

DSC

ADMISSION □
REQUIREMENTS □

ADMISSION REQUIREMENTS

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

1. **Bachelor's 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 Program** 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.

BACHELOR'S DEGREE PROGRAMS

Bachelor of Business Administration

Management

Bachelor of Science

Industrial Operations Management

Management Information Systems

Marketing Systems

Bachelor of Social Work

Bachelor of Applied Science

Technology Management

TRANSFER ASSOCIATE DEGREE PROGRAMS

Associate of Arts

Communication Studies

Economics

English

Foreign Language

General Studies

Geography

History

Philosophy

Political Science

Psychology

Social Work

Sociology

Associate of Science

Agricultural and Environmental
Sciences
Biological Sciences
Business Administration
Business Education
Chemistry
Computer Science
Criminal Justice
Dental Hygiene
Education, Early Childhood/
Elementary
Education, Middle Grades/
Secondary
Family and Consumer Science
Forestry
General Studies
Geology

Health and Physical Education
Health Information Management
Information Systems
Mathematics
Medical Technology
Nuclear Medicine Technology
Nursing
Occupational Therapy
Pharmacy
Physical Therapy
Physician Assistant
Physics/Pre-Engineering
Pre-Dental Hygiene
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
Office Administration

Health

Emergency Services Management
Medical Laboratory Technology
Radiologic Technology

Services

Law Enforcement
Paraprofessional Education

Technology

Computer Networking and Service Technology
Drafting and Design Technology
Industrial Electrical and Electric 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

Cisco Specialist
Microsoft Windows Networking
Webmaster

Certificates

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

Mini-Certificates

A+ Certification
Basic Industrial Welding and Machining
Basic Machinist
Certified Customer Service Specialist
Certified Manufacturing Specialist
Certified Nursing Assistant
Child Development Associate (CDA)
Communication for Global Commerce
Computer-Aided Drafting
Gas Metal Arc Welding
Health Unit Coordinator
Industrial Maintenance Mechanic
Industrial Safety Specialist
Information Technology
iSeries 400 Application Development
(IT) Plus Specialist
Law Enforcement
Management
Manufacturing Management Specialist
Manufacturing Technology – General
Manufacturing
Manufacturing Technology –
Transportation
Marketing
Medical Coding Specialist
Multicultural Healthcare Management
Specialist
Multicultural Manufacturing
Management Specialist
Multicultural Office Specialist
Office Technology
Personal Computer Applications
Phlebotomy
Plate and Pipe Welding
Small Business Record Keeping
TIG Welding

ADMISSIONS REQUIREMENTS

ADMISSION TO BACHELOR OF SCIENCE AND TRANSFER ASSOCIATE DEGREE PROGRAMS (B.S., B.B.A, B.S.W*, 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 SAT score of 330** verbal or ACT score of 12 English, and a minimum SAT score of 310** math or ACT score of 14 math.
- (B) a Freshman Index equal to or greater than 1830. The Freshman Index is calculated using the following formula: $(500 \times \text{high school GPA}) + \text{SAT I Verbal} + \text{SAT I Math}$

- Traditional applicants who graduated from high school in 2001 or later should have 16 CPC units. For more information about the College Preparatory Curriculum, see page 31.

Applicants who do not meet any of these minimums will not be eligible for regular admission to the transfer degree programs. Applicants with fewer than 13 CPC units may be admitted to a career associate degree (A.A.S.) if they meet the SAT/ACT and Freshman Index requirements. The applicant may change to a transfer associate or bachelor degree when the following requirements are satisfied:

- Complete a minimum of 30*** transferrable semester hours
- Complete all Learning Support requirements
- Meet the minimum cumulative G.P.A. requirement of 1.8

Once the criteria listed above are met, the applicant may submit a change of status form to the Office of Enrollment Services to initiate the change of major. All remaining CPC deficiencies must be satisfied as explained on page 31.

An applicant will be considered for admission when 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. An official 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 and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed by the issuing school or agency directly to Enrollment Services.
3. An official copy of the applicant's test scores, taken within the last five years, on the College Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed University System of Georgia Certificate of Immunization form.

5. Other documents as may be required for special admission categories. See pages 25–30.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT or TOEFL scores.

* Students applying to the bachelor's degree programs must also complete a separate application for upper division course work.

** SAT/ACT scores must be less than five years old.

*** Transferable hours are defined as hours that are applicable to transfer associate degree programs. Excluded are "institutional credit" courses, CPC deficiency makeup courses, technical courses, and physical education courses.

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.

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

(A) a minimum SAT score of 330** verbal or ACT score of 12 English, and a minimum SAT score of 310** math or ACT score of 14 math.

(B) a Freshman Index equal to or greater than 1540. The Freshman Index is calculated using the following formula: $(500 \times \text{high school GPA}) + \text{SAT I Verbal} + \text{SAT I Math}$ Applicants who do not meet any of these minimums will not be eligible for regular admission to the career degree programs.

Applicants who do not meet any of these minimums will not be eligible for regular admission to the career degree programs.

An applicant will be considered for admission when 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 and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed directly to Enrollment Services.
3. An official copy of the applicant's test scores, taken within the last five years, on the College Board's Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) and COMPASS scores.
4. A properly executed University System of Georgia Certificate of Immunization form.
5. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT, or TOEFL scores.

* Students applying to the bachelor's degree programs must also complete a separate application for upper division course work.

ADMISSION TO COOPERATIVE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Dalton State College entered into formal agreements with Appalachian Technical College, Coosa Valley Technical College, and Northwestern Technical College 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. 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 cooperative degree program, applicants must have:

- (A) a minimum SAT score of 330** verbal or ACT score of 12 English, and a minimum SAT score of 310** math or ACT score of 14 math.
- (B) a Freshman Index equal to or greater than 1540. The Freshman Index is calculated using the following formula: $(500 \times \text{high school GPA}) + \text{SAT I Verbal} + \text{SAT I Math}$ Applicants who do not meet any of these minimums will not be eligible for regular admission to the career degree programs.

An applicant will be considered for admission when 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. An official high school transcript indicating the date of graduation, or a copy of the General educational Development (GED) Certificate and test scores which meet the requirements of the Georgia State Department of Education.
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 University System of Georgia Certificate of Immunization form.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT, or TOEFL scores.

ADMISSION TO 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.

To be admitted to the college in the Associate of Science in Nursing program, applicants must have:

- (A) a minimum SAT score of 330** verbal or ACT score of 12 English, and a minimum SAT score of 310** math or ACT score of 14 math.
- (B) a Freshman Index equal to or greater than 1830. The Freshman Index is calculated using the following formula: $(500 \times \text{high school GPA}) + \text{SAT I Verbal} + \text{SAT I Math}$

An applicant will be considered for admission when 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 and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed directly to 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 University System of Georgia Certificate of Immunization form.
5. Persons whose native language is other than English must provide proof of proficiency in English language skills through SAT, ACT, or TOEFL scores.

See pages 165–169 for program selection information.

ADMISSION TO CERTIFICATE PROGRAMS

The requirements for admission to a certificate program 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 earning the minimum cutoff scores on the COMPASS exam or SAT/ACT.
4. Submit complete official transcripts of all high school, vocational school, and college work previously attempted. If the applicant has completed the General Educational Development Test (GED), a copy of the General Educational Development (GED) Certificate and test scores.
5. A properly executed University System of Georgia Certificate of Immunization form.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills through SAT, ACT, or TOEFL scores.

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, payment of a \$20 application fee, submitting high school and college transcripts, and a properly executed University System of Georgia Certificate of Immunization form, 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.

LEARNING SUPPORT

Learning Support is an admissions category for students in degree 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 Learning Support.

EARLY ENROLLMENT STUDENTS

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. An Application Form completed and signed by the applicant and payment of a \$20.00 application fee.
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 and a minimum cumulative high school grade point average of 3.0.
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 560 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 540 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*R 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 an SAT verbal score of at least 560, 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 University System of Georgia Certificate of Immunization form.

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. 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 applicants entering college for the first time should complete the admissions process at least 90 days prior to the beginning of the term for which the application is made. Applicants must allow for overseas mailing, immigration issues, and evaluating of credits. An applicant can be considered for admission once the following documents are received.

1. **Application & Fee:** Please complete the Online Application for International Admission at www.daltonstate.edu/regist.htm, and submit the required \$20.00 application fee. Application fee will be paid on-line upon submission of the on-line application via Mastercard, Visa, or electronic check on a secure server.
2. **Certificate of immunization** completed by a health care provider.
3. **Proof of financial resources** which states how the student will pay expenses while in attendance at Dalton State College. The student must have his/her banker certify that he/she has at least \$15,000 in US funds available for the first year of study at Dalton State College. (If applicant is being sponsored by a US Citizen or permanent resident they should complete a I-134 form (www.ins.usdoj.gov))
4. **Proof of English Proficiency:** For all non-native speakers of English, proof of English proficiency must be demonstrated by providing one of the following five items:
 - Test of English as a Foreign Language (TOEFL) official score report with a minimum score of 523 on the paper based TOEFL; 193 on the computer based TOEFL. Scores must be official and must be dated within two years of intended date of enrollment.
 - Scholastic Aptitude Test (SAT) scores with a minimum score of 450 verbal; or American College Testing Program (ACT) scores with a minimum of 19 English.
 - Four unites of College Prep English from an accredited U.S. high school.
 - Proof of 30 semester (or 45 quarter) transferable hours with a 2.5 GPA which include the equivalents of English 101 and 102 (or ENGL 1101/1102) from an accredited U.S. college or university.
 - Proof of a bachelor's degree from an accredited U.S. college or university.

5. **A copy of the applicant's test scores of the College Entrance Examination Board's Scholastic Aptitude Test (SAT).** The registration booklet for the SAT-I may be ordered from College Board ATP, AN6200, Princeton, NJ 08451-6200 USA (phone number: (609) 921-9000). Be sure to specify that you need the "international edition."
6. **Academic Placement Assessment:** Dalton State College requires all entering freshmen to take the Computer-Adaptive Placement Assessment and Support System (COMPASS) exam as part of the institutional assessment. Students may be placed in Learning Support classes based on their COMPASS scores. Students living outside the U.S. may be accepted and issued an I-20 before taking the COMPASS exam. These students will be required to take this exam before being allowed to register for classes. Please notify the Office of Admissions upon entering the U.S. to schedule an appointment for the exam.
7. **School Records:** Please send transcripts from high school and/or all secondary schools attended. All school records, completed outside the U.S., must be evaluated and translated by an external reputable credential evaluator. (See approved list below.) *Your high school transcript needs to be deemed generally equivalent to a U.S. high school diploma.* If you have attended a college or university you must submit a transcript from each institution which shows courses taken and grades earned. **All transcripts submitted must be original documents.** The evaluation process can take 2-6 weeks and there will be a cost involved. The transcripts you have sent to the evaluation service are in addition to the transcripts you send our office. **Please note that it is the responsibility of the applicant to contact and communicate with the evaluator.** Academic work completed within the United States does not need to be evaluated by one of these services.
8. **Students Transferring from Other U.S. Institutions:** You **must** provide a copy of your current Student Visa, I-94 and I-20 from previous U.S. Institutions. Upon your official acceptance, you will be issued an I-20 by the Admissions Office to complete the transfer.
9. **All International Students MUST submit a copy of their F1 Student Visa and I-94 to the Admissions Office before being eligible to register.**

Academic Credential Evaluation Institute, Inc.

P.O. Box 6908
 Beverly Hills, CA 90212
 Tel: 310-275-3530
 Fax: 310-275-3528
 Website: www.aceil.com

Education Credential Evaluators, Inc.

P.O. Box 514070
 Milwaukee, WI 53203-3470
 Tel: 414-289-3400
 Fax: 414-289-3411
 e-mail:
 Website: <http://www.ece.org>

International Education Consultants

P.O. Box 248233
 Coral Gables, FL 33124
 Tel: (305) 273-1616
 Fax: (305) 305-1338
 e-mail:
 Website: <http://www.jsilny.com>

International Education Research Foundation Inc.

P.O. Box 66940
 Los Angeles, CA 90066
 Tel: 310-390-6276
 Fax: 310-397-7686
 e-mail:
 Website: <http://www.ierf.org>

World Education Services, Inc.

P.O. Box 745
 Old Chelsea Station
 New York, NY 10113-0745
 Tel: 212-966-6311 or 800-937-3895
 Fax: 212-966-6395
 e-mail:
 Website: <http://www.wes.org>

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 of the admissions requirements are met and all requirements for the I-20 are met.

For more information, please request an international student application packet from the Enrollment Services Office.

NON-DEGREE STUDENTS IN CAREER PROGRAMS

Students admitted as non-degree students may earn a maximum of 10 semester credit hours (including courses for which institutional credit is received). An applicant will be considered for admission when Enrollment Services has received the following:

1. An Application Form completed and signed by the applicant and a \$20 application fee.
2. A properly executed University System of Georgia Certificate of Immunization form.
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 and test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed directly to Enrollment Services.

Students may not enroll in any course for which there is a Learning Support prerequisite unless they have been screened for and have exempted the relevant Learning Support course.

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 COMPASS Examination or equivalent and complete any Learning Support 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 (i.e. – valid driver's license, passport)
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 COMPASS Examination or equivalent to determine whether or not participation in Developmental Studies or Learning Support will be required before 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 University System of Georgia Certificate of Immunization form.

SPECIAL STUDENTS

For admission purposes, Special students are persons who hold a bachelors degree or higher and are not seeking another degree or certificate. Applicants in this category must submit a completed application for admission, a \$20 application fee, a properly executed University System of Georgia Certificate of Immunization 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 STUDENTS

Any applicant who has previously been enrolled at any other regionally accredited postsecondary institution will be classified as a transfer student. Students with fewer than 30 transferable semester credit hours must meet the freshman admission requirements found on page 19. Students who have earned 30 or more transferable semester hours must have completed any developmental studies and college preparatory curriculum deficiency requirements. (Transferable hours do not include institutional credits and CPC deficiency makeup courses.) Transfer students must be eligible to continue or return to their prior institution. Applicants on current academic suspension, exclusion, or dismissal are not eligible to enroll unless the previous institution recommends in writing that the student be considered for admission and the decision to admit is endorsed by the Dalton State College Admissions Committee.

Students who have earned a career associate degree may apply for admission to a transfer associate degree program or to the Bachelor of Applied Science degree program. These students will not be held to College Preparatory Curriculum requirements.

Transfer students applying for bachelor's business degree programs must also complete a separate application for upper division coursework and submit it to the Division of Business Administration in Room 213 in Memorial Hall. Transfer students applying for the Bachelor of Social Work program must complete a separate application for upper division coursework and submit it to the Department of Social Work in Room 245 of the Liberal Arts Building.

Transfer students must request official transcripts from all prior colleges and technical institutes to be sent to the Office of Enrollment Services. Transfer credit evaluations will be completed by the end of a student's first term of enrollment. The Enrollment Services Office should be contacted with any questions regarding the completed transfer evaluation. Transfer credit is not awarded for coursework completed at an institution that is not regionally accredited. Transfer credit is generally awarded for courses similar in length, time, and content to those taught at Dalton State College and that are successfully completed at a regionally accredited institution. Grades of "D" earned at an accredited institution will be accepted if the student's cumulative grade point average is a 2.0 or greater, with the exception of English 1101, which requires a grade of "C". For more information about the transfer evaluation process, please visit www.daltonstate.edu/admissions/transindex.htm

Students completing the one-year certificate must earn a minimum of 18 semester hours of credit towards the certificate at Dalton State College. The remaining credit may be accepted in transfer from other regionally accredited technical colleges.

Students completing the associate degree must earn a minimum of 20 semester hours of credit towards the degree at Dalton State College. The remaining credit may be accepted in transfer from other regionally accredited institutions.

Students completing the bachelor's degree must earn a minimum of 30 semester hours of upper-level credit towards the degree at Dalton State College. The remaining credit may be accepted in transfer from other regionally accredited institutions.

All transfer students with 30 or more transfer hours in the Bachelor of Science, Bachelor of Applied Science, Associate of Arts, Associate of Science and the Associate of Science in Nursing program are strongly encouraged to take the RTP during their first semester at DSC if that requirement has not been met. All transfer students have one semester to comply with the 45-hour requirement (must take the 1095 courses to take the RTP and cannot register for any classes until the RTP requirement is met).

TRANSIENT STUDENTS

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 along with a \$20 application fee; 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 University System of Georgia Certificate of Immunization form. 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 (4)

(4th Math Required for 2001 and later graduates)

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 no more than 3 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 COMPASS examination 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 four required units of mathematics will be required to take the Compass examination 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 of Georgia 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.

COMPASS/CAAP ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS

Dalton State College requires all entering Freshmen to take the Computer-Adaptive Placement Assessment and Support System (COMPASS) exam as part of its institutional assessment program. Prior to graduation from Dalton State College, students will take the Collegiate Assessment of Academic Proficiency (CAAP) exam that will permit the institution to assess its effectiveness in delivering and improving educational programs. The scores will be kept confidential and will not prevent a student from graduation.

Degree seeking students may be placed in the Learning Support programs based on their COMPASS scores if they have College Preparatory Curriculum (CPC) deficiencies, low SAT and/or ACT scores, or have not taken the SAT or ACT.

DSC

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. Payment by Cash, Check, Credit Card, and/or pre-approved financial aid is accepted.

In-State Tuition: As detailed in the fee schedule.

Student Activity and Technology Fee: As detailed in the fee schedule.

Out-of-State Tuition: As detailed in the fee schedule.

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

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

CERTIFICATE AND ASSOCIATE DEGREE FEE SCHEDULE FALL – SUMMER 2003–2004* (COURSES NUMBERED 0000-2999)

HOURS REGISTERED	IN-STATE TUITION	STUDENT ACTIVITY	TECHNOLOGY FEE	IN-STATE TOTAL	OUT-OF-STATE TOTAL
1	56.00	1.75	3.00	60.75	226.75
2	112.00	3.50	6.00	121.50	453.50
3	168.00	5.25	9.00	182.25	680.25
4	224.00	7.00	12.00	243.00	907.00
5	280.00	8.75	15.00	303.75	1,133.75
6	336.00	10.50	18.00	364.50	1,360.50
7	392.00	12.25	21.00	425.25	1,587.25
8	448.00	14.00	24.00	486.00	1,814.00
9	504.00	15.75	27.00	546.75	2,040.75
10	560.00	17.50	30.00	607.50	2,267.50
11	616.00	19.25	33.00	668.25	2,494.25
12***	666.00	21.00	36.00	723.00	2,721.00

Transportation/Parking: \$5.00/Vehicle/Term

*At the time of publication the 2003-2004 fee schedule was not available. The fees listed above are for 2002-2003.

***Full-Time Status

**BACHELOR'S DEGREE FEE SCHEDULE
FALL – SUMMER
2003 – 2004*
(COURSES NUMBERED 3000-4999)**

HOURS REGISTERED	IN-STATE TUITION	STUDENT ACTIVITY	TECHNOLOGY FEE	IN-STATE TOTAL	OUT-OF-STATE TOTAL
1	84.00	1.75	3.00	88.75	339.75
2	168.00	3.50	6.00	177.50	679.50
3	252.00	5.25	9.00	266.25	1,019.25
4	336.00	7.00	12.00	355.00	1,359.00
5	420.00	8.75	15.00	443.75	1,698.75
6	504.00	10.50	18.00	532.50	2,038.50
7	588.00	12.25	21.00	621.25	2,378.25
8	672.00	14.00	24.00	710.00	2,718.00
9	756.00	15.75	27.00	798.75	3,057.75
10	840.00	17.50	30.00	887.50	3,397.50
11	924.00	19.25	33.00	976.25	3,737.25
12***	1,005.00	21.00	36.00	1,062.00	4,077.00

Transportation/Parking: \$5.00/Vehicle/Term

*At the time of publication the 2003-2004 fee schedule was not available. The fees listed above are for 2002-2003.

***Full-Time Status

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 \$500.00 per term.

Withdrawal and Refund Schedule

Refunds for Reduction of Class Loads

Financial Aid Students

Consult with Financial Aid prior to dropping classes.

There are no refunds for course reductions (dropping classes) by the student on or after the official first day of the semester.

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.

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 a **Schedule Adjustment Form**, indicating withdrawal from all courses.

Before the first day of class100%

The refund amount for students withdrawing from the Institution will 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 will be refunded up to the point in time that the amount equals 60%.

Students who 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 tuition and other mandatory fees in the event of the death of a student during the academic session is processed upon notification.

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

DALTON STATE COLLEGE Unofficial Withdrawal Policy

Students receiving federal financial assistance who do not pass any courses and who do not officially withdraw from the College will have class attendance verified to determine if they have “unofficially withdrawn”. In order to determine if these students withdrew unofficially, the following steps should be taken:

1. The Registrar will create an exception report of all federal financial aid recipients with all “F” and/or “W”.
2. The Registrar will contact the student’s professors to determine if the student took final exams.
3. If the student took at least one final exam, the student will not be considered unofficially withdrawn.
4. If the student did not take any final exams, the student will be considered to have unofficially withdrawn. The date of withdrawal will be the last date of attendance that can be documented by any one of the student’s professors.
5. The Registrar will notify the Financial Aid Office of all students who have unofficially withdrawn.
6. In the case of professors not taking attendance, or if no date can be verified, the last date of attendance will be the 50% point of the term (as per federal requirements).
7. Once the withdrawal date is determined, the Financial Aid Office will determine if funds should be returned to the U.S. Department of Education in accordance with federal regulations and College policy.
8. All documentation will remain in the students’ files.
9. More than two unofficial withdrawals will result in the student’s automatic loss of eligibility for state, federal and institutional financial aid.

Return of Title IV Funds Policy For Students Receiving Federal Financial Aid at Dalton State College

The Higher Education Amendments of 1998 set forth regulations governing the treatment of Title IV funds (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Subsidized Loan, Federal Unsubsidized Loan, and Federal PLUS) when a student withdraws completely from an institution.

When a student withdraws during a period of enrollment in which he/she has begun

attendance and received Title IV financial aid, Dalton State College is required to determine the amount of earned and unearned Title IV aid. A student is eligible to retain the percentage of Title IV disbursed aid or aid that could have been disbursed that is equal to the percentage of the enrollment period completed by the student (calculated daily). Scheduled breaks of five or more consecutive days are excluded. Unearned Title IV aid must be returned to the appropriate federal aid program(s). If the student has completed more than 60% of the enrollment period, no Title IV aid needs to be returned.

The following steps will be followed when determining the amount of Title IV aid to be returned upon the student's withdrawal:

- A. **Determine the percentage of the enrollment period completed by the student.** Divide the number of days attended by the number of days in the enrollment period (excluding scheduled breaks of 5 or more consecutive days). If the calculated percentage exceeds 60%, then the student has earned all the Title IV aid for the enrollment period.
- B. **Calculate the amount of earned Title IV aid.** Multiply the percentage of the enrollment period completed by the total Title IV aid disbursed (or could have been disbursed as defined by late disbursement rules). This is the amount of Title IV aid disbursed that the student will be allowed to retain.
- C. **Determine the amount of unearned Title IV aid to be returned to the appropriate Title IV aid program accounts.** Subtract the amount of earned federal aid from the total amount of federal aid disbursed (or could have been disbursed). The difference must be returned to the appropriate Title IV program(s).
- D. **Return of Title IV funds by the Institution and the student:** Dalton State College will return unearned Title IV aid up to an amount that is equal to the total allowable institutional charges for the payment period multiplied by the percentage of the Title IV aid that was unearned. The student will be responsible for the balance of unearned Title IV aid. In most cases, this will be the amount of federal funds a student receives in the form of a refund for non-institutional expenses multiplied by the percentage of Title IV aid that was unearned. If the student's portion of unearned aid to be returned is from a loan, the student is not immediately required to repay this amount. The terms and conditions of the original repayment agreement will apply. If the student's portion of unearned aid to be returned is from a grant (Federal Pell Grant or SEOG), the student is required to repay 50% of the grant overpayment. Dalton State College invoices the student for his/her unearned portion. The student must repay this amount within 45 days of notification. If he/she doesn't, the overpayment owed will be referred to the United States Department of Education for collection, and the student will forfeit future eligibility for Title IV and/or Georgia state financial aid. At this point, the student must work with the Department of Education to resolve the overpayment.
- E. **Unearned Title IV funds will be returned to federal programs in the following order:**
 - Federal Unsubsidized Stafford Loan
 - Federal Subsidized Stafford Loan
 - Federal PLUS Loan
 - Federal Pell Grant
 - Federal SEOG

The following is an example of a Return of Title IV Funds calculation for a Dalton State College student:

Institutional Charges:		
Tuition & Fees	=	\$ 723.00
Title IV Aid Disbursed:		
Federal Pell Grant	=	\$1,875.00

The student withdrew on the 22nd day of a 120-day semester (enrollment period); the earned and unearned portions of Title IV aid are calculated as follows:

Percent Earned	120	=	18.33%
Percent Unearned	100% – 18.33%	=	81.67%
Amount of unearned Title IV aid	1,875 x 81.67%	=	\$1,531.31

Dalton State College is responsible for returning the lesser of unearned Title IV aid (\$1531.31 from above) and unearned tuition and fees ($723 \times 81.67\% = \$590.47$).

DSC will return the unearned Title IV aid as follows:
Title IV grant unearned = \$590.47

The student will pay 50% of the remaining unearned Pell Grant:
 $\$1875.00 - \$590.47 = \$1284.53 / 2 = \642.27

For further information and other examples of the Return of Title IV policy, please contact the Office of Student Financial Aid and Veteran Services at 706-272-4545.

It is strongly recommended that any student receiving financial aid who is contemplating withdrawing from the College first contact the Office of Student Financial Aid to determine the financial impact of that decision.

Special Fees

Application Fee: A non-refundable \$20 fee is required for all applicants.

Transcript Fee: The first ten copies of official transcripts will be processed without charge; \$5 will be charged for each additional official transcript. Official DSC transcripts will be mailed directly to other institutions as requested. Any transcripts given to the student will be unofficial. Each request must be made in writing and signed by the student.

Graduation/Diploma Fee: A fee of \$15 must be submitted to Enrollment Services along with the application for graduation.

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

Late Registration Fee: \$10 after the first day of regular registration.

CPR/Health Certification Fee: \$3 is charged to each PHED 1000 registrant.

Transportation/Parking Fee: A \$5 fee is charged per vehicle per academic term. Decals are issued to identify drivers/owners from the date issued until the end of the academic term. Parking cars without proper permit/registration may result in disciplinary action.

Return Check Fee: A \$20 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. Checks returned for non-payment could result in withdrawal from school, along with processing to legal authorities for collection.

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

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 #5 (g). **Exceptions:**
 - I. A student whose parent, spouse, or court appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
 - II. A student who previously held residency status in the State of Georgia but moved from the state then returned to the state in 12 or fewer months.
 - III. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
- (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 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 retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her legal guardian.
3. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
4. 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.
5. Waivers: An institution may waive out-of-state tuition for:
 - (a) students selected to participate in a program offered through the Academic Common Market;
 - (b) international students and superior out-of-state students, selected by the institutional president or his authorized representative provided that the number of such waivers in effect does not exceed two 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) full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, 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;
- (g) military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes;
- (h) legal residents (twelve months or more) of Hamilton and Bradley counties in Tennessee;
- (i) full-time members of the Georgia National Guard, their spouses, and their dependent children;
- (j) students who are certified by the Commissioner of the Georgia Department of Industry, Tourism, and Trade as being a part of a competitive economic development project;
- (k) students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers;
- (l) students enrolled in special pilot programs approved the Chancellor;
- (m) any student participating in an ICAPP Advantage program;
- (n) any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students; and
- (o) a dependent student who, as of the first day of the term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted.

Department of Public Safety/Security

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

Seven Full-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 requalifications; 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 DSC 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 Enrollment and Student Services. 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, inspects campus facilities and responds to repairs. Lighting, trees and shrubbery are all maintained with safety and security as primary concerns.