organization, or any decision on disciplinary charges against any student organization, and make whatever final disposition of the matter is deemed necessary for the best interests of the College.

Awards and Recognition

The following awards are given annually at Dalton State College as recognition of students who have performed exceptionally well in the academic and/or co-curricular area of the College:

Accounting	Medical Assisting
American Government	Microcomputer Applications
American History	Nursing
Anthropology	Office Administration
Biology	Office Career Technologies
Chemistry	Outstanding New Student Organization
Community Service	Outstanding Student Organization
Composition	Philosophy
Economics	Physics
Education	Political Science
English	Psychology
Environmental Science	Spanish
Fine Arts	Speech Communications
Freshman Calculus	Sociology
Geography	Student Service
Human Anatomy and Physiology	World History
Literature	
Medical Laboratory Technology	

**Student Affairs
Organizational Chart for Dalton State College**

President of Dalton State College

Faculty

Student Affairs Council:

Vice President for Student Affairs (Chairperson)
President of Student Body (Vice-Chairperson)
Vice-President of Student Body (Chairperson of Student Life Committee)
Eleven Student Officers
Vice President for Academic Affairs
Comptroller
Athletic Director
Director of Student Activities
Assistant Director of Student Activities
Chairperson of Fine Arts/Lecture Committee
Two Faculty Members (appointed by Committee on Committees)

Standing Committees

Fine Arts/Lecture	6 faculty, 4 students (2 appointed by SAC, 2 appointed by Chairperson)
Traffic	5 students
Literary	6 faculty, 6 students
Student Life	Vice-President of Student Body (Chairperson), 3 students appointed from Student Body, 4 students elected from Student Body
Athletic	5 faculty, 2 students
Environmental Affairs Committee	5 faculty, 5 students, (Chairperson to be appointed by the Chairperson of the Student Affairs Council.)

Student Body

The Constitution of the Student Body of Dalton State College

Preamble

In the interest of creating an environment conducive to the pursuit of academic excellence, the search for spiritual enlightenment, the attainment of physical perfection and moral integrity, and of ensuring a dialogue between faculty and students, having assumed the power and duties of government delegated to us by the President of Dalton State College and the Board of Regents of the University System of Georgia, the student body of Dalton State College does hereby enact this Constitution.

Article I. Student Body

Section 1. Composition

Membership in the student body shall be composed of students officially enrolled in Dalton State College.

Section 2. Privileges

Any officially enrolled student shall be entitled to vote in student elections and to make nominations for said elections.

Article II. Dalton State College Student Affairs Council

Section 1. Name of Organization

This organization shall be known as the Dalton State College Student Affairs Council, hereafter referred to as the SAC. The duties and functions of this organization are such as are herein conferred upon it.

Section 2. Administrative Structure

The placement of the SAC in the administrative structure of Dalton State College shall be as follows:

President

Faculty

Student Affairs Council

Student Body

Section 3. Membership

The Student Affairs Council shall consist of the Vice President for Student Affairs as Chairperson, President of Student Body to be elected from the student body and serve as Vice- Chairperson, Vice-President of the student body to serve as Chairperson of the Student Life Committee. Eleven students are elected at large by the student body. In addition to the elected students, the Vice President for Academic Affairs, the Comptroller, the Athletic Director, the Chairperson of the Fine Arts Committee, the Director of Student Activities and the Assistant Director of Student Activities will be members of the SAC. Two additional members are elected by the faculty upon nomination from the Committee on Committees.

Section 4. Ultimate Authority

The President of Dalton State College shall have ultimate discretion in approving any decisions made by the SAC.

Article III. Duties and Functions of the Student Affairs Council

Section 1. Purpose

Paragraph A. The primary purpose of the SAC shall be to help formulate just and proper regulations pertaining to wholesome student government and to assist those persons designated to enforce the regulations.

Paragraph B. The SAC shall, if necessary, assist student activities in a manner that will result in the greatest possible advantage and satisfaction to each student as an individual and to the College as a leading institution of the community.

Section 2. Functions

The SAC shall specifically have these major functions:

1. To accept and discuss matters of interest and concern presented to it from the Student Body and by various student organizations, and to present proposals subject to the approval of the faculty and President of Dalton State College.
2. To determine the Student Activities budget subject to the approval of the faculty and President of Dalton State College.
3. To charter student organizations to the Dalton State College campus subject to the approval of the faculty and President of Dalton State College.
4. To establish policy relative to student activities, subject to the approval of the faculty and President of Dalton State College.

Section 3. Role of the President of the Student Body

The President of the Student Body shall serve as Vice- Chairperson of the SAC. He/she shall serve as a voting member of the Academic Council.

Section 4. Role of the Vice-President

The Vice-President will serve as the Chairperson of the Student Life Committee.

Article IV. Student Membership in the Student Affairs Council

Membership in the SAC shall consist of the President of the Student Body and Vice-President of the Student Body, each of which shall be an elected student position, and eleven student officers elected at large from the Student Body.

Section 1. Elections

Paragraph A. Elections will be the responsibility of the SAC.

Paragraph B. Regular college-wide elections for the post of Student Body President and Vice-President and clerk of the SAC and four second-year, one third-year, and one fourth-year student officers will be held in the spring term of each year. College-wide elections for the four, first year student officers' seats on the SAC will be held in the fall term of each year.

Paragraph C. The SAC may select any qualified student to fill a student's vacated seat with a vote of three-fourths of SAC. The term of said seat will last until the next college-wide election.

Paragraph D. In lieu of Paragraph C, a special election of the Student Body may be called to fill vacant student positions as the SAC deems necessary.

Paragraph E. The SAC shall have the power to remove a member of the SAC by unanimous consent of the remaining members of the SAC, the Vice President for Student Affairs, and the President of the College.

Article V. Qualifications for President and Vice President of the Student Body and Student Members of the Student Affairs Council.

Section 1. Qualifications for President and Vice-President of the Student Body and student members of the Student Affairs Council. Each officer and member shall comply with the qualifications herein stated.

Paragraph A. To be eligible for President or Vice-President of the Student Body, a candidate must have a cumulative academic average of 2.50 for work attempted while at Dalton State College and have accumulated at least 12 academic hours.

Paragraph B. President and Vice President of the Student Body must maintain a cumulative academic average of 2.00 during his/her term of office and must be free of probation.

Paragraph C. The candidate must be currently enrolled at Dalton State College during the term in which the election is held and must have been enrolled at Dalton State College the preceding term. (summer term excluded.)

Paragraph D. To be eligible to run for the office of student member of the Student Affairs Council (SAC), the candidate must have a cumulative average of 2.25 for work attempted at Dalton State College.

Paragraph E. The only exception shall be first term freshmen who shall be considered as probationary members for one term until a cumulative GPA can be calculated.

Paragraph F. The following guidelines should be followed to determine eligibility for Senior, Junior or Sophomore Senators:

1. Any student wishing to run for Senior, Junior, or Sophomore Senator during Spring term must have successfully completed 12 class hours at Dalton State College to apply for candidacy.
2. All Senators elected during Spring elections must have successfully completed the total class hours for necessary proper classification as a Senior, Junior, or Sophomore before the beginning of the next Fall term.
3. Any Senator beginning Fall term with less than the total class hours for necessary proper classification as a Senior, Junior, or Sophomore will not be allowed to hold office and the vacant slot will be filled during Fall elections.

4. A Senator's slot that is to be filled during Fall elections can be filled only by a candidate who has successfully completed the total class hours necessary for proper classification before the beginning of Fall term.

Paragraph G. Each candidate must carry a minimum of three (3) credit hours during the term of the actual elections.

Paragraph H. Each officer and student member of the SAC must have a cumulative GPA of 2.00 during his/her term of office and must be free of probation.

Paragraph I. At any time the cumulative GPA should drop below a 2.00, the officer or senator will be placed on probation for one term. Probation is only allowed one term during the officer's or senator's term of office. The cumulative GPA must reach or exceed a 2.00 by the following term or the officer or senator will be removed from office at the beginning of the following term. Officers or senators on probation will have full duties and privileges of office except for traveling privileges.

Paragraph J. For officers or senators elected during Fall term elections, their term of office begins immediately upon approval of SAC and ends the last day of Spring term exams. For the officers or senators elected during Spring term elections, their term of office begins the first day of Summer term classes (contingent on approval of SAC) and ends the last day of Spring term exams.

Paragraph K. During their term of office, each officer and senator must carry a minimum of three (3) credit hours per term.

Paragraph L. Summer term is optional, but the student will be able to travel only if he/she is enrolled in three (3) credit hours.

Article VI. Clubs and Organizations

Section 1. Application

A preliminary application for a charter shall be required for clubs and organizations. This application shall be completed as specified in the Dalton State College Catalog/Student Handbook and returned to the Vice President for Student Affairs in order for the club to be initiated.

Section 2. Approval

A club becomes official after approval is received from the Student Affairs Council.

Section 3. Charters

A final charter must contain provisions for memberships, advisorship, and purpose of the club. This charter must be returned to the Office of the Vice President for Student Affairs no later than four weeks from the time application is approved.

Section 4. Membership

Paragraph A. To qualify for membership in clubs, students must have a 1.66 or better academic average each term. The only

exception shall be first term freshmen who shall be considered probationary members for one term until a cumulative average is calculated.

Part (1) Club officers must have and maintain a 2.0 or better cumulative average and be free of probation.

Part (2) Club officers must have a minimum of six academic credit hours.

Part (3) Club officers must have been enrolled the preceding term (summer term excluded).

Paragraph B. A student may hold office in no more than two clubs or organizations.

Section 5. Advisor

A faculty advisor is required for all clubs by administrative policy. The advisor will be responsible for checking students' eligibility and will guide the club's activities. The advisor will not have the power to vote.

Article VII. Amendments

Section 1. Proposal

Paragraph A. An amendment to this Constitution may be proposed by presenting a clear statement of the amendment with the signatures of fifty qualified voters to the SAC secretary. A qualified voter shall be defined as any currently enrolled Dalton State College student.

Paragraph B. Any member of the SAC may propose an amendment.

Section 2. Vote

Any proposed amendment to the Constitution receiving a two-thirds majority of the vote cast by the SAC and then a majority of the votes cast by the Student Body shall be declared ratified.

Article VIII. Bylaws

Bylaws to this Constitution may be added upon the approval of two-thirds majority vote by the SAC.

Article IX. Ratification of the Constitution

The Constitution will become official when approved by the College administration, the faculty, two-thirds majority of the SAC, and a majority of the votes cast by the students.

Student Affairs Council Bylaws

Section 1. Meetings

Paragraph A. The Student Affairs Council shall meet at least once a month or at the call of the Chairperson (Vice President for Student Affairs).

Paragraph B. The quorum necessary for business shall consist of a majority of the membership.

Section 2. Social Activities

All clubs and organizations must submit a request for any college activity, and the request must be turned in to the Student Activities Office at least two weeks before the activity.

Section 3. Standing Committees

The Student Affairs Council shall maintain six standing committees in the following manner:

- (1) The Fine Arts/Lecture Committee: The purpose of the Fine Arts/Lecture Committee shall be to provide opportunities for students to be exposed to cultural events they otherwise would not experience. The Fine Arts/Lecture Committee shall consist of six faculty members and four student members, appointed annually, two student members to be appointed by the Chairperson of the Committee, and two students to be appointed by the President of the Student Body and approved by the Student Affairs Council. The faculty members, including the Chairperson, are appointed by the Chairperson of the Student Affairs Council. Members may be appointed to successive terms.
- (2) The Student Life Committee: The purpose of the Student Life Committee shall be to secure entertainment for the Student Body and to represent and enhance student life on campus. This committee shall consist of three students from the Student Body appointed annually by the President of the Student Body and approved by the Student Affairs Council and four students elected annually at large from the Student Body. The Chairperson of this committee shall be the Vice-President of the Student Body. The faculty advisor shall be the Director of Student Activities. Members may be appointed or elected to successive terms.
- (3) The Athletic Committee: The purpose of the Athletic Committee shall be to provide counsel, advice, and support to the Director of Athletics. The Athletic Committee shall consist of five faculty members (one serving as Chairperson) and two student members. The student members shall be appointed annually by the President of the Student Body and approved by the Student Affairs Council. The faculty members, including the Chairperson shall be appointed by the Chairperson of the Student Affairs Council. Members may be appointed to successive terms.
- (4) Traffic Committee: The purpose of the Traffic Committee is to receive, consider and make decisions relative to appeals of traffic violation tickets. The committee shall consist of five students including the Chairperson. The members shall be appointed annually by the President of the Student Body and approved by the Student Affairs Council. Members may be appointed to successive terms.
- (5) Literary Committee: The purpose of the Literary Committee is to function as the advisory board for the publication entitled "The Roadrunner." The publication is published by the students of Dalton State College through the Student Activities Office. The six student members shall be appointed annually by the President of the Student Body and approved by the Student Affairs Council. The six faculty members, including the Chairperson, shall be appointed annually by the Chairperson of the Student Affairs Council.
"The Roadrunner" is produced by and for the students of Dalton State College using equipment and facilities provided by the

College. The magazine is produced camera-ready by the student staff.

Opinions expressed in "The Roadrunner" are those of the students and do not necessarily reflect those of the faculty, staff, or administration of Dalton State College, the Literary Committee, or the University System of Georgia. This newspaper is distributed without charge to the students of Dalton State College.

- (6) Environmental Affairs Committee: The purpose of the Environmental Affairs Committee is to study and address the environmental concerns of the student body of Dalton State College. Efforts will be made to heighten awareness of recycling, reusing and waste reduction. Membership will consist of five faculty/staff members, five student members, and a Chairperson appointed by the Chair of the Student Affairs Council. Faculty/staff members should include representation from Auxiliary Services, Custodial Services, Grounds Services, and the Environmental Club. The five student members will include three selected by the Chairperson of the Committee, and two selected by the President of the Student Body and all approved by the Student Affairs Council.

Section 4. Appointments

Paragraph A. The Chairperson and the President of the Student Body, with approval of the Student Affairs Council, will appoint ad-hoc committees on a needs basis to deal with specific situations as they arise.

Paragraph B. The President of the Student Body, with approval of the Student Affairs Council, will appoint the following numbers of students to the following standing College committees:

Committee Discipline	Number of Students
Academic Council (one male, one female)	3
Placement	2
Financial Aid	2
Library	2

Section 5. Election Procedures

The following procedures will be followed in conducting those elections specified in Article IV, Section 1, Paragraph B and C and all other elections:

1. The SAC will appoint an Election Commission of five students, designating one commissioner as Chairperson.
2. The Chairperson will be responsible for implementation and supervision of the election procedures.
3. The Commission will be responsible for the following:
 - a. Establish and communicate to the Student Body the dates and times of all election procedures.

- b. Accept petitions of proposed candidates.
 - c. Establish eligibility of proposed candidates.
 - d. Notify in writing each proposed candidate in regards to eligibility relative to qualifications specified in Article V, Section 1. Paragraphs A-E.
 - e. Assist the Chairperson in the implementation and supervision of the election procedures.
 - f. Operate voting booth.
 - g. Count the ballots.
 - h. Certify the results.
4. The basic qualification procedures are these:
- a. Each proposed candidate will submit a petition bearing the signature of the proposed candidate which will indicate awareness of qualifications for the office to which the proposed candidate is offering, and the petition will also bear the signatures of at least fifty students who are enrolled as the date of the signature.
 - b. Each proposed candidate will submit two signed and witnessed statements authorizing the Office of Enrollment Services to release the proposed candidate's cumulative grade point average to the Chairperson of the Election Commission.
 - c. An individual written communication as to the eligibility for candidacy shall be developed for each proposed candidate by the Commission Chairperson within 48 hours. It shall be the responsibility of the proposed candidate to contact the Chairperson of the Commission for this information.
 - d. A deadline for accepting petitions will be established by the Commission.
 - e. Following the deadline and notification to all proposed candidates as to their eligibility, the Chairperson of the Commission shall call a meeting of all eligible candidates. A written notice will communicate the date and time of the meeting. It shall be the responsibility of the candidate to obtain this communication from the Chairperson of the Election Commission. Guidelines for campaigning shall be established at this meeting within the limitations of College regulation and procedures.
 - f. A minimum of five operating days of the College shall exist between the deadline for filing petitions and the first day of elections.
5. Election Procedures to be utilized are:
- a. A central polling station will be established by the Commission.
 - b. Each proposed candidate will submit two signed and witnessed statements authorizing the Office of Enrollment Services to release the proposed candidate's cumulative grade point average to the Chairperson of the Election Committee.
 - c. An individual written communication as to the eligibility for candidacy shall be developed for each proposed candidate by the Commission Chairperson within 48 hours. It shall be the responsibility of the proposed candidate to contact the Chairperson of the Commission for this information.

- d. The ballot box will be secured in a vault on campus when not being utilized during the election until the ballots are counted and verified.
 - e. Ballots will be retained in the vault in the business office for two weeks following the election dates.
 - f. Any candidate wishing to contest the election will have 48 hours to do so. The procedures to be utilized are as follows:
 1. The candidate will submit a letter of contest specifying charges to the Vice President for Student Affairs or his/her designate.
 2. The Vice President for Student Affairs or his/her designate shall appoint a neutral committee of two students and one faculty member to review the situation and render a decision as to the validity of the contesting action.
 3. Should the contesting candidate not accept the action of the reviewing committee, the committee's written decision and the letter of contest will be forwarded to the SAC for action. This action will be final.
6. Continued Service - President and Vice-President of the Student Body.
- The President and Vice-President of the Student Body must satisfactorily complete a minimum of six (6) credit hours per term (i.e. fall and spring) in order to be eligible to remain in office.

Student Conduct Regulations

Faculty, staff, and students are expected to adhere to the policies of the College and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state, and federal laws relative to unlawful use of illicit drugs and alcohol. Penalties for violation of these standards range from warnings and probation to expulsion, loss of academic credit, temporary or permanent suspension, withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment.

Students' Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

Dalton State College subscribes to the above statement and has developed policies and procedures which provide and safeguard this freedom.

Student Code of Conduct

Students of Dalton State College have an obligation to assist in making the College an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society.

As citizens, students enjoy the same freedoms that other citizens enjoy and, in turn, they are responsible for conducting themselves in accordance with the requirements of law.

As students of Dalton State College, they are responsible for compliance with all College regulations.

Under the authority of the Board of Regents, the College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct. (Regents Bylaws, Article VI, Section B.)

Conduct Information and Regulations

I. Academic Irregularity

1. No student shall receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in an academic course.
2. No student shall take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the College, without authorization from the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and where the ideas of another are incorporated in the paper, they must be appropriately acknowledged.

II. Alcoholic Beverages

The possession, consumption, sale, use, distribution or possession of alcoholic beverages on College property or at events sponsored by the College is prohibited.

III. Damage to Property

Malicious or unauthorized intentional damage or destruction of property belonging to the College, to a member of the College Community, or to visitors to the campus is prohibited and could result in legal action if undertaken.

IV. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the College. This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.

2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or materially interfere with the normal operation of the College.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited (any use of sound amplification equipment must be cleared through the Student Activities Office).

V. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization, is prohibited.
2. No student shall push, strike, or physically assault any member of the faculty, staff, or student body or any visitor to the campus.
3. Conduct on College property, or at functions sponsored or supervised by the College or any recognized College organization, which materially interferes with the normal operation of the College or the requirements of appropriate discipline, is prohibited.
4. No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College or any recognized College organization without credentials for admission, i.e., ticket, invitation, student I.D. or other proper identification or in violation of any reasonable qualifications established for attendance. At such College functions, a student must present proper credentials to properly identified College faculty and staff upon their request.
5. Conduct and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community, are prohibited.
6. No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified College faculty, administration, or staff personnel while these persons are in the performance of their duties.

VI. Drugs

The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

Drug - Free Schools and Communities Act

Drug and Alcohol Prevention Program

Adopted September 4, 1990

As a recipient of federal funds, Dalton State College supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees or students on the College campus is prohibited, and violations of this policy will result in appropriate disciplinary action.

VII. Falsification of Records

No student shall alter, falsify, counterfeit, forge, or cause to be altered, counterfeited, or forged any record, form or document used by the College.

VIII. Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at functions sponsored or supervised by the College or any recognized College organization.

IX. Fire Safety

1. No student shall tamper with fire safety equipment.
2. All occupants of a building must leave the building when the fire alarm sounds or when directed to leave by properly identified College faculty or staff while these persons are in the performance of their duties.
3. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
4. No student shall set or cause to set any unauthorized fire in or on College property.
5. The possession or use of fireworks on College property or at events sponsored or supervised by the College or any recognized College organization, is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

X. Weapons

Students are prohibited from possession of firearms on College property or at events sponsored or supervised by the College or any recognized College organization. The possession or use of any other offensive weapons is prohibited. Exceptions may be made for official use authorized by the College. Peace officers recognized by the State of Georgia are exempt from this firearms regulation.

XI. Hazing

All rites and ceremonies of induction, initiation, or orientation into college life, or into the life of any college group which tend to occasion or allow physical, mental, or emotional suffering are prohibited.

XII. Joint Responsibility for Infractions

Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violation, and such concerted acts are prohibited.

XIII. Student Identification Materials

1. Lending, selling, or otherwise transferring student identification materials is prohibited.
2. The use of student identification materials by anyone other than the original holder is prohibited.

XIV. Theft

1. No student shall sell a textbook other than his/her own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his/her possession items of the College, its property, or other items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
3. No student shall provide copies of copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license allowing such activity. The activity

is forbidden even if the software is provided without cost for educational purposes.

4. No student shall use software or documentation known to have been obtained in violation of the copyrighted law or a valid license provision.
5. No student shall use a copyrighted program on more than one machine at the same time, unless a specific license provision permits such activity.

XV. Unauthorized Entry or Use of College Facilities

1. No student shall make unauthorized entry into any College building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any College facility, equipment, or materials.

XVI. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

XVII. Tobacco

Use of all tobacco products is prohibited in all classrooms, hallways, bathrooms, and stairwells, of all buildings throughout the campus.

XVIII. Repeated Violations

Repeated violations of published rules or regulations of the College, which cumulatively indicate an unwillingness or inability to conform to the standards of the College for student life, are prohibited.

XIX. Violation of Outside Law

Violation of local, state, or federal law, on or off the campus, which constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the College, or with the requirements of appropriate discipline, is prohibited.

Disruptive and Obstructive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs, or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment. (Board of Regents Minutes, 1968-69, pp. 166-168; 1970-71, p. 98)

Disciplinary Procedures

When a student is charged with violation of the foregoing conduct regulations, disposition of the student's case shall be afforded according to Constitutional requirements, due process and in keeping with the procedures outlined below:

1. All complaints of alleged violation by a student shall be made in writing to the Vice President for Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct,

and shall state each regulation which the student is alleged to have violated.

2. The student shall be notified in writing by the Vice President for Student Affairs that he/she is accused of a violation and shall be asked to come in for a conference to discuss the complaint.
3. At the above mentioned conference, the student shall be advised that:
 - a. He/she may, in writing, admit or deny the alleged violation, waive all further hearing, and request that the College official take appropriate action.
 - b. He/she may, in writing, admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Vice President for Student Affairs shall refer the case to the Discipline Committee for full disposition. Otherwise, the Vice President for Student Affairs shall make full disposition of the case, except that the Vice President for Student Affairs may, for good cause, refer any case to the Discipline Committee. Cases may, in very unusual instances, be referred to the Faculty Committee where there exists good cause, e.g., the likelihood of serious emotional damage to the student defendant or others connected with the case. In such cases, all procedures set out herein for cases before the Discipline Committee and appeals therefrom shall be substantively followed.
4. In cases referred to the Discipline Committee, the Vice President for Student Affairs shall, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery, if reasonably possible, and otherwise by registered mail to the last local address of the student within the reasonable knowledge of the Vice President for Student Affairs, concerning the following:
 - a. The date, time, and place of the hearing;
 - b. A statement of the specific charges and grounds which, if proven, would justify disciplinary action being taken;
 - c. The names of witnesses scheduled to appear.
5. The student is expected to notify his/her parents or guardian of the charges, and these persons may request a conference with the college officials prior to the hearing.
6. The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor or if he/she so requests, to his/her parents or guardian; it will specify the action taken by the hearing body and the interest of the College which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student or his/her parents or guardian, a summary of the evidence will be communicated.
7. The student shall be notified, in writing, of his or her right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the College. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he/she so requests, to his/her parents or guardian.

Discipline Committee

1. The Discipline Committee of the College shall consist of seven members: four faculty members (one serving as Chairperson) nominated by the Committee on Committees and elected by the faculty, and three students appointed by the President of the Student Body and approved by the Student Affairs Council. Members hold one-year terms and may succeed themselves.
2. The Discipline Committee shall hear cases involving alleged violations of the Student Code of Conduct which shall be referred to it by the Office of the Vice President for Student Affairs. Normally, these cases shall be those in which there is a possibility of suspension or expulsion of the accused student.
3. Preliminary investigations of charges against students shall be made by the Office of the Vice President for Student Affairs. Cases are referred to the Discipline Committee through its Chairperson. The Chairperson shall set the time and place for a hearing and shall notify other members, and from that point all summoning of defendant(s) and witness(es) shall be done by the Office of the Vice President for Student Affairs.
4. Decisions of the Discipline Committee shall be by a majority vote. A quorum shall consist of four members.
5. Any member of the Discipline Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.
6. The Discipline Committee shall make a tape recording and/or summary transcription of the proceedings.
7. The hearing and other deliberations of the Discipline Committee shall be open. The Discipline Committee, however, may exclude any person who may be reasonably expected to interfere materially with the hearing or who does interfere materially with the hearing.
8. The Discipline Committee shall provide a brief written summary of each case to the Office of the Vice President for Student Affairs and to the student involved (a copy home if the student is a minor) including, upon request of the student, or his/her parent or guardian, a summary of the testimony and the committee's adjudication.

Rights of Student Defendants Before the Discipline Committee

At hearings of the Discipline Committee, the student defendant shall be afforded all rights required by due process, including:

- A. The right to an advisor of his/her choice.
- B. The right to question the complainant.
- C. The right to present evidence in his/her behalf.
- D. The right to call witnesses in his/her behalf.
- E. The right to remain silent and have no inference of guilt drawn from such silence.
- F. The right to cross examination.
- G. The right to appeal if the Discipline Committee imposes suspension or expulsion.

- H. A tape recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal decision of suspension or expulsion. The student may also have a verbatim transcript made at his/her own expense. The College shall also have this option at its own expense.
- I. The right to be advised of his/her right to appeal the decision of the Discipline Committee.
- J. The right to attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College. Such temporary protective measures may be applied where the student is accused of violation of a College regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.

Disciplinary Measures

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

- 1. Expulsion - severance of the student's relationship with the College.
- 2. Disciplinary Suspension - temporary severance of the student's relationship with the College for a specific period of time, though not less than one term.
- 3. Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, restitution.
- 4. Reprimand -
 - (1) Oral Reprimand - an oral disapproval issued to the student.
 - (2) Letter of Reprimand - a written statement of disapproval to the student.
- 5. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
- 6. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.

Appellate Procedure

Whenever a student shall be expelled or suspended by the Discipline Committee, such student shall have the right to appeal in accordance with the following procedure:

- 1. The person aggrieved shall appeal in writing to the head of the institution within five days after the action of which he/she complains. The head of the institution shall within five days appoint a committee composed of three members of the faculty of the institution or he/she shall utilize the services of an appropriate existing committee. This

committee shall review all facts and circumstances connected with the case and shall within five days make its finding and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.

2. Should the aggrieved person be dissatisfied with said decision, he/she may apply to the Board of Regents, without prejudice to his/her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, shall investigate the matter thoroughly and render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes. (Minutes, 1962-63, pp. 244-245; Minutes, 1967-68, pp. 750-751; Minutes, 1973-74, pp. 176-177)

Federal Sanctions for Drug Offenders

Official state regulations govern the use, sale, or possession of marijuana, alcohol, and other controlled substances. Violations of these regulations may result in disciplinary action and/or prosecution by proper authorities.

Title 21, United States Code, Sections 841-858 describe the acts and criminal penalties and civil and criminal forfeiture provisions established by Congress, covering 28 pages of text.

Title 21, U.S.C. Section 812, contains five schedules of "controlled substances." Schedule I describes certain opiates; Schedule II contains opium, cocaine, and other addictive substances; Schedule III lists amphetamine, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Schedule V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules.

Health Risks Associated With the Use of Illicit Drugs and Alcohol

Cirrhosis of the Liver; Kidney Damage; Physical and Psychological Addiction; Hallucinations; Lung Damage; Diminished Sperm Count in Males; Impairment of Motor Coordination and Perception; Heart Disease and Failure; Damage to the Developing Fetus; Stomach Ulcers; Brain Damage; Coma; Depression; and Psychosis.

Drug and alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace not only contributes to lost productivity, but also causes tremendous financial losses related to absenteeism, accidents, health care, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological

dependence occurs when taking drugs becomes the center of the user's life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self control that can lead users to harm others as well as themselves.

There are certainly many additional health risks associated with substance abuse too lengthy to list. The above are some of the most common and detrimental. For more information concerning these health risks and others, please contact Hamilton Medical Center or the Westcott Center of Hamilton Medical Center.

Drug and Alcohol Counseling, Treatment or Rehabilitation Programs Available to Students and Employees

A combination of several campus offices will provide assistance or act as a referring agency for Dalton State College. Included in the campus efforts to assist those with substance abuse problems are the ACE Center, Fiscal Affairs Office and Department of Public Safety.

Services offered by the ACE Center include programs and resources to educate and inform students and employees concerning substance abuse and its emotional, physical, and familial effects. To spearhead this effort the following will take place:

These institutional departments will:

1. provide information and act as a referral service for students and staff with substance abuse problems;
2. provide consultation to campus organizations and offices;
3. provide multi-media resources on substance abuse information and alternatives to substance abuse;
4. maintain drug education and resource material for students and employees;
5. explain group insurance covered charges related to alcohol/substance abuse referral and treatment.

All inquiries, treatment, and referrals by the ACE Center staff will be treated with utmost confidence.

Community Support Programs/Agencies

Alcoholics Anonymous	226-2654
Alcohol and Drug Abuse Services (State)	404-894-4785
Drug Information	1-800-282-4900
Georgia Alcohol and Drug Association	404-435-2570
Georgia Association of Adult Children of Alcoholics	404-491-0201
Governor's Crisis Line	912-922-4144
MADD	226-4353 or 1-800-843-MADD
Narcotics Anonymous	266-8179
Hamilton Medical Center Employee Health	272-6194
Westcott Center	272-6480

RIGHTS OF VICTIMS OF SEXUAL ASSAULT

Victims of sexual assault are afforded rights that are recognized by Dalton State College. These rights include assistance by the College to help the victim. A Policy for Victims of Sexual Assault is available in the Student Affairs Office and in the Public Safety Office. In the event of a sexual assault, please contact one of these offices so that assistance can be rendered. Counseling for victims is also available in the ACE Center.

PUBLIC SAFETY REGULATIONS

Traffic Code

General Statement of Policy

- (1) Dalton State College parking and traffic rules are recommended by the Student Traffic Committee and adopted by the Student Affairs Council.
- (2) For the purpose of these regulations a motor vehicle includes automobiles, trucks, motorcycles, motor scooters, motorbikes, and other motor powered vehicles.
- (3) The term "student" includes all who attend classes at Dalton State College, day or night, or part-time.
- (4) The term "visitor" includes any person other than faculty, staff, or student parking or driving a non-registered vehicle on campus.

Motor Vehicle Registration

- (1) All faculty, staff, and students' motor vehicles must be registered for campus parking and a current decal must be displayed. Old decals must be removed.
- (2) Registered vehicles must be covered by liability insurance, and drivers must have a valid drivers license.
- (3) Temporary permits may be secured for one week at no charge at the Traffic Office between 8:00 a.m. - 6:00 p.m.

General Rules

The registrant of a motor vehicle is held responsible for the safe and prudent operation and proper parking of his/her vehicle regardless of who may be the operator.

- (1) Curbs painted yellow are NO PARKING AREAS.
- (2) Parking against the flow of traffic is prohibited at all times.
- (3) Vehicles parked on campus after school hours may be towed away.
- (4) No vehicles will be backed into parking places.
- (5) STUDENT VEHICLES PARKED IN VISITOR'S OR SPACES RESERVED FOR FACULTY AND STAFF MAY BE TOWED AWAY.
- (6) All faculty and staff reserved parking areas will be painted in RED.
- (7) Fines will be paid at the Business Office in the Westcott Building during the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. An appeal slip may be obtained from the Public Safety Office. Any questions or problems with the fines should be brought to the attention of the Public Safety Office no later than 5 school days after the ticket was issued. After 5 school days, the right to an appeal will be forfeited. If the ticket is paid within 5 school days, the fine will be reduced by (½) one-half.
- (8) Speed limits are as posted.

- (9) NO PARKING - AT ANY TIME - ON COLLEGE DRIVE
- (10) Decals are not transferable.
- (11) No student parking in front of Westcott before 4:30 p.m.
- (12) Parking after 4:30 p.m. in front of the Westcott Building is permitted as long as there is space available. The lanes and turn-ins to the parking lots must stay open and not blocked for the entrance of emergency vehicles.
- (13) Parking after 4:30 p.m. will be permitted for any student in Sequoia Hall/Student Center parking lot except those spaces marked for night/day faculty only.
- (14) No student parking in lot East of Library before 4:30 p.m.
- (15) No exiting from the parking lots by way of marked entrances.
- (16) No entering of parking lots by way of marked exits.
- (17) All vehicle accidents on campus must be reported to the Public Safety Office, and an investigation into the accident will be conducted by the Public Safety Officer on duty. The same applies to accidents of bodily injury.
- (18) Dalton State College nor any of its employees assumes any responsibility or liability for loss from theft or damage due to vehicles parked on campus.

WHEN REPORTING A VEHICLE ACCIDENT OR AN INJURY OCCURRING ON CAMPUS CALL EXT. 4461 AND PROVIDE THE FOLLOWING:

- (1) NAME OF PERSON CALLING.
- (2) TYPE OF ACCIDENT (VEHICLE OR BODILY INJURY).
- (3) HOW MANY INJURED.
- (4) LOCATION OF ACCIDENT.

Penalties and Fines for Violations

If a fine is paid within 5 school days, the fine will be reduced by (½) one-half. Appeals can be made at the Public Safety Office.

The right to appeal will be forfeited after 5 days.

Failure to pay fines approved by the Traffic Appeals Committee will result in withholding of grades and/or transcripts to other institutions or agencies, or may hinder registration.

(1) Failure to display parking permit	\$10.00
(2) Parking on yellow line	\$10.00
(3) Parking in faculty zones or other reserved spaces	\$20.00
(4) Improperly parked	\$10.00
(5) Parking in unauthorized or restricted areas	\$10.00
(6) Speeding	\$10.00
(7) Reckless driving	\$20.00
(8) Backing into parking space (other than parallel space)	\$10.00
(9) Parking in Handicapped space	\$30.00
(10) Other	\$10.00

Traffic Appeals Committee

The Traffic Committee meets regularly (day to be announced) in the Student Center (conference room to be announced).

Any person wishing to appeal a traffic ticket must do so by picking up an appeal form and returning it to the Public Safety Office. After filing a written appeal, the person appealing the ticket has the option to appear in person before the Traffic Committee or the appeal will be read in his/her absence.

The person attending the Traffic Committee hearing will be immediately informed of the Traffic Committee's decision. In every case the appeal results will be mailed.

First Aid - Accident Procedures

The following procedures have been revised and are recommended in case of any accident or emergency situations relating to health on the campus of Dalton State College.

In case of minor cuts, scratches, etc., first aid kits have been placed in the following locations:

1. Gymnasium
2. Maintenance Building
3. Student Center (Student Affairs Office & Public Safety Office)
4. Westcott (Academic Affairs Office)
5. Memorial (Instructional Services Office)
6. Sequoia (Instructional Services Office)
7. Technical (Instructional Services Office)

A first aid room is located in the gym if such a facility is required. In case of an accident of a more serious nature, faculty, staff, and students are requested to:

1. Not move the patient.
2. Immediately notify the Department of Public Safety at Ext. 4461.

The Public Safety Officers will then make a determination of the best course of action regarding the patient's health and safety.

An appropriate accident/incident report must be completed and filed with the Director of Public Safety/Security for record keeping and verification.

Health insurance is not available through the college. Students requiring medical attention must defray their own expense.

It is recommended that each faculty member at the beginning of each term offer students a chance to inform the faculty member, in confidence, of any medical problem such as seizures, for example, that may affect the student in class.

Child Care Facilities

Child care facilities are not available on campus. The institution is not responsible for children; children should not be left unsupervised on campus. Children are not permitted to accompany students to classes, laboratories, seminars, etc.

ACADEMIC
INFORMATION
AND REGULATIONS

Dalton State College is a unit of the University System of Georgia and is governed by the policies of the Board of Regents of the University System. As a part of the System, it enjoys the reputation of the academic standards which have been established within the System, and graduates of this institution will have no difficulty in transferring appropriate credits to other colleges and universities. Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate bachelor's degrees.

Dalton State College operates on the semester system with each of the academic year semesters extending over a period of approximately sixteen weeks. The semester hour is the unit of credit in all courses.

Classification of Students

Students are classified as freshmen, sophomores, juniors, or seniors. At the beginning of each term those with credit for fewer than thirty semester hours are classified as freshmen; with thirty to fifty-nine hours, as sophomores; with sixty to eighty-nine hours, as juniors; with ninety or more hours as seniors.

Students are considered full-time if they register for twelve or more semester credit hours; part-time, for fewer.

Class Load

A normal load consists of fifteen to eighteen credit hours per semester. A student regularly employed outside of college twenty-five hours or more per week should enroll for ten or fewer semester hours of academic work. The College reserves the right to limit the class load of students who have received below average grades.

Students may receive permission of the Vice President for Academic Affairs to enroll for more than the normal load if they were placed on the Dean's List at the end of their last semester of enrollment, if they have a cumulative average above 3.0 on eighteen or more hours completed at Dalton State College, or if they are in their last semester of enrollment before graduation.

Authorization must be secured from the Vice President for Academic Affairs for enrollment at another institution for resident, correspondence, or extension credit during any semester a student is enrolled at Dalton State College.

Class Schedule

The courses required for most degree and certificate programs are available during day, afternoon, and evening class periods. Some, however, are scheduled during only day or evening class periods. Information about the scheduling of specific courses may be obtained from the academic advisors, the Enrollment Services Office, or the Academic Affairs' Office.

Registration

All students register each term on the dates announced for advance or regular registration. A student is regularly registered for a course only when all

College requirements governing registration for the course have been met. Students not properly registered may not receive credit for courses completed. Any exception to this regulation is the responsibility of the Vice President for Academic Affairs.

Orientation

All students enrolling at Dalton State College for the first time are expected to attend an orientation program scheduled prior to the beginning of their first term. That program acquaints new students with the services and facilities of the College and provides information about registration procedures, academic and campus policies and regulations, and the various programs of study available at Dalton State College. New students are also advised and registered on that date.

Dropping or Changing Classes

Students are not permitted to drop or change any courses for which they are registered without the official approval of their advisor and the professors concerned. No changes in schedule are official or effective until an Add and Drop Form is filed with the Office of Enrollment Services.

Changes in class schedules are not permitted after the first three days of the term. If a student drops a course without official approval or after midterm, a grade of "F" or "WF" is recorded. If a course is officially dropped by midterm, the student will receive a "W".

The official and effective date of any change in schedule is that on which the properly executed form is submitted to the Office of Enrollment Services.

Withdrawal From College

To withdraw from all current classes, students must obtain a Dalton State College Withdrawal Form from their academic advisor. That form must be signed by the advisor and by authorized personnel in the ACE Center, the Business Office, and the Enrollment Services Office. After midterm, withdrawal without penalty is permitted only in cases of extreme, non-academic hardship which prevent the student from completing the semester. The hardship "W" must be recommended by the professor(s) of the course(s) for which the student is enrolled, endorsed by the division chairperson(s) involved, and approved by the Vice President for Academic Affairs. Withdrawal from Dalton State College is effective on the date that the completed form is submitted to the Enrollment Services Office.

Student Medical Withdrawals

A student may be administratively withdrawn from the College when in the judgment of the Vice President for Student Affairs and the Director of the ACE Center and after consultation with the appropriate parties and personal physician, if any, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (a) poses a

significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the College or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the College.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to final decision concerning his or her continued enrollment at the College.

Class Attendance

Students are expected to attend all scheduled class sessions. These may include field trips, seminars, and individual conferences as well as lectures and laboratory sessions. The attendance policy for each course will be explained by the instructor at the beginning of each term.

Grades and Symbols

The following grades are approved by the University System for use by Dalton State College in the determination of the grade point average:

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failure	0
WF	Withdrew, Failing	0

The following symbols are approved for use in the cases indicated, but are not included in the determination of the grade point average.

- I This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Vice President for Enrollment Services will change the "I" to "F". Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F".
- W This symbol indicates that a student officially dropped or withdrew from a course by the published day to drop classes without evaluation.

After this date, withdrawal without evaluation is permitted only in cases of extreme, non-academic hardship which prevent the student from completing the term. The hardship W must be recommended by the professor(s) of the course(s) for which the student is enrolled, endorsed by the division chairperson(s) involved, and approved by the Vice President for Academic Affairs.

- S This symbol indicates satisfactory performance in a course carrying institutional credit.
- U This symbol indicates unsatisfactory performance in a course carrying institutional credit.
- K This symbol indicates that a student was awarded credit for the course by examination (CLEP, AP, SAT II, or institutional examination).
- V This symbol indicates that a student was given permission to audit the course. Enrollment status in a course cannot be changed from audit to credit or credit to audit.

Grading Symbols for Developmental Studies

- S The student has passed the course.
- IP Making progress, did not pass..
- U The student has not made satisfactory progress (denotes failure).

Grading Symbols for Collegiate Placement Examination or an Equivalent Examination

- X The student exempted the area as a result of placement scores.
- P The student was placed in the area of developmental studies as a result of the placement scores.
- E The student has exited the area of developmental studies as a result of exit scores and is ready to enroll in regular college courses for credit in this area.
- U The student has not exited the area of developmental studies as a result of exit scores and must enroll in the next course in the sequence (or repeat the same course if current course is highest level).

Grade Changes and Appeals

The assignment of grades and symbols is the responsibility of the faculty. Any change in an assigned grade or symbol must be recommended by the instructor who assigned the original grade or symbol and be approved by the Vice President for Academic Affairs.

All appeals by students for grade or symbol changes, including hardship W, must be made by midterm of the semester following award of the grade(s) or symbol(s). The sequence of appeal is the student's instructor, the chairperson of the division, and the Vice President for Academic Affairs.

Grade Reports

At the end of each term a full report of courses taken and grades and symbols earned during the term is issued to each student. Midterm reports are not issued; however, students may consult with individual instructors to determine their progress at any time during the term.

Policy on Release of Student Information

Students in the University System of Georgia have the right to the assurance that their academic records, compiled and maintained by a unit within the System, will be recorded accurately and retained in confidence. Dalton State College follows the policy of the University System of Georgia on release of student information. A complete copy of this information is on file in the Office of Enrollment Services and is available for viewing by faculty and students.

Cumulative Average

The cumulative average is computed by dividing the total number of quality points earned at Dalton State College by the total number of academic semester hours attempted. This average is used for determining a student's probation or exclusion and eligibility for special honors and is the average that appears on the student's permanent record. All "institutional credit" hours and grades are excluded from the cumulative average. Developmental Studies courses, Learning Support courses, Dalton State College Studies, and Regents' Testing Program 1095 courses carry institutional credit.

Graduation Average

Students are expected to achieve a cumulative grade point average of 2.0 ("C") or higher for graduation. If a student has met all other graduation requirements but has a cumulative average below 2.0, the College will compute a graduation average to determine the student's eligibility to receive a degree or certificate. The graduation average includes only those courses required to fulfill the student's program of study. Grades of D and F are omitted if the course(s) have been repeated with higher grades. This average is used only to determine a student's eligibility to graduate from Dalton State College and does not appear on the student's permanent record. Most institutions use the cumulative average, which includes all hours attempted and all grades earned, in determining the eligibility of transfer applicants for admission.

Academic Honors

The Dean's List, published at the end of each term, includes the names of students who earn a grade point average of 3.5 and receive no grade of WF or U during a term in which they are enrolled for 12 or more semester hours of academic credit.

The Honor List, also published at the end of each term, includes the names of students who earn a grade point average of 3.5 and receive no grade of WF or U during a term in which they are enrolled for less than 12 semester hours of academic credit.

Graduation with Honors

Students who achieve superior academic averages on all coursework completed at Dalton State College and who complete all requirements for graduation receive diplomas or certificates inscribed with honor designations.

Bachelor's degree honors:

Cum Laude – Cumulative grade point average of 3.5

Magna Cum Laude – Cumulative grade point average of 3.75

Summa Cum Laude – Cumulative grade point average of 4.0

Associate degree honors:

Cum Laude – Cumulative grade point average of 3.5

Magna Cum Laude – Cumulative grade point average of 3.75

Summa Cum Laude – Cumulative grade point average of 4.0

Certificate honors:

With Merit – Cumulative grade point average of 3.5

With Distinction – Cumulative grade point average of 3.75

With Excellence – Cumulative grade point average of 4.0

Academic Progress

Dalton State College seeks to provide ample opportunities for all students to realize fully their academic potential and goals. In turn, all students are expected to demonstrate reasonable academic progress by maintaining the following minimum cumulative grade point averages. (Cumulative grade point averages do not include “institutional credit” hours and grades.)

CREDIT HOURS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE
15	1.60
30	1.80
45 or more*	2.00

*Students enrolled in certificate programs requiring less than 45 hours must earn a GPA of 2.0 in order to graduate. All students enrolled in baccalaureate programs must maintain a minimum GPA of 2.0.

Any student whose average falls below the required level will be placed on **ACADEMIC PROBATION** and will be expected to confer with their academic advisor. Students on academic probation may be advised to reduce their course loads and are not eligible to hold office in the Student Government Association or to serve on any official college committee.

Any student on academic probation who fails to raise their cumulative average to the standard specified above after attempting fifteen additional credit hours will be placed on **ACADEMIC SUSPENSION**. Students on suspension are not eligible to register for any courses at Dalton State College unless they appeal the suspension to a Readmissions Committee and are approved for readmission by the Vice President for Academic Affairs. Readmission is subject to the conditions stipulated by the Readmissions Committee and the Vice President for Academic Affairs.

The advance registration of any student placed on academic suspension is canceled and all prepaid fees refunded unless the student is officially readmitted to the College.

To initiate an appeal of academic suspension, the student must submit a written request to the Vice President for Academic Affairs. The letter should explain briefly the reasons for the student's previous poor academic performance and the reasons the student thinks his/her future performance will improve. The letter should also include (1) the name of the student's advisor (who will chair the Readmissions Committee), (2) the name of one other faculty member to serve on the Committee, and (3) the student's day-time telephone number, address, and social security number. The Vice President for Academic Affairs will appoint a third member of the Committee.

All appeals should be submitted as soon as possible after the notification of suspension. **Appeals for readmission the next semester will not be accepted after the published date of regular registration for that semester.**

All suspended students who are readmitted are on academic probation until such time as their cumulative grade point average reaches the required minimum level. A student who fails to meet the conditions of readmission is ineligible to appeal for a second readmission for a period of one semester. A student who fails to meet the conditions of a second readmission is placed on Indefinite Suspension and is ineligible to appeal for readmission for a period of twelve months. Credit earned at other institutions or by correspondence while a student is on suspension from Dalton State College will not be applied toward a Dalton State College degree or certificate or used to improve the grade point average.

Graduation Requirements

To be qualified for graduation with a Bachelor of Science or Bachelor of Applied Science degree, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of one hundred and twenty (120) semester hours of credit (plus applicable physical education requirements).
 - a. Thirty-six (36) semester hours of upper-level coursework must be completed at Dalton State College, excluding credit-by-examination.
 - b. All 3000 and 4000 level courses must be completed with a grade of "C" or higher.
 - c. No more than one-fourth of the semester hours required for a degree can be earned through correspondence courses.
2. A cumulative average of 2.0 ("C") or higher.
3. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
4. Certification by the Comptroller that all financial obligations to the College have been satisfactorily discharged.

To be qualified for graduation with an Associate of Arts, Associate of Science, or Associate of Applied Science degree, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of sixty (60) semester hours of credit (plus applicable physical education requirements).
 - a. Twenty semester hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.
 - b. No more than one-fourth of the semester hours required for a degree can be earned through correspondence courses.
 - c. All academic programs designed for transfer printed in this catalog may be modified if necessary to meet the requirements for graduation from University System of Georgia senior colleges or universities as designated in their current catalogs. The student must present a copy of the latest catalog when requesting modification.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing History 2111 or 2112 and Political Science 1101.
3. A cumulative or a graduation average of 2.0 ("C") or higher.
4. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
5. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.
6. Candidates for Associate of Arts, Associate of Science, and Associate of Science in Nursing degrees must pass the Regents' Testing Program (RTP) examination in basic writing and reading skills.

To be qualified for graduation with a Certificate, candidates must meet the following requirements:

1. The completion of an approved program of study.
 - a. Minimum of eighteen semester hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.
 - b. No more than one-fourth of the semester hours required for a certificate can be earned through correspondence courses.
2. A cumulative or a graduation average of 2.0 ("C") or higher.
3. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the competence of potential graduates.
4. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.

Second or Subsequent Degrees and Certificates

Any student applying for a second or subsequent associate degree or certificate must present eighteen semester hours of academic credit with an overall average of "C" (2.0) or better earned in residence at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree or certificate. Students applying for a second bachelor's degree must present an additional thirty-six hours of upper-level credit with a grade of "C" or higher earned in residence at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree.

Application for Graduation

All candidates for degrees and certificates must submit an application to the Enrollment Services Office at least 30 days prior to registration for the term in which they anticipate completing graduation requirements.

Students who fail to apply by that deadline forfeit any privileges in the adjustment of errors or omissions made in their programs and may not be certified for graduation.

Students may satisfy the requirements for a degree or certificate by completing the program of study listed in any catalog in effect during their enrollment in the College.

Graduation is held once each year at the end of the Spring Term. Diplomas and certificates are awarded at these exercises. Students who complete graduation requirements at the end of Summer and Fall Terms receive letters certifying completion and stating that the appropriate diplomas or certificates will be awarded at the next graduation exercises.

All students who complete requirements for degrees or certificates at the end of Summer, Fall, and Spring Terms are encouraged to participate in the graduation exercises for that college year. Graduates who do not attend the annual exercises may obtain their diplomas or certificates later from the Office of Enrollment Services.

Regents' Testing Program (RTP)

Students enrolled in Bachelor of Science or Bachelor of Applied Science degree programs, Associate of Arts degree programs, Associate of Science degree programs, and Associate of Science in Nursing degree program must pass the Regents' Test as a requirement for graduation. The test requires the student to write an acceptable essay in an hour and pass a one-hour reading exam. Students are strongly advised to take the Regents' Test in the semester after passing English 1101 but must take the Test before earning 45 hours of degree credit. Students not enrolled for classes may take the RTP as long as they register for the test by the deadline specified each term.

Students who fail either or both parts of the Regents' Test must take the required remediation before reattempting the test. Students who fail the essay must take English 1095; students who fail the reading test must sign up for Reading 1095. Students who have not taken the Regent's Test by the time they have earned 45 hours of degree credit must take both English 1095 and/or Reading 1095 in each semester of attendance until they have passed both parts of the Test. English 1095 and Reading 1095 each carry two hours of institutional credit and are considered a part of the student's course load for the assessment of fees.

A student who registers for the RTP and who fails to appear for the test will receive a warning letter from the RTP administrator apprising the student of the seriousness of failing to appear for the test. Students who register and who do not appear for the test may have their graduation dates delayed.

Transfer of Credits

Students transferring to Dalton State College will be evaluated by the same standards of academic progress applied to native students. In order to graduate, a transfer student must have both a minimum graduation grade point average of 2.00 on all Dalton State College courses used to complete graduation requirements and a cumulative minimum graduation grade point average of 2.00 for all courses (both Dalton State College courses and transfer courses) used to complete graduation requirements.

Cooperative Education Program

The Mission of the Cooperative Education Program at Dalton State College is to provide a structured process of education through partnerships with business, industry, and government which provides students with professional work experience related to an academic field of study.

To be admitted to the Cooperative Education Program, the student must have completed 15 hours of 1000 level or above coursework with a minimum grade point average of 2.5, present three letters of recommendation, and complete a panel interview. Acceptance into the Co-op Program does not guarantee placement with an employer.

Cooperative Education experience will appear on the academic transcript. In addition, students who complete all requirements of the Cooperative Education Program will receive a Co-op Certificate upon graduation. Students in a technical certificate program must work a minimum of one work rotation to

receive the Co-op Certificate upon graduation. Students in an A.A., A.S., or A.A.S. degree program must work two rotations to receive a Co-op Certificate upon graduation. Students in a Bachelor's degree program must work three rotations to receive a Co-op Certificate upon graduation.

There are two types of work rotations in the Co-op Program as described below:

Alternating - Students alternate between one semester of full-time (40 hours per week) work experience and one semester of full-time academic study. Students must receive permission from the Co-op Coordinator to work a back to back work rotation such as fall semester and spring semester. In some cases, students may be permitted to take up to six hours of coursework while working full-time with the permission of the academic advisor and Co-op Coordinator. Students will enroll in a sequence of Co-op courses (COOP 1500, COOP 1501, COOP 1502, COOP 1503). Enrolling in one of these classes will satisfy the full-time student status requirement for insurance and financial aid. Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

Parallel - Students enroll in college for nine credit hours or less with the approval of the academic advisor and the Co-op Coordinator and work part-time (18-20 hours per week) simultaneously. The work facility must be located in the Dalton area. Students will enroll in a sequence of Co-op courses (COOP 1000, COOP 1001, COOP 1002, COOP 1003). Enrolling in one of these classes and 3 to 9 hours of academic classes will satisfy the full-time student status requirement for insurance and financial aid. If a student withdraws from a regular academic class, he or she will no longer have status as a full-time student for the semester even if the Parallel Co-op Experience is completed. Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

LIBRARY

LIBRARY

The Derrell C. Roberts Library houses an extensive collection of resources in a variety of formats. The print collection includes approximately 100,000 volumes and over 400 current periodical subscriptions. Additionally, numerous electronic databases are accessible through GALILEO (Georgia Library Learning Online) and a local CD-ROM network. The Library is a depository for Federal Government documents produced in print, microform, and electronic formats.

The Library facility includes areas for group and individual study. Services and resources are available to community patrons as well as Dalton State College faculty, staff, and students. Hours of operation are posted each semester.