

DSC

PROGRAMS
OF STUDY

MAJORS AND AREAS OF CONCENTRATION

At Dalton State College, all credit-based programs of study include a major or area of concentration. These terms are defined as that group of courses, organized in a coherent and focused manner, that includes the content and student learning experiences directly related to the specialization incorporated within each program of study. The term “area of concentration” is used to define the specialization within mini-certificate, certificate, and associate degree programs. The term “major” is used to define the specialization within bachelor’s degree programs.

The minimum numbers of semester credit hours required for an area of concentration or major, by program type, are depicted below.

Bachelor’s Degree	30
Associate of Arts/Science Degree	18
Associate of Science in Nursing Degree	37
Associate of Applied Science Degree	36
Certificate	21
Mini-Certificate	8

THE CORE CURRICULUM

The Core Curriculum of the University System of Georgia is a comprehensive academic program which provides for the transfer of freshman and sophomore credit among the thirty-four colleges and universities in the University System. All 1000 and 2000 level courses completed in the Core Curriculum at any unit of the System will normally transfer to all other units. Students who complete an approved Core Curriculum at one institution will receive full transfer credit in the same academic major at all other University System institutions and normally can complete a baccalaureate degree with the same number of credit hours as native students at the receiving institution. Transfer students who change majors or whose grade point average is below that required by the receiving institution may be required to take additional credit hours.

The general distribution of Core Curriculum requirements is as follows:

Areas of Study	Minimum Semester Hours Required
A. ESSENTIAL SKILLS including English Composition and Mathematics	9
B. INSTITUTIONAL OPTIONS including Communications and an elective chosen from the Humanities, Physical Education, or Social Sciences	4-5
C. HUMANITIES/FINE ARTS including two courses chosen from cinema, world literature, and fine arts/humanities	6
D. SCIENCE, MATHEMATICS, AND TECHNOLOGY including, but not limited to, biology, chemistry, physics, astronomy, computer science, and mathematics	10-11
E. SOCIAL SCIENCES including, but not limited to, history, political science, anthropology, economics, geography, philosophy, psychology, and sociology	12
F. COURSES RELATED TO PROGRAM OF STUDY	<u>18</u>
Total	60

The courses listed in the Dalton State College transfer programs of study were selected to meet the University System of Georgia Core Curriculum requirements. Students transferring outside the University System should consult the catalog of the institution to which they intend to transfer. Course substitutions require written approval of the Vice President for Academic Affairs.

CREDIT-BY-EXAMINATION

Students who have competencies or skills equivalent to those required for the completion of courses offered by Dalton State College may receive "Credit-by-Examination." In skill and vocational areas, such levels of proficiency often result from work experiences or previous training. In academic areas, competencies may result from independent study, rigorous high school preparation, or exceptional intellectual ability.

The College awards credit through (1) institutional examinations, (2) the College Board Achievement Test and Advanced Placement Program, and (3) the College Level Examination Program (CLEP). The following policies govern credit-by-examination:

1. Credit is awarded only to students admitted to the College and is officially recorded only for those who enroll for credit courses.
2. Credit-by-examination is awarded only for courses offered by the College.
3. Credit is not awarded if a comparable course has been completed at the College. Conversely, previously awarded credit-by-examination is forfeited by completing a comparable course at the College.
4. Credit-by-examination is an award of semester credit hours but carries no letter grade or quality points.
5. A student may take the proficiency examination for a course only once.
6. A student may not take a proficiency examination if –
 - a. The student has previously enrolled in the course.
 - b. The student is currently enrolled in the course.
7. Each division is responsible for determining the achievement level of students taking institutional examinations and for recommending the award of credit in writing to the Vice President for Academic Affairs.
8. Official scores earned on the SAT II, the Advanced Placement Program, and the CLEP examinations must be submitted to the Vice President for Academic Affairs for evaluation. Dalton State College uses the minimum scores established by the University of Georgia for the award of credit. A current list of those scores is maintained by the Vice President for Academic Affairs and the Office of Enrollment Services.
9. Students receiving transfer credit for HIST 2111 or 2112 and/or POLS 1101 who have not graduated from a Georgia high school must pass an institutional examination on Georgia History and/or the Georgia Constitution to satisfy the State of Georgia legislative requirements, unless transfer credit is awarded for these courses taken at a University System of Georgia institution.

PHYSICAL EDUCATION REQUIREMENT

All degree and certificate students graduating after May 2004 must present at least one hour of physical education credit. This requirement may be satisfied by having completed PHED 1000 with a grade of C or higher, or by passing one

Activity Course numbered 1005 or higher. Students presenting current certification in First Aid and Adult CPR or equivalent training from agencies outside Dalton State College, acquired prior to May 2004, may receive credit for PHED 1000 and will be viewed as having fulfilled their physical education requirement.

Exemptions to the physical education requirement will be granted for any of the following reasons:

1. Completion of military basic training.
2. A documented medical condition which prevents certification in First Aid and Adult CPR or participation in activity courses.
3. Presentation of an earned associate or bachelor's degree from an accredited college or university.
4. Enrollment in any of the following programs: Associate of Science in Nursing, Emergency Medical Technology Certificate, Licensed Practical Nursing Certificate, Paramedic Technology Certificate, Radiologic Technology Associate of Applied Science in Health, Radiologic Technology Certificate, and Surgical Technology Certificate.

COMPUTER LITERACY REQUIREMENT

All Dalton State College graduates must demonstrate basic computer literacy before a degree or certificate will be awarded. Students will either take and earn a passing grade on a computer literacy exam, or take and earn a passing grade in one of several different computer-intensive courses. Courses satisfying this requirement are identified in the Catalog course descriptions.

BACCALAUREATE PROGRAMS

Students can earn a baccalaureate degree in one of seven majors at Dalton State College. Five degrees are administered by the Division of Business Administration. A Bachelor of Science (B.S.) is offered in Industrial Operations Management, Management Information Systems, and Marketing Systems. A Bachelor of Business Administration (B.B.A.) is offered in Management. A Bachelor of Applied Science (B.A.S.) is offered in Technology Management. The Bachelor of Social Work (B.S.W.) is administered by the Division of Social Work. A Bachelor of Science (B.S.) with an ESOL endorsement is offered and administered by the Division of Education. The completion of these programs of study normally requires four years of full-time study. Program curricula and other requirements are listed in other sections of the catalog.

TRANSFER ASSOCIATE DEGREE PROGRAMS

Associate of Arts (A.A.) and Associate of Science (A.S.) transfer programs are designed for students who plan to pursue baccalaureate degrees. These programs of study provide the freshman and sophomore years of academic course work required for a bachelors degree.

The approximately 60 hours of degree credit for the A.A. or A.S. degree can be earned in the equivalent of two academic years: four semesters of enrollment for 15-16 degree credit hours each semester or five or more semesters of enrollment for fewer than 15-16 degree credit hours each semester. Students who have earned acceptable credits at other colleges or through credit-by-examination may satisfy the

requirements for an A.A. or A.S. in fewer than four semesters. However, for students maintaining satisfactory academic progress, there is no time limit for the completion of an academic program.

The curricula of all Associate of Arts and Associate of Science transfer programs fulfill the Core Curriculum of the University System of Georgia. A student who completes one of these programs can expect to receive full transfer of credit toward a bachelor's degree in the same field of study at any school in the University System of Georgia. Credits earned in the A.A. and A.S. programs also transfer freely to private institutions and to public colleges and universities in other states. Students who change majors when they transfer to other institutions may lose hours and/or be required to take additional course work to satisfy the freshman and sophomore requirements in their new fields of study.

Students are encouraged to select a specific transfer program as early as possible in order to receive maximum credits toward their baccalaureate degrees. Those who are undecided about a baccalaureate major should concentrate on the general education courses in Areas A through E of the General Studies transfer programs (A.A. or A.S.) until they identify their major-related academic interests and goals. Students planning to transfer to private or out-of-state public colleges may use the extensive elective choices in the General Studies transfer programs to design, in consultation with their academic advisors, curricula that satisfy the freshman and sophomore requirements of those institutions.

Many four-year institutions will accept more academic credit hours than the minimum required for the A.A. or A.S. degree at Dalton State College. Students wishing to take additional hours at Dalton State College should contact the institution to which they plan to transfer to determine the number of additional hours and specific courses, if any, that will transfer.

CAREER ASSOCIATE DEGREE PROGRAMS

The Associate of Applied Science (A.A.S.) programs and the Associate of Science in Nursing (RN) are designed for students who wish to gain a foundation in general education and specific career skills for initial or continuing employment after graduation. **Students who intend to pursue a baccalaureate degree other than the B.A.S. should consider an associate degree transfer program.**

The credit hours required for a career associate degree, which vary from program to program, can be earned in four semesters of enrollment for fifteen or more hours each semester. Students completing fewer than fifteen hours per semester must enroll additional semesters to accumulate the credits needed for their degrees. Students who have earned acceptable credits at other institutions or through credit-by-examination may satisfy the requirements for a career degree in fewer than four semesters. Except for science, technical, and professional sequence courses in the allied health and technology programs, there is no time limit for the completion of a career degree by students who maintain satisfactory academic progress.

The general education component of each career associate degree includes, as a minimum, one course each in mathematics, written communication and speech, and at least 12 additional credit hours of course work from the University System of Georgia Core Curriculum. Many of the career programs offer Core Curriculum courses within the field of study. Career degree students who decide to pursue an

associate degree transfer program at Dalton State College, or decide to transfer to a four-year college or university, can expect to receive credit for some or all of the Core Curriculum credits earned, depending upon the new major field of study.

In addition to programs in specific career areas, Dalton State College offers broad A.A.S. degree programs that afford students considerable flexibility in selecting courses from several areas of study: the Associate of Applied Science in General Business, and the Associate of Applied Science in Technology, General Studies Option, and Industrial Option.

Through an agreement between the University System of Georgia and the Department of Technical and Adult Education, students may earn a Cooperative Associate of Applied Science degree by completing a four-quarter or longer program of study (60 or more quarter credit hours) offered by Coosa Valley Technical College Gordon County, Northwestern Technical College, or Appalachian Technical College and twenty-one semester hours of general education course work offered by Dalton State College. The Cooperative A.A.S. degree is awarded in Business, Health, Services, and Technology.

Information about career opportunities and assistance in assessing career interests and preferences are available to all students through the Academic and Career Enhancement Center. Job assistance is also available to students and graduates seeking employment.

CERTIFICATE PROGRAMS

Certificate programs are designed for students who wish to gain skills for entry-level employment in vocational and technical occupations.

The credit hours required for a Certificate, which vary from program to program, can be earned in three or four semesters by students who enroll for a full load each semester. Credits to complete a certificate program may also be accumulated over a longer period of time by students who enroll on a part-time basis. Students who have earned acceptable credits at other post secondary institutions or through credit-by-examination may satisfy the requirements for a Certificate in fewer than three or four semesters.

The curriculum of each certificate program provides opportunities for students to acquire or improve the skills in oral and written communications, reading, and mathematics that are essential for success in the modern workplace.

Students who complete certificate programs may apply the credit hours earned toward an Associate of Applied Science degree in the same occupation fields or an Associate of Applied Science degree in Business, Health, Services, or Technology by meeting the requirements for admission to career degree programs.

Information about career opportunities and assistance in assessing career interests and preferences are available to all students through the Academic and Career Enhancement Center. Job assistance is also available to students and graduates seeking employment.

LEARNING SUPPORT PROGRAM

Some applicants to Dalton State College need additional preparation before embarking on a Degree or Certificate program. A series of Learning Support courses is offered to meet the needs of these students.

Applicants for admission to transfer, baccalaureate and career degree programs may submit either SAT or ACT scores. All applicants for admission to transfer baccalaureate, associate degree and certificate programs must take the COMPASS exam. COMPASS exam results will be used for placement for any student who submits SAT or ACT scores with a verbal SAT score of 440 or below (18 or below on ACT English) or with a mathematics SAT score of 490 or below (20 or below on ACT Mathematics). The COMPASS examination identifies academic areas in which the student might expect to have difficulty in college.

Students assigned to Learning Support courses on the basis of COMPASS examination scores must complete all assigned Learning Support courses before enrolling exclusively in degree credit courses. During each semester of enrollment, a student must first register for all required Learning Support courses before registering for degree credit courses.

Students enrolled in Learning Support courses and degree credit classes may not drop the required Learning Support courses unless they also withdraw from the degree credit classes.

Students who feel a need for additional preparation or review in a specific area may volunteer for Learning Support courses. **Students who voluntarily enroll in a Learning Support course are not subject to Learning Support exit requirements.**

The Learning Support courses include English, mathematics and reading. Institutional credit, which cannot be applied toward any graduation requirements, is awarded for these courses. Specific course descriptions may be found in the catalog listings.

To exit a Learning Support area, students must meet the course requirements set by the course instructor and score at or above the institutional cut-off score on the exit examination. Students who have not exited a Learning Support area after attempting 12 semester hours in that area will be suspended from all degree programs. Students ineligible for degree programs are encouraged to apply for admission to certificate programs.

Students may not accumulate more than 20 hours of degree credit before completing the Learning Support requirements. Students with 20 hours of degree credit may enroll only in Learning Support courses until those requirements are completed.

Persons entitled to Veterans Administration Educational benefits, except those under Chapters 30 or 106, may be certified for a total of no more than 45 credit hours in Learning Support courses and CPC completion courses. No more than 15 hours can be certified in each of the three Learning Support areas. In order for Learning Support or CPC completion courses to be certified, the student must be required by the College to take these courses and documentation must be on file to support any requirement(s). Veterans under Chapters 30 or 106 cannot be certified for Learning Support courses or CPC completion courses.

REGENTS ENGINEERING TRANSFER PROGRAM

The Regents Engineering Transfer Program (RETP) provides an opportunity for eligible students to begin working towards one of several degrees in engineering at the Georgia Institute of Technology. Students begin their studies in engineering at Dalton State College. Upon satisfactory completion of a pre-engineering curriculum, students may transfer to the Georgia Institute of Technology to complete their

degree requirements. Students participating in the RETP program will work closely with an advisor to schedule their classes. During the spring semester, RETP students have the opportunity to visit Georgia Tech for campus tours, advising, information sessions, and, if they will be transferring the next fall, pre-registration for courses. The advisor for the program is Dr. Patricia McGuire White, Chair of Natural Sciences and Mathematics.



INTERNATIONAL TRAVEL AND STUDY OPPORTUNITIES

Institutions of the University System of Georgia provide students with a multitude of opportunities to study abroad while earning academic credit toward completion of degree requirements at their home campuses. Study Abroad programs are coordinated through the Council on International Education of the Board of Regents. The program selections include summer study in western Europe, the Russian republics, Canada, Israel, Mexico and China. There are also semester and academic year programs in several countries in Europe.

Studying abroad enables students to increase their knowledge of a foreign language, provides them an opportunity to gain insights into and appreciation for the cultures and institutions of other people, and facilitates the development of relevant career skills. Furthermore, such experiences contribute to personal maturity and to the development of independence and confidence.

The International Coordinator at Dalton State College maintains information about a variety of opportunities for student study, travel, and work abroad and is available to counsel students on programs that would be compatible with their interests. The University System of Georgia publishes a catalog of student programs offered by all units of the System, while other colleges and international organizations furnish to Dalton State College information about other programs abroad.

Dalton State College participates directly in the planning and implementation of several summer programs in Europe, Mexico and China. Dalton State College faculty members teach in those programs, and a number of Dalton State College students have participated in them, earning core curriculum credits while enjoying the sites and culture of the host countries. Students interested in exploring the possibilities for travel or study abroad should contact the International Coordinator at Dalton State College.

Most of the University System programs are open to all regularly admitted undergraduate students, while some are designed primarily for graduate students. Preference is usually given to undergraduates with a 2.5 grade point average, although certain programs may require a higher GPA and completion of prerequisites. Graduate students are required to have a 3.0 GPA. Students in the University System of Georgia who are eligible for financial aid may use that aid toward the System Study Abroad programs. A limited number of scholarships are available from various sources. Further information may be obtained from the International Coordinator or the Vice President for Academic Affairs.

EUROPEAN UNION CERTIFICATE PROGRAM

Description

The European Union (EU) Studies Certificate is the university system's initial effort at offering a common curriculum open to all system institutions. Program decisions are made by the EU Studies Council composed of representatives from each participating institution. The program is housed at the European Union Center of the University System of Georgia at Georgia Institute of Technology. The EU Center is one of 15 in the United States officially sanctioned by the European Commission to promote the study of the EU. This linkage enables the certificate to draw upon Scholars nationally as well as internationally in curricular activities.

A Certificate in Eu Studies must be taken in tandem with a formal degree program. Students from all academic majors are eligible to participate as long as they possess a minimum of a 2.75 cumulative Grade Point Average (GPA). A student may formally apply to enroll in the program after successful completion of the following:

1. the certificate's introductory course in European Union (EU) Studies with a grade of "C" or better, which may be taken at Dalton State College as an online course;
2. 30 semester hours of academic credit, and
3. a course in World or Western Civilization or Global Studies.

The certificate is composed of six courses, that total a minimum of 17 semester hours of academic credit in which students must maintain a 3.0 cumulative GPA upon graduation. An official certificate and transcript recognition are awarded by a student's home institution for satisfactory fulfillment of the curriculum.

Limitations at Dalton

Although the coursework can be commenced at Dalton, certificate requirements necessitate the completion of the program at a full four-year university that is a part of the University System of Georgia. In addition, a "real-life" **practicum** experience pertaining to the EU must be performed either in the form of an overseas visit or an internship. The overseas option is broadly defined and can be accommodated by a wide range of activities, including study or research abroad. The same flexibility applies to the internship, which can be served domestically or internationally. A student's specific **practicum** experience must be approved by the programs' EU Campus Representative. The certificate also highlights special achievements by providing a notation of "distinction" in two areas:

- 1) foreign language (six semester hours at or above the 2000 level)
- 2) composition of a thesis

Certificate Requirements

- (a) World or Western Civilization or Global Studies
- (b) Introduction to the European Union (grade of "C" or better)
- (c) a 2.75 GPA entrance requirement
- (d) Four interdisciplinary courses from an approved menu in Social Sciences, Humanities and Fine Arts, Business and Economics, and Natural & Health Sciences
- (e) Capstone Seminar
- (f) Practicum experience (European program or internship)
- (g) a 3.0 GPA in certificate courses

Certificate Courses

EU 1000 Introduction to the European Union

This course constitutes the program's core course offering and is taught at the level (1000-3000) appropriate to an institution's status (two-year or four-year) and discipline preference. The course is scheduled to occur in the Spring semester at each institution so that students have access to expertise across the university system and from specialists overseas through distance learning. Optional elements of the course may include a simulation of EU institutions and a trip to Brussels to observe the EU in operation. Although counted only once toward satisfying the certificate's requirements, a student taking the introductory level at the 1000 or 2000 level is not precluded from enrolling in the course at the 3000 level.

Multi-disciplinary Menu

Each institution maintains an approved "menu" of courses that can be utilized to satisfy the certificate's requirements. A student must complete four courses from this menu distributed among at least three different discipline areas: Social Sciences, Humanities & Fine Arts, Business & Economics, and Natural & Health Sciences. No more than one course can be taken at the 1000-2000 level. Students may substitute one, but no more than, two multi-disciplinary courses by performing an internship and/or composing a thesis.

Capstone Seminar

A 4000-level seminar serves as a capstone experience and should ideally be the last course taken in the certificate program. This course is team-taught in the Fall semester by faculty across the university system.