

# DSC

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STUDENT SERVICES  
INCLUDING  
STUDENT HANDBOOK

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## STUDENT SERVICES

Services include Cooperative Education and Career Services, New Student Orientation, Academic Support Services, Disability Support Services, Testing, Judicial Affairs, and Student Activities. These services are administered by the Vice President for Enrollment and Student Services.

### ACADEMIC AND CAREER ENHANCEMENT (ACE) CENTER

Phone: 272-4429

Hours: M-Th 8:00 A.M.-6:00 P.M.; F 8:00 A.M.-5:00 P.M.

Located in the lower level of the Pope Student Center

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

The ACE Center offers resources and support services to help students determine and pursue academic, career, social, and personal goals.

### Academic Support Services

- Academic strategy workshops
- Assistance with study skills, test anxiety, and reading textbooks
- Books, videos, and audiotapes for academic success
- College transfer and testing information
- Course syllabi
- Free P.A.L. Program (Peers Assisting with Learning) for academic courses
- "Getting Started in College" Seminars
- New Student Orientation
- Online seminars

### Computer Lab

- Career and academic software
- Word Processing Programs
- E-mail access
- Catalogs and applications for other colleges/universities online

### Cooperative Education and Career Services

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

### Counseling and Referral Services

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

### Disability Support Services

Students with Disabilities are invited to contact the Academic and Career Enhancement (ACE) Center of Dalton State College to request reasonable accommodations for academic programs and other activities at Dalton State College. Students

are encouraged to contact the ACE Center as soon as possible and to make an appointment with Disability Support Services staff to begin the process of qualifying for accommodations. Professional documentation must be provided that explains and verifies the disability and resulting limitations before DSS Services and accommodations can be utilized. Once documentation is provided, students must allow adequate time for assessment of documentation and implementation of approved accommodations. For additional information, please contact:

Dalton State College  
ACE Center - Disability Support Services  
Lower Level, Pope Student Center  
650 College Drive, Dalton, GA 30720  
706-272-4429

Students who are unable to come to the ACE Center to request services should call the ACE Center at 272-4429 for assistance.

Some services available include:

- ADA seating
- Adaptive technology lab with specialized software
- Testing with accommodations
- Volunteer note-taking assistance

## **DISABILITY SUPPORT SERVICES GRIEVANCE POLICY AND PROCEDURE**

**Dalton State College desires to provide appropriate and effective Disability Support Services (DSS), that comply with all federal, state, local, University System of Georgia, and Dalton State College (DSC) mandates and guidelines. *Any individual* who is of the opinion that our efforts to provide Disability Support Services are non-compliant or are discriminatory, have the following DSS Grievance Procedure to use to seek resolution of the concern.**

- Complete the Grievance Form, found on the back of the Disability Support Services Grievance Policy brochure. (The brochure is available in the ACE Center, the Office of Enrollment Services, the Office of Academic Affairs, and on the web at [www.daltonstate.edu/ace/DSSPage.html](http://www.daltonstate.edu/ace/DSSPage.html).) Provide all requested information.
- Submit the Grievance Form, within 30 days of the last attempt at resolution, *in person, by appointment*, to an individual selected from the list provided below. Be prepared to discuss the concern and any additional information that is requested, and to accept a follow-up appointment within 10 college business days.
- If needed, participate in additional meetings and activities necessary to resolve the concern.

### **The individual who receives the Grievance will:**

- A. Review the grievance, and record on a Grievance Documentation Form any additional information generated during the visit.
- B. Attempt an immediate resolution of the concern, if feasible. If an immediate resolution is not feasible, schedule a follow-up appointment with the individual within ten (10) College business days, and record the plan and appointment on the bottom of the Grievance Documentation Form. Sign the form, along with the individual, and provide the individual with a copy of the Form.

- C. Within three to five (3-5) College business days, prepare and mail, to the address provided at the top of the Grievance Form, a follow-up letter confirming the receipt of the completed Grievance Form, and the follow-up appointment.
- D. Within the next ten (10) College business days, gather additional information and determine the individuals to be involved in the resolution process. Guide the determination of plausible resolutions to the concern.
- E. Document all resolution activities on DSS Grievance Documentation Forms.
- F. Meet with the student, as previously scheduled, and discuss the status of the Grievance and proposed resolutions. Schedule a follow-up appointment with the student within 3 College business days to sign the final resolution agreement letter. Prepare a letter to the student that outlines details of the resolution, individuals responsible for the components of the resolution, and timeframes for implementation.
- G. In person, at the previously scheduled appointment, the student and the individual coordinating the resolution process, will be expected to sign the resolution agreement letter and an exact duplicate of the original, for the DSS file. The student will be given the original letter and a copy of the duplicate. A copy of the original letter and the duplicate will be placed in the student's DSS file. A copy will be provided to each of the aggrieved parties, and to the ADA Coordinator, for the institutional file.
- H. Note: Until a resolution is reached, additional periods of resolution activities and meetings may be repeated, as long as all parties agree the process is moving forward and is productive. The content of discussion, actions taken, and status of the resolution process and plan will be noted on DSS Grievance Documentation Forms.
- I. If any participant determines that the process is no longer progressing, if a mutually agreeable resolution cannot be reached, or, if other avenues of resolution are not available to the staff person who is coordinating the resolution process, the status of the process will be noted on a Grievance Documentation Form. The staff person will arrange an appointment for the student to continue the resolution process with the next appropriate individual, and forward the original Grievance Form to that individual to enable preparation for the next appointment with the student. A copy of the Grievance Documentation Form will be provided to the student.
- J. The DSC Grievance Procedure is available to continue resolution of concerns that are not able to be resolved through the DSS Grievance Process.

**Contact Information:**

Disability Support Services Facilitator  
Mary Andrews  
Academic and Career Enhancement Center  
Lower Level, Pope Student Center, Room 12  
706-272-4429

Director, Academic and Career Enhancement Center  
Carol Treible  
Academic and Career Enhancement Center  
Lower Level, Pope Student Center, Room 10  
706-272-4545

ADA Coordinator  
Dr. John Hutcheson, Jr.  
Office of the Vice President for Academic Affairs  
Memorial Hall, Room 122  
706-272-4421

Vice President for Enrollment and Student Services  
Jodi Johnson  
Office of Enrollment Services-Westcott Building  
706-272-4475

The mailing address for each of the individuals listed is: 650 College Drive, Dalton, GA 30720

## Resource Library

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

## The Testing Center

Location: Room 303 of the Lorberbaum Liberal Arts Building  
Phone: 272-2606

- Responsible for the coordination of all standardized testing on campus
- Administers tests with accommodations for students with disabilities

## 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 2.75 in his/her major, be in good academic standing with the college, and exited all learning support courses; present three letters of recommendation; and complete a panel interview. Acceptance into the Co-op program does not guarantee placement with an employer.

The 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.

The two types of work rotations in the Cooperative Education Programs are:

**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). 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). 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.

## FINANCIAL AID

Phone: 706-272-4545

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 Office of Student Financial Aid and Veteran Services is to provide financial assistance to qualified and eligible students attending Dalton State College. The family and student are expected to make a maximum effort to assist with college expenses. Financial assistance received from Dalton State College and other sources is viewed as supplementary to the efforts of the family and the student.

Dalton State uses the need analysis system provided by the U.S. Department of Education to determine a student's ability to pay for educationally related expenses. Financial aid at Dalton State College consists of scholarships, grants, campus employment and loans. Our office also certifies eligibility for veteran benefits. Details are included at the end of this section.

### WHO CAN RECEIVE FEDERAL AND STATE FINANCIAL AID?

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

- Be a United States citizen or eligible non-citizen.
- Be accepted for admission to Dalton State College.
- Be making Satisfactory Academic Progress for Financial Aid - see page 61 for more information
- Have no defaulted student loans or refunds due to federal or state grant programs.
- Have a valid Social Security number.
- Males must register with Selective Service at the age of 18.
- Students convicted of certain drug offenses are not eligible for aid. Students with drug convictions must complete a drug worksheet available online to determine if they are eligible to receive federal and state financial aid: [www.daltonstate.edu/finaid/forms.htm](http://www.daltonstate.edu/finaid/forms.htm).

- Students in Mini-Certificate programs of less than 16 credit hours do not qualify for federal aid.

Ineligible non-citizens are only eligible to apply for Foundation Scholarships and other private scholarships.

### **MAY I RECEIVE AID AS A TRANSIENT STUDENT?**

- Dalton State College does not participate in consortium agreements, so the only financial aid available to transient students is the HOPE Scholarship or Grant. Students who enroll as a transient student at Dalton State College must inform their home school's financial aid office so that a HOPE Eligibility Certificate for Transient Study can be sent to DSC's Financial Aid Office.
- Students who plan to be transient **from** Dalton State College must inform our Financial Aid Office that they intend to be transient, so that we may send a HOPE Eligibility Certificate for Transient Study to the host school. Subsequent HOPE awards cannot be made at DSC until an official transcript is received from the host institution.

### **HOW DO I APPLY FOR FINANCIAL AID?**

1. Apply for admission to Dalton State College and submit academic transcripts from all previous institutions. Apply on-line at [www.daltonstate.edu/admission/apply.htm](http://www.daltonstate.edu/admission/apply.htm) or call the Dalton State Admissions Office at (706) 272-4436 or (800) 829-4436 for a paper application. You may complete admissions and financial aid applications at the same time.
2. Apply for Dalton State College Foundation Scholarships. The deadline for complete applications is February 1 for the upcoming academic year. Scholarship details and applications are available at [www.daltonstate.edu/foundation](http://www.daltonstate.edu/foundation). You must file the federal aid application to be considered for some Foundation Scholarships.
3. To apply ONLY for HOPE Scholarship or Grant: If you are interested in applying ONLY for the HOPE Grant or HOPE Scholarship, complete a HOPE application on-line at [www.gacollege411.org](http://www.gacollege411.org) by the priority deadlines listed below. Create a user account, then enter into *Applications and Transcripts*, then *Scholarship and Grant Applications*.
4. To apply for HOPE and Federal aid (Pell, SEOG, LEAP, Work-Study, Stafford Loan): Complete the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by the priority deadlines listed below. Dalton State College's school code is 003956. The FAFSA is your application for federal and state grant and scholarship programs, including the HOPE program, and is your initial application for student loan and work programs. Paper FAFSAs are available in the Financial Aid Office. ***FAFSA applications must be completed each academic year.***

Some FAFSA applications are selected for review in a process called verification. If selected, students will receive a letter or e-mail asking for signed, non-returnable copies of federal income tax returns and W-2s, along with a Verification Worksheet. After initial review, additional supporting documents

may be requested. If discrepancies occur between the information on your initial FAFSA and your verification documents, corrections will be submitted electronically to the federal processor. The verification process must be complete in order to receive federal aid.

5. Review of your financial aid application will normally take place within two to four weeks of completion.

### **PRIORITY APPLICATION DEADLINES**

Recommended financial aid deadlines for each term are listed below. Your financial aid file must be **complete** by July 1 for Fall, November 1 for Spring, or April 1 for Summer term, in order to have financial aid available when tuition and fees are due at the beginning of the term. If your financial aid file is not complete by this date, be prepared to pay for tuition, fees and books.

	<u>Priority Application Deadline</u>
Fall 2006	June 1, 2006
Spring 2007	October 1, 2006
Summer 2007	March 1, 2007

The Office of Student Financial Aid will continue to process all applications received after the deadline dates listed above, in the order they are received.

### **FINANCIAL AID PROGRAMS\***

#### **Dalton State Foundation Scholarships**

The Dalton State College Foundation offers scholarships each year for new and returning students who demonstrate academic excellence and/or financial need, including scholarships for study abroad and the Regent's Engineering Transfer Program (RETP). The application deadline is February 1 before the upcoming academic year. Scholarships are awarded for Fall and Spring semesters and generally require full-time enrollment. You must file the federal aid application (FAFSA) to be considered for some Foundation Scholarships. For more information and applications, visit [www.daltonstate.edu/foundation](http://www.daltonstate.edu/foundation).

#### **HOPE Scholarship and HOPE Grant**

The Georgia HOPE program (Helping Outstanding Pupils Educationally) is funded by the Georgia Lottery for Education. To qualify for HOPE, students must be Georgia residents for at least one year. For eligible students, HOPE pays 100% of DSC tuition and most fees, and provides a book allowance of up to \$150 per semester. HOPE is awarded at DSC based upon the assumption of full-time enrollment, unless expected enrollment status on the FAFSA is less than full-time, and is adjusted based on actual class schedule. ***You do not have to be a full-time student to receive HOPE.***

**HOPE Grants** are for Georgia residents enrolled in Technical Division Certificate or Mini-Certificate programs. *The HOPE Grant will only pay for required Certificate and Mini-Certificate classes.* The HOPE Grant may be received for a maximum of 63 paid hours (starting with Summer 2003) or 127 combined-paid hours (HOPE Grant, HOPE Scholarship and ACCEL), whichever comes first.

**HOPE Scholarships** are for HOPE Scholars who enroll in DSC associate and bachelor's degree programs. Students who were not HOPE scholars following high school

graduation may qualify for the HOPE Scholarship after **attempting** 30, 60, or 90 college credit hours with a 3.0 HOPE GPA. HOPE Scholarship recipients must have a HOPE GPA of 3.0 at 30, 60, 90 and annual End-of-Spring Checkpoints in order to maintain their HOPE Scholarship. Students with attempted credit hours (DSC & transfer schools) or HOPE paid hours of 127 hours or more do not qualify for the HOPE Scholarship. HOPE Scholarship will only pay for upper division level courses (3000 & 4000) in a bachelor's degree major.

### **Federal Pell Grant/Federal SEOG and LEAP**

The Federal Pell, FSEOG, and LEAP Grants are awarded to students with exceptional financial need. The Pell Grant amount is determined by the cost of attendance, the Expected Family Contribution calculated by the FAFSA processor, and the student's enrollment status. Eligibility for Federal SEOG and LEAP Grants are based upon Pell Grant eligibility and exceptional financial need. A FAFSA filed by the priority deadline is recommended. SEOG and LEAP Grant recipients must be enrolled at least half-time. Initial grant offers are based on the enrollment status you report on the FAFSA, and are prorated based on actual class schedule. These grants are not available for students with a prior bachelor's degree.

### **Campus Employment**

Limited jobs are available on campus and work schedules are planned around your class schedule. Wages are paid on a bi-weekly basis directly to the student. Students usually work up to 19 hours per week at \$6.15 per hour. Eligibility is determined by the Office of Student Financial Aid based upon a completed FAFSA and a Campus Employment Application.

Financial need is required for students employed in the **Federal Work Study (FWS)** program. Complete the FAFSA early, as early applicants with Federal Work Study eligibility will have the first chance to interview for campus jobs at a work study job fair. Estimated FWS earnings are factored into the calculation of eligibility for other aid, such as the Federal Stafford Loan. In addition to work study jobs on campus, Federal Work Study students may participate in community service jobs, with particular emphasis on the America Reads tutoring initiative.

The Dalton State **College Work Program** is another source of on-campus job opportunities for students. Unlike the Federal Work Study Program, financial need is not a requirement.

To qualify for either work program, students must complete the FAFSA application, a Campus Employment Application, and must submit a copy of his/her Social Security card and driver's license. Students should refer to the Dalton State College Campus Employment Manual for additional information and requirements for Dalton State campus employment programs. The Campus Employment Manual is available upon request from the Office of Student Financial Aid.

*Student workers are not eligible for unemployment compensation or other employee benefits.*

### **Student Loans**

Students enrolled at least half-time (6 hours) in programs eligible for federal aid may borrow low-interest Stafford Loans. The Stafford Loan interest rate is a fixed rate

of 6.8%. There are two types of Federal Stafford Loans: 1) Subsidized - for students with financial need. The federal government pays the interest while the student is enrolled at least half-time and during the six-month grace period; 2) Unsubsidized - the student pays the interest while in school and during the six-month grace period, or requests that the interest be added to the balance of the loan. Request a DSC Stafford Loan application for complete information on the Stafford Loan program and repayment provisions.

**Service Cancelable Loans** are available to Georgia residents who: 1) are accepted into the Associate of Science Nursing program; 2) demonstrate financial need; and 3) are enrolled at least half-time. The annual borrowing limit is \$2,000. The DSC Stafford Loan Application must be submitted early to apply for the Service Cancelable Loan, as funds are limited. Indicate on the Stafford Loan Application that you are applying for the Service Cancelable Loan. Recipients of these loans may cancel all or a portion of their loans by serving as a licensed RN in approved locations within Georgia. Enrollment status for financial aid purposes is determined at the end of the Drop/Add period each semester, and eligibility for financial aid is adjusted accordingly. Audited and credit-by-exam (CLEP) classes are not eligible for financial aid. HOPE Book money and federal grant aid for C session classes are applied to your student account the week before C session begins. See the section on Tuition and Fees for information about the distribution of financial aid credit balances.

\*Note: Award amounts and requirements are subject to change based on changes in federal, state or institutional regulations and/or policies.

#### **WHAT HAPPENS IF I DROP OR WITHDRAW FROM CLASSES OR STOP ATTENDING CLASSES?**

Dropped classes or withdrawals may result in suspension of your financial aid (see policy below). Class attendance is monitored at the beginning of each term; students who never attend classes(es) or stop attending will be considered unofficially withdrawn. You may be required to pay back all or a portion of your aid if you withdraw, officially or unofficially, from your classes - even with a hardship withdrawal. If you receive financial aid for classes later dropped, withdrawn, or cancelled, you may owe money back to financial aid programs. Repayment may be required with funds other than financial aid. If this occurs and the bill remains unpaid for more than six months, a third party collection agency will be used and a collection surcharge may be incurred.

#### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS**

Dalton State College is required to establish satisfactory academic progress (SAP) standards for financial aid recipients in accordance with U.S. Department of Education regulations. These standards apply to all financial aid applicants, regardless of whether financial aid was received during the academic term(s) under review and regardless of when the classes were taken.

Students must meet Satisfactory Academic Progress requirements to receive the following types of aid.

1. Federal aid, including Pell Grant, SEOG Grant, and Stafford Loans
2. State aid, including HOPE Grants and Scholarships and the LEAP Grant
3. Federal and Institutional Work study

## **Satisfactory Academic Progress Standards**

Students must meet requirements in all three areas listed below in order to make satisfactory academic progress: Grade Point Average, Course Completion Rate, and Maximum Timeframe.

### **1. Grade Point Average (GPA)**

The minimum GPA for financial aid recipients is governed by Dalton State academic performance standards. In order to retain financial aid eligibility, students must maintain the following cumulative GPAs based on total attempted hours. Attempted hours include both Dalton State hours and transfer hours; however, only Dalton State hours are used to calculate GPA.\*

1-14 attempted hours - 1.0 cumulative GPA

15-29 attempted hours - 1.6 cumulative GPA

30-44 attempted hours - 1.8 cumulative GPA

45+ attempted hours - 2.0 cumulative GPA

***Financial aid is automatically suspended after a term where all grades are F, U, WF, and/or WU, or a combination of these grades and Ws.***

### **2. Course Completion Rate**

Financial aid recipients must pass at least 67% of all hours attempted. Semester hours attempted include all hours on a transcript since high school graduation except audit and credit-by-exam hours. Only grades of A, B, C, D and S are considered satisfactory and passing for financial aid purposes.

The following are considered when evaluating a student's satisfactory academic progress:

1. Withdrawals (W, WF, WU), incompletes (I), failures (F) and unsatisfactory (U and IP) grades are considered attempted, but not earned hours.
2. Repeated courses and courses for which the student has been granted academic renewal are included in the calculation of both attempted and earned hours. Refer to the appropriate catalog for an explanation of how course repeats affect GPA.
3. Audited courses are not considered in credits attempted or earned.
4. Learning Support and ESL courses are included in the calculation of both attempted and earned hours. Financial aid will not pay for learning support classes in excess of 30 attempted hours.
5. *Transfer credits*, including those earned during transient study, do not count in the calculation of your Dalton State GPA\*, but *are included in the calculation of both attempted and earned hours.*

### **3. Maximum Time Frame**

Eligible students may receive financial aid for up to 150% of the number of semester hours required to earn a degree or certificate. Attempted hours include both Dalton State and transfer hours, no matter when the classes were taken. Find the maximum attempted hours allowed by your program of study at [www.daltonstate.edu/finaid/satisfactory\\_progress](http://www.daltonstate.edu/finaid/satisfactory_progress).

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\* HOPE Scholarship GPA is calculated using ALL attempted hours - DSC and transfer hours. HOPE Scholarship students must have a 3.0 HOPE GPA at all checkpoints (End of Spring, 30, 60 & 90 attempted hours) in order to retain the HOPE Scholarship.

Attempted hours for maximum timeframe are calculated in the following way:

**Students with no prior certificates or degrees** – all attempted hours (both DSC and transfer) count towards the maximum time frame.

**Students with prior certificates or degrees** – Only attempted hours that count towards the student's current major area are used to calculate maximum time frame, with the following exceptions:

- A maximum of two degrees or certificates at the same level will be allowed.
- The overall maximum time frame, based on the student's highest education level is: Certificate - 120 hours; Associate Degree - 175 hours; Bachelor's Degree - 225 hours.

Students may be required to appeal to document certificates/degrees earned at other institutions.

### **When SAP Reviews Occur**

Financial Aid Satisfactory Academic Progress (SAP) is reviewed at the end of each semester. Financial aid applicants are also reviewed when application is made, if SAP status has not been evaluated since the last term enrolled at Dalton State, or if the student has transfer hours. Students not meeting the requirements stated above will be placed on probation or suspension, as described below, and will be notified as such by the Office of Student Financial Aid.

**Probation** - Students who do not meet the minimum GPA and/or course completion rate standards are placed on financial aid probation. During the semester of probation, the student is eligible to receive financial assistance.

- GPA - one term of probation is allowed for students whose cumulative GPA falls below the minimum standards listed above. *Exception: financial aid is automatically suspended after a term where all grades are F and/or U.*
- Course Completion Rate - one term of probation is allowed for students whose cumulative course completion rate is below 67%.
- There is no probationary period for maximum timeframe.

At the end of the probationary period, the student will be removed from probationary status if all three financial aid satisfactory academic progress standards are met.

**Suspension** - If the above standards are not met, the student is placed on financial aid suspension. Eligibility may be regained by meeting all three financial aid satisfactory academic progress standards, or aid may be reinstated by appeal. Students who violate the Maximum Timeframe rule are automatically placed on financial aid suspension.

### **Appeal Procedure**

Students on financial aid suspension may appeal in writing to the Director of Financial Aid, Pope Student Center, Room 15, 650 College Drive, Dalton, GA 30720, phone (706) 272-4545, fax (706) 272-2458. Appeals must be in writing, using the DSC authorized appeal form, and should include documentation of mitigating circumstances, which may include medical problems, illness or death in the family, relocation, or employment changes. Appeals based on potential disabilities will be

reviewed by the Director and Disability Support Services. The Director's decision may be appealed to the Satisfactory Academic Progress Appeals Committee. If an appeal is approved, the Director or Committee may set specific terms for reinstatement of financial aid, which must be met in order for the student to receive aid. Appeal forms are available in the Forms section at <http://www.daltonstate.edu/finaid>, or in the Office of Student Financial Aid.

**Appeal Deadlines**

Appeals must be received in the Office of Student Financial Aid at least **one week** before the beginning of a term in order to have an appeal decision before the term begins. Deadlines for the 2006-2007 academic year are:

<b>Term</b>	<b>A&amp;B session deadline</b>	<b>C session deadline</b>
Fall Semester	August 10, 2006	October 9, 2006
Spring Semester	January 2, 2007	February 28, 2007
Summer Semester	May 8, 2007	June 7, 2007

Appeals will be reviewed on an on-going basis by the director. The SAP Appeals Committee will meet within one week after the deadline dates published above. Appeal decisions will be mailed within one week of review.

**VETERAN CERTIFICATION**

Veteran Benefits and Veteran Dependent Benefits are available to qualified veterans and children of deceased and 100% disabled veterans. Initial application is made by completing a VA application in the Office of Student Financial Aid and Veteran Services, and providing a copy of Form DD214. Recipients of veteran benefits may still qualify for other financial aid assistance, and are encouraged to file the Free Application for Federal Student Aid (FAFSA).

Students attending on the G.I. Bill are required to pay all fees as regular students because they are paid benefits directly through the Veteran's Administration. VA benefit applicants should make financial preparation for at least one term to allow for application processing time.

The Dalton State Veteran's Enrollment Form must be completed each semester. VA students who withdraw, increase or reduce academic load during a term must report this action promptly to the VA Certification Official in the Office of Student Financial Aid and Veteran Services.

Only classes required in the student's program of study qualify for VA benefits. Courses taken for audit are not certifiable for VA benefits. The only physical education course certifiable for VA benefits is Health and Wellness Concepts (PHED 1030). VA benefit recipients must maintain Dalton State College academic performance standards, as outlined in the DSC catalog. Since VA regulations are subject to change, it is the student's responsibility to keep up to date on requirements for VA benefits while attending Dalton State College.

# 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 Activities Council and Fine Arts/Lecture Committee, in cooperation with the faculty. Committees approved by the Student Activities 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 Activities 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 new 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 students or faculty show interest and needs 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.

## Student Center

The Pope Student Center building houses the offices of Financial Aid and Veteran Services, the ACE Center (which includes career and academic support services), and Student Activities. It also houses the Bookstore, Food Services, the Student Publications Office, 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 “Skylight Cafe” is open Monday -Thursday 7:00 a.m. - 5:00 p.m., and Friday and Summer term from 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 7:30 a.m. - 6:00 p.m. and Friday 7:30 a.m. - 12:30 p.m. Services include: textbook sales, textbook buy-back, best-sellers, reference materials, and sundries.

## Library

The Derrell C. Roberts Library <<http://www.daltonstate.edu/library>> houses approximately 125,000 volumes, 718 current periodical subscriptions (including federal documents), 9000 media items, and is a federal government documents repository. Library holdings (titles, subjects, and locations of items) are indexed in the **GIL @ DSC** online catalog <<http://gil.daltonstate.edu>>. Forty public workstations are available for

accessing over 200 licensed research databases with 22,000 unique full-text periodicals, 50,000+ e-books, and MS Office software products. Priority uses for library workstations are for research and for completing class assignments. Stop by the Circulation Desk if you need a wireless laptop which can be used throughout the library or if you are looking for something that your instructor placed on Course Reserve. If you need assistance with an assignment or just have a question, stop by the Reference Desk or send us a question via Ask-A-Librarian which is linked off the Library's main page.

The Library is open over 73 hours a week during main semester hours and is open 24/7 through the Library's web page. Summer, holiday, and intercession hours can be found at <<http://gil.daltonstate.edu/calreq.php>>. Main semester hours are:

Monday-Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 7:00 p.m.

The Library offers many amenities and services which make the Library a popular place. Enjoy the comfort of glider rockers while overlooking walking paths and woodland views. Study groups can use one of the nine group study rooms that come equipped with a whiteboard. To assist in completing assignments or projects, students can make use of black and white or color laser printers, a digital scanner, and photocopiers. Media can be viewed/listened to in the Library's media room and basic supplies can be purchased at the Circulation Desk. These are just some of the resources available at the Derrell C. Roberts Library. Staff invite you to take advantage of Library resources and services and encourage you to make the Library a regular part of your college experience.

## **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, faculty, and staff. Facilities are also available for open recreation when no scheduled class or activity is in progress.

## **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 is 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 and are required once registration is complete and fees are paid. Cards may be obtained and validated at any time in the Student Activities Office. In order to obtain a student I.D., a student must present a paid tuition receipt and valid photo identification. I.D. cards are used as library cards and as identification for financial transactions.

All student I.D.'s are validated each term with a colored sticker. The sticker 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. Club Advisors and the Director of Student Activities have access to these forms.

## **Entertainment Series**

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

- Bacchus Network
- Baptist Collegiate Ministries
- Black Student Alliance
- Business Networking Club
- Business Office Professionals Organization
- Chemist Society
- College Bowl
- Circle K
- College Republicans
- Community Service Organization
- Criminal Justice Society
- Environmental Club
- Funny Healers
- History Club
- Honors Club
- International Students Association
- LPN Club
- Medical Laboratory Technician
- Music Club
- OWLS
- Phi Alpha
- Phi Theta Kappa
- Philosophy Club
- Pre-Health Professionals Club
- President's Council
- Psychology Club
- Radiologic Technology Club
- Social Work Club
- Spanish Club
- Speech and Debate Society
- Student Ambassadors
- Surgical Technology Club
- Tributaries
- 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 and is led by a Board of Directors. 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 the Student Activities Office. Although the schedule of trips varies with each term, a few examples include: Fine Arts trips to area museums, College Bowl Tournaments, snow skiing, and visits to the State Capitol.

## **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.

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 of Recognition for Student Organizations
  - 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 Enrollment and Student Services 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 Activities 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 Enrollment and Student Services 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 Activities 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  
Organizational 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. The patio outside the Student Center has been designated as a free speech area. Guidelines and procedures for using this area are available in the Student Activities Office.
  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 Enrollment and Student Services 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.

#### **Student Publications**

1. Dalton State College policy regarding student publications is that 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 Activities 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:

1. Projects may not in any way interfere with normal academic programs or functions.
2. 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.
3. 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.
4. 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.
5. 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 Vice President of Fiscal Affairs.
  - b. A Certificate showing receipts and disbursements for each approved fund raising activity must be given 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. 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 made payable to Dalton State College.
6. Organizations will be limited to three (3) fund raising activities per academic school year, not exceeding two (2) fund raisers in one semester.
7. A separate request must be submitted for every fund raising activity.
8. 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.
9. 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 planned a fund raiser during the dates requested.

VI. Review and Enforcement of Regulations

The Vice President for Enrollment and Student Services 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 Enrollment and Student Services or, at his/her discretion, by the Student Activities 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 the 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 Recognitions

Special awards are given annually at Dalton State College to recognize students who have shown outstanding performance in the following academic areas:

Accounting	Medical Laboratory Technology
Anatomy and Physiology	Medical Assisting
Biology	Microcomputer Applications
Calculus	Nursing
Chemistry	Office Administration
Computer Science	Office Career Technologies
Economics	Operations Management
Education	Philosophy
English Composition	Physics
Geography	Political Science
History	Psychology
Literature	Spanish
Management	Speech Communications
Management Information Systems	Social Work
Marketing Systems	Sociology

## Student Services Organizational Chart for Dalton State College

### President of Dalton State College

#### Faculty

#### Student Activities Council

- Vice President for Enrollment and Student Services (Chair)
- Presidents' Council Members
- Vice President for Academic Affairs
  - Fiscal Affairs Representative
  - Director of Student Activities
  - Director of Campus Recreation
  - Chair of Fine Arts/Lecture Committee
- Two Faculty Members (appointed by Committee on Committees)

#### Standing Committees

Fine Arts/Lecture	Eight faculty, Eight students (four appointed by SAC, four appointed by Chair)
Traffic	Eight students
Literary	Eight faculty, Eight students
Athletic	Eight faculty, Eight students
Environmental	Eight faculty, Eight students

#### 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 Activities Council**

### Section 1. Name of Organization

This organization shall be known as the Dalton State College Student Activities 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 Activities Council
- Student Body

### Section 3. Membership

The Student Activities Council shall consist of the Vice President for Enrollment and Student Services as Chair, all Presidents' Council members, the Vice President for Academic Affairs, Fiscal Affairs representative, the Chair of the Fine Arts Committee, the Director of Student Activities and the Director of Campus Recreation. 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 Activities 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 the 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 the President of Dalton State College.
4. To establish policy relative to student activities, subject to the approval of the faculty and the President of Dalton State College.

### **Article IV. Student Membership in the Student Activities Council**

Membership in the SAC shall consist of all members of the Presidents' Council.

#### Section 1. Presidents' Council Membership

Paragraph A. Membership on the Council will consist of all current Club presidents, and two at-large members.

Paragraph B. If for any reason a club president is not able to serve, the club may designate another member at large.

Paragraph C. The club president/designee must be consistent throughout the school year.

Paragraph D. Applications for the two at-large positions will be accepted through the first week of September. Current members of the Presidents' Council will choose the five finalists from all applicants. The SAC will interview and select, by majority vote, the two at-large members from the finalists.

Paragraph E. The term of service will be from July 1-June 30.

Paragraph F. 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 Enrollment and Student Services, and the President of the College.

### **Article V. Qualifications for Student Membership on the Student Activities Council.**

Section 1. Each member shall comply with the qualifications herein stated.

Paragraph A. To be eligible for membership, a candidate must have a cumulative academic average of 2.25 for all work attempted while at Dalton State College and be free of academic probation.

Paragraph B. All members must be currently enrolled at Dalton State College during their term of office.

Paragraph C. Each member must carry a minimum of three (3) credit hours during their term.

Paragraph D. If at any time the cumulative GPA should drop below a 2.0, the member will be placed on probation for one semester. Probation is allowed for only one term during a member's term of office. The cumulative GPA must reach or exceed 2.0 by the following term or the member will be removed from office at the beginning of the following term. Members on probation will have the full duties and privileges of office except for traveling privileges.

Paragraph E. Summer enrollment is optional, but a member will be able to travel during the summer term 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 Director of Student Activities in order for the club to be initiated.

### **Section 2. Approval**

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

### **Section 3. Charters**

A final charter must contain provisions for membership, advisorship, and purpose of the club. This charter must be returned to the Director of Student Activities 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 2.25 or better cumulative average and be free of probation.

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

Part (1) If a student is president of more than one (1) club or organization, he/she may cast only one (1) vote on the Presidents' Council and SAC.

### **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 chair. 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 Activities Council Bylaws

## Section 1. Meetings

Paragraph A. The Student Activities Council shall meet at least once a month or at the call of the Chair (Vice President for Enrollment and Student Services).

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. The request must be turned in to the Student Activities Office at least two weeks before the activity.

## Section 3. Standing Committees

The Student Activities Council shall maintain five 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 eight faculty members and eight student members, appointed annually. The eight students shall be appointed by the President of the Student Body and approved by the Student Activities Council. The faculty members, including the Chair, are appointed by the Chair of the Student Activities Council. Members may be appointed to successive terms. A Committee Chair will be selected at the first meeting.
- (2) The Athletic Committee: The purpose of the Athletic Committee shall be to provide counsel, advice, and support to the President of the College. The Athletic Committee shall consist of eight faculty members and eight student members. The student members shall be appointed annually by the President of the Student Body and approved by the Student Activities Council. The faculty members shall be appointed by the Chair of the Student Activities Council. Members may be appointed to successive terms. A Committee Chair will be selected at the first meeting.
- (3) 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 eight students including the Chair. The members shall be appointed annually by the President of the Student Body and approved by the Student Activities Council. Members may be appointed to successive terms. A Committee Chair will be selected at the first meeting.
- (4) 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 eight student members shall be appointed annually by the President of the Student Body and approved by the Student Activities Council. The eight faculty members shall be appointed annually by the Chair of the Student Activities Council. A Committee Chair will be selected at the first meeting.

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.

- (5) 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 eight faculty/staff members and eight student members. Faculty/ staff members should include representation from Auxiliary Services, Custodial Services, Grounds Services, and the Environmental Club. The eight student members shall be appointed by the President of the Student Body and all approved by the Student Activities Council. A Committee Chair will be appointed at the first meeting.

#### Section 4. Appointments

Paragraph A. The Chair and the Presidents’ Council, with approval of the Student Activities Council, will appoint ad-hoc committees on a needs basis to deal with specific situations as they arise.

Paragraph B. The Presidents’ Council, with approval of the Student Activities Council, will appoint the following numbers of students to the following standing College committees:

<b>Committee</b>	<b>Number of Students</b>
Discipline	3
Academic Council	2
Placement	2
Financial Aid	2
Library	2

### **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. Alcohol, Drug, and Tobacco Use Policy**

#### **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.

## **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. Violations of this policy will result in appropriate disciplinary action.

## **Tobacco**

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

1. Students in violation are subject to a Discipline Committee hearing and applicable state and federal laws.
2. First alcohol and/or drug offense – Student will not be allowed to participate in Dalton State College sponsored trips for the next six months. At the advisor's discretion, student may be ejected from the current trip and held responsible for return trip transportation.
3. Second offense – Student will not be allowed to participate in any Dalton State College trip for the remainder of their enrollment at Dalton State and student will be ejected from the current trip and held responsible for return trip transportation.

### **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 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. Stalking behavior, pursuing another individual against his/her will, is prohibited.
7. Any act of terrorism which uses force or threats to intimidate or cause fear is prohibited.
8. 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. 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.

#### VII. 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.

#### VIII. 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.

#### IX. 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.

#### X. 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.

#### XI. 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.

#### XII. 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.

#### XIII. 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.

#### XIV. 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.

#### XV. Gambling

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

#### XVI. World Wide Web Policy

All students, faculty, and staff who use computers on the Dalton State College Campus and extended campuses must abide by the DSC Computer and Network Usage Policy found on the Office of Computing and Information Services' web page.

#### XVII. 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.

## XVIII. 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 Enrollment and Student Services. 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 Enrollment and Student Services 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 Enrollment and Student Services shall refer the case to the Discipline Committee for full disposition. Otherwise, the Vice President for Enrollment and Student Services shall make full disposition of the case, except that the Vice President for Enrollment and Student Services 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 Enrollment and Student Services shall, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery, if reasonably possible, or otherwise by registered mail to the last local address of the student within the reasonable knowledge of the Vice President for Enrollment and Student Services, 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. 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/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 Chair) 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 Activities 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 Enrollment and Student Services. 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 Enrollment and Student Services. Cases are referred to the Discipline Committee through its Chair. The Chair 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 Enrollment and Student Services.
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 Enrollment and Student Services and to the student involved 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, or 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)

## **Student Grievances**

The Office of the Vice President for Enrollment and Student Services is responsible for providing support for students by serving as a voice for student concerns within the broader campus community. The Office also serves as a primary link between students, faculty, and the administration of the College. The Office of the Vice President for Enrollment and Student Services offers a first line of response for students in addressing issues in any area of student life.

Contact Information -

Jodi Johnson

Vice President for Enrollment and Student Services

650 College Drive

Dalton, GA 30720

706-272-4475

[jjohnson@daltonstate.edu](mailto:jjohnson@daltonstate.edu)

Complaints about any function of the College are ordinarily handled as follows: Students who wish to file a formal complaint are asked to do so in writing to the

head of the department or unit with which the student has a problem. The letter should detail the specifics of the problem or situation and redress requested. If no satisfaction is received or if the student feels uncomfortable submitting a letter to the department or unit, the student may submit the letter to the Vice President for Enrollment and Student Services who will follow through.

Some student complaints have additional formal mechanisms for redress. The processes for these complaints are outlined in the corresponding sections of the Dalton State College catalog .

## **Review of Policies Related to Student Conduct**

In the fall of each even-numbered year, the Student Affairs Council shall appoint a task force to review policies related to student code of conduct, disciplinary procedures and measures, and rights of student defendants. Recommendations for any changes should be made to the Student Affairs Council before the end of the calendar year.

## **Institutional Policy on Sexual Harassment**

Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, or handicap subverts these goals and is unacceptable on this campus.

Sexual harassment, whether overt or subtle, is a form of discriminatory behavior incompatible with institutional commitments and is a violation of policies of the Board of Regents (POLICY MANUAL 802.18) and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

Legal guidelines published in 1980 by the Equal Employment Opportunity Commission provide the following definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment may occur between individuals of different status or authority in the institution or between peers. Offenders may be subject to dismissal or other disciplinary action after being afforded procedural due process.

Members of the college community are encouraged to resolve sexual harassment situations as informally as possible. Unresolved problems should be reported immediately to a supervisor, a member of the administrative staff, or to the Equal Opportunity Officer (Vice President for Academic Affairs). Every effort will be made to protect the rights, privacy, and confidentiality of both the complainant and the accused and to protect the complainant from reprisals or other discrimination.

Additional information is available in the Dalton State College Policy and Procedures Statement on Sexual Harassment. Copies are available in the office of the President, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, and the Fiscal Affairs Office and in the Library.

## **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. Assistance and appropriate referral information for victims is also available in the ACE Center.

## **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.

## **Alcohol and Drug Abuse**

Dalton State College strictly prohibits the consumption, sale, distribution, or possession of any illegal substance or alcoholic beverage on college property or at events sponsored by Dalton State College. Behaviors which are prohibited include, but are not limited to:

- Being intoxicated on the Dalton State campus or at a college sponsored activity
- Operating any vehicle on campus while under the influence of any drug, including alcohol.
- Using club or student activity money to purchase any controlled substance, including alcoholic beverages.

Dalton State College is committed to following Georgia State laws concerning drug and alcohol abuse. Any violation of those laws, which are incorporated into the Dalton State alcohol and drug abuse policy, will result in disciplinary action as decided by the alcohol task force. If you have any questions concerning Georgia state laws or Dalton State's policy on alcohol and drug abuse contact Public Safety at (706) 272-4461.

## **Alcohol Offenses**

OCGA 40-6-391 states that a person under the age of 21 shall not drive or be in actual physical control of any moving vehicle while the person's alcohol concentration is 0.02 grams or more at any time within three hours after such driving or being in physical control from alcohol consumed before such driving or being in actual physical control of the vehicle ended.

**Consequences for a DUI conviction under the age of 21:**

First Offense – .02% to .07% BAC

- License will be revoked for six months
- No nolo contender plea will be accepted
- Must attend DUI school
- Must retake driver's test before license is reinstated
- Must serve at least 20 hours of community service within 60 days
- Cannot obtain next level of driver's license for a 12 month period

Second Offense - .02% to .07%

- First offense still applies except for the following:
  - License will be suspended for 12 months
  - License will not be reinstated prior to the 12 month period
  - Must do 40 hours of community service that must be served within 60 days

First Offense – .08% and above BAC

- Same as above except:
  - Mandatory 24 hour jail time when convicted
  - Driver's license is revoked for 12 months

Second Offense – .08% and above BAC

- Same as above but must do an additional 40 hours of community service

Other provisions

- Anyone over 21 convicted of a DUI could be ordered by a judge to serve a jail sentence for up to 12 months
- Subject to a \$1000 fine.

**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 employees 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 to employees 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**

Al-Anon for Friends and Families of Alcoholics	800-568-1619
Grupo AA en Español Aprendiendo A Vivir	706-278-0878
Alcoholics Anonymous	706-279-9944
Alcohol and Drug Abuse Services (State)	866-845-8975
Drug Information	800-234-0420
MADD	888-833-6033
Narcotics Anonymous	706-279-9974
Hamilton Medical Center	
Westcott Center for Behavioral Health	706-272-6480

## **PUBLIC SAFETY REGULATIONS**

### **TRAFFIC CODE**

#### **General Statement of Policy**

- (1) Parking and traffic rules are recommended (1) by the Student Traffic Committee and adopted by the Student Activities 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 are enrolled through DSC or other USG or DTAE units.
- (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. Expired 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 Public Safety 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 may 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 five school days after the ticket is issued. After five school days, the right to an appeal will be forfeited. If the ticket is paid within five school days, the fine will be reduced by 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 Sequoya Hall/ Student Center parking lot except those spaces marked for night/day faculty only.
- (14) No student parking in the lot East of the 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 and bodily injury accidents on campus must be reported to Public Safety, and an investigation will be conducted by Public Safety.
- (18) Neither DSC nor any of its employees assume 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 five school days, the fine will be reduced by one-half. Appeals can be made at the Public Safety Office.

The right to appeal will be forfeited after five days.

Failure to pay fines approved by the Traffic Appeals Committee will result in withholding of 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.

### **Georgia Seat Belt Usage Information**

Dalton State will comply with and enforce the state laws of Georgia to ensure student safety. They are as follows:

#### **OCGA 40-8-76 - Safety belts required as equipment; safety restraints for children four years of age.**

Children aged four or younger riding in a passenger automobile, van, or pickup truck while vehicle is in motion on a public road, street, or highway of Georgia are required to be restrained.

#### **OCGA 40-8-76.1 - Use of safety belts in passenger vehicles**

Each occupant of the front seat of a passenger vehicle must buckle up. All persons under the age of 18 in passenger vehicles and pickup trucks must buckle up. Children under age three must be properly secured in an approved child safety seat when riding in trucks, vans, and cars. Taxi Cabs and Transit Vehicles are exempted. Associated Law: It is unlawful for any person under the age of 18 to ride in the covered or uncovered bed of a pickup truck on any public road, street, highway, or interstate highway in Georgia. The driver in violation is guilty of a misdemeanor. Penalty: First conviction – fine up to \$50; second or subsequent conviction – fine up to \$100. One citation may be written PER child unrestrained or improperly restrained.

For more information please contact:

- Dalton State Public Safety Office at (706) 272-4461
- TEAM Georgia at (404) 261-6053
- Governor's Office of Highway Safety at (404) 656-6996

## **First Aid - Accident Procedures**

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

In case of minor cuts, scratches, etc., first aid kits are located in all campus buildings.

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.

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.