

# DSC

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ADMISSION  
REQUIREMENTS

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## ADMISSION REQUIREMENTS

Dalton State College offers five types of programs for which admission requirements vary.

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

### Paths to Admission for Non-accredited High School and Home Schooled Students

According to the Board of Regents, there are several paths to admission at University System of Georgia Colleges and Universities for home schooled students and students from non-accredited high schools. At least one (1) of the following paths must be met for acceptance.

1. Diploma from a **regionally accredited home study program** such as the American School or the Seton Home Study School.
2. Diploma from a Center of the **Accrediting Commission For Independent Study** (Georgia only).
3. **Satisfactory Documentation of the College Preparatory Curriculum (CPC) and SAT I/ACT scores**
  - a) completion of course work that is equivalent to the five CPC areas as documented by a portfolio of work and /or other evidence that substantiates CPC completion, **and**
  - b) SAT I or ACT Composite scores at or above DSC's average SAT I/ACT scores for the previous year's fall semester for first time freshman. {The average SAT I and ACT Composite scores through Fall 2004 are: SAT I - 954, and ACT - 19.}
4. **Students with Exceptional SAT I/ACT scores**

Students who demonstrate very high academic ability by achieving a composite SAT I - (Verbal + Math) or a composite ACT score in the upper five percent of national college-bound seniors according to the most recent report from the College Board and who show other evidence of college readiness may be admitted under this section.

**5. Presidential Exception**

This is a category that allows institutions to make exceptions to the regular admissions requirements.

**6. SAT II Subject Tests**

Applicants who achieve designated scores on each of the following SAT II Subject Tests in a CPC area will be considered to have demonstrated equivalent CPC competence and do not need to submit additional documentation in that area.

<u>SAT II Subject Test</u>	<u>Current BOR Passing Score</u>
English Writing.....	520
English Literature.....	530
World History.....	540
American History & Social Studies.....	560
Math IC.....	500
Biology.....	520
Chemistry (or Physics @ 590).....	540

**BACHELOR'S DEGREE PROGRAMS**

**Bachelor of Business Administration**

- Accounting
- Management
- Management Information Systems
- Marketing
- Operations Management

**Bachelor of Science**

- Early Childhood Education

**Bachelor of Social Work**

**Bachelor of Applied Science**

- Technology Management

**TRANSFER ASSOCIATE DEGREE PROGRAMS**

**Associate of Arts**

- |                       |                   |
|-----------------------|-------------------|
| Communication Studies | History           |
| Economics             | Philosophy        |
| English               | Political Science |
| Foreign Language      | Psychology        |
| General Studies       | Social Work       |
| Geography             | Sociology         |

## **Associate of Science**

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

## **CAREER ASSOCIATE DEGREE PROGRAMS**

### **Associate of Applied Science**

#### **Business**

- Business, General
- Computer Operations Management
- Marketing
- Medical Office Administration
- Medical Transcription
- Office Administration

#### **Health**

- Emergency Services Management
- Medical Laboratory Technology
- Radiologic Technology
- Respiratory Therapy

#### **Services**

- Law Enforcement

#### **Technology**

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

#### **Cooperative Degree**

## **ASSOCIATE OF SCIENCE IN NURSING**

Nursing (Registered Nursing)

## **CAREER CERTIFICATE PROGRAMS**

### **Certificates**

Automotive Technology  
Computer Networking and Service  
Technology  
Computer Operations  
Drafting and Design Technology  
Industrial Electrical and Electronic  
Technology  
Law Enforcement  
Licensed Practical Nursing  
Management  
Marketing  
Medical Assisting  
Medical Transcription  
Office Career Technologies  
Radiologic Technology  
Welding

### **Mini-Certificates**

A+ Certification  
Architectural Drafting Specialist  
Basic Industrial Welding and  
Machining  
Basic Machinist  
Certified Customer Service Specialist  
Certified Nursing Assistant  
Cisco Professional  
Cisco Specialist  
Computer-Aided Drafting  
Gas Metal Arc Welding  
Health Unit Coordinator  
Industrial Electrical Technology  
Industrial Safety  
Information Technology (IT) Plus  
Specialist  
iSeries 400 Application Development  
Management  
Marketing  
Microsoft Windows Networking  
Multicultural Healthcare Management  
Specialist  
Multicultural Office Specialist  
Office Technology  
Personal Computer Applications  
Phlebotomy  
Plate and Pipe Welding  
Small Business Record Keeping  
Telecommunications  
T.I.G. Welding  
Webmaster

# ADMISSIONS REQUIREMENTS

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

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

### **Effective fall 2005 The Board of Regents Approved a Three Year Pilot Admissions Program:**

The pilot admissions program eliminates the use of SAT/ACT scores in determining eligibility for admissions to Dalton State College.

The pilot admissions program requires a high school diploma or GED of all students. It also requires a 2.0 minimum grade point average for students who graduate from a high school College Preparatory Curriculum (CPC) and a 2.2 minimum grade point average for those graduating from a Technical Preparatory (Tech Prep) Curriculum.

Students applying for the Accel Program, Regents Engineering Transfer Degree Program (RETP) and students graduating from non-accredited high school programs are not included in the Pilot Admissions Program and must submit SAT/ACT scores for evaluation.

- Traditional applicants who graduated from high school in 2001 or later should have 16 College Preparatory Curriculum (CPC) units. For more information about the College Preparatory Curriculum, see page 35.

Applicants who do not meet any of these minimums will not be eligible for regular admission to the Bachelor of Science or Transfer Associate degree programs.

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

1. An application form completed and signed by the applicant.
2. A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper. A \$50 non-refundable fee is required for international student applicants.
3. An official transcript from the applicant's regionally accredited high school which certifies that requirements for graduation have been met or a copy of the General Educational Development (GED) test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed by the issuing school or agency directly to Enrollment Services.
4. The COMPASS entrance exam or equivalent scores for placement purposes.
5. A properly executed University System of Georgia Certificate of Immunization form.
6. Other documents as may be required for special admission categories. See pages 27-34.
7. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT or TOEFL scores.

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

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

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

**Effective fall 2005 The Board of Regents Approved a Three Year Pilot Admissions Program:**

The pilot admissions program eliminates the use of SAT/ACT scores in determining eligibility for admissions to Dalton State College.

The pilot admissions program requires a high school diploma or GED of all students. It also requires a 2.0 minimum grade point average for students who graduate from a high school College Preparatory Curriculum (CPC) and a 2.2 minimum grade point average for those graduating from a Technical Preparatory (Tech Prep) Curriculum.

Students applying for the Accel Program, Regents Engineering Transfer Degree Program (RETP) and students graduating from non-accredited high school programs are not included in the Pilot Admissions Program and must submit SAT/ACT scores for evaluation.

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

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

1. An Application Form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper. A \$50 non-refundable fee is required for international student applicants.
3. A complete transcript from the applicant's regionally accredited high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed by the issuing school or agency directly to Enrollment Services.
4. The COMPASS entrance exam or equivalent scores for placement purposes.
5. A properly executed University System of Georgia Certificate of Immunization form.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills either through SAT, ACT, or TOEFL scores.

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

## **ADMISSION TO COOPERATIVE ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

Dalton State College entered into formal agreements with Appalachian Technical College, Coosa Valley Technical College, and Northwestern Technical College to make Associate of Applied Science Degrees available to students who complete diploma programs at the three technical institutes. These degrees are available in Business, Health, Technology, and Services. To be assured of acceptance, the application process should be completed at least 20 days before the beginning of the term for which application is being made.

### **Effective fall 2005 The Board of Regents Approved a Three Year Pilot Admissions Program:**

The pilot admissions program eliminates the use of SAT/ACT scores in determining eligibility for admissions to Dalton State College.

The pilot admissions program requires a high school diploma or GED of all students. It also requires a 2.0 minimum grade point average for students who graduate from a high school College Preparatory Curriculum (CPC) and a 2.2 minimum grade point average for those graduating from a Technical Preparatory (Tech Prep) Curriculum.

Students applying for the Accel Program, Regents Engineering Transfer Degree Program (RETP) and students graduating from non-accredited high school programs are not included in the Pilot Admissions Program and must submit SAT/ACT scores for evaluation.

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

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

1. An Application form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper. A \$50 non-refundable fee is required for international student applicants.
3. A complete official transcript from the applicant's regionally accredited high school which certifies that requirements for graduation have been met, or a copy of the General Education Development (GED) test scores which meet the requirements of the Georgia State Department of Education.
4. An official transcript from the Technical Institute indicating date of graduation and name of the program completed. Copies of these records must be mailed by the issuing school directly to the Office of Enrollment Services.
5. COMPASS exam or equivalent scores for placement purposes.
6. A properly executed University System of Georgia Certificate of Immunization form.

## **ADMISSION TO ASSOCIATE OF SCIENCE IN NURSING PROGRAM (REGISTERED NURSE)**

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

### **Effective fall 2005 The Board of Regents Approved a Three Year Pilot Admissions Program:**

The pilot admissions program eliminates the use of SAT/ACT scores in determining eligibility for admissions to Dalton State College.

The pilot admissions program requires a high school diploma or GED of all students. It also requires a 2.0 minimum grade point average for students who graduate from a high school College Preparatory Curriculum (CPC) and a 2.2 minimum grade point average for those graduating from a Technical Preparatory (Tech Prep) Curriculum.

Students applying for the Accel Program, Regents Engineering Transfer Degree Program (RETP) and students graduating from non-accredited high school programs are not included in the Pilot Admissions Program and must submit SAT/ACT scores for evaluation.

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

1. An Application Form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper. A \$50 non-refundable fee is required for international student applicants.
3. A complete transcript from the applicant's regionally accredited high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed by the issuing school or agency directly to Enrollment Services.
4. The COMPASS entrance exam or equivalent scores for placement purposes.
5. A properly executed University System of Georgia Certificate of Immunization form.
6. Persons whose native language is other than English must provide proof of proficiency in English language skills through SAT, ACT, or TOEFL scores.

See pages 190-193 for program selection information.

## **ADMISSION TO CERTIFICATE PROGRAMS**

The requirements for admission to a certificate program in the Division of Technical Education are as follows:

1. An Application Form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper.
3. Be at least 16 years of age.
4. Take the COMPASS exam or equivalent for placement purposes. Applicants who cannot document high school graduation or the equivalent must demonstrate the ability to benefit by earning the minimum cutoff scores on the COMPASS exam or SAT/ACT.
5. Submit complete official transcripts from all high schools, vocational schools, and colleges previously attended. Copies of these records must be mailed by the issuing school or agency directly to the Dalton State College Enrollment Services office. If the applicant has completed the General Educational Development Test (GED), a copy of the General Educational Development (GED) test score sheet is needed.
6. A properly executed University System of Georgia Certificate of Immunization form.
7. Persons whose native language is other than English must provide proof of proficiency in English language skills through SAT, ACT, or TOEFL scores.

## APPELLATE PROCEDURE

Applicants who admit to being convicted of a crime other than a minor traffic offense or if criminal charges are currently pending, such applicants shall have the right to appeal for admittance in accordance with the following procedure:

1. The applicant shall submit an appeal in writing and schedule an appointment with the Director of Admissions 20 days prior to the beginning of the term for which application is being made.
2. The Admissions Committee shall review all facts and circumstances connected with the appeal and shall make the decision which shall be final so far as the institution is concerned. (Section 302.0303 of the Board of Regents Policy.)
3. The applicant shall be notified in writing within five days after the committee's decision is made.

Applicants who have been academically dismissed from the last school of attendance must provide a written petition which outlines reasons for believing that their previous record will be improved if they are permitted to enroll. Such students are eligible for review after they have satisfied the reinstatement stipulations of their last school.

Each reinstatement case will be considered by the Admissions Committee. Appeal files must be complete (including the written petition described above, interview with Director of ADmissions, transcripts of all course work completed at other schools) by the following dates:

<u>Term</u>	<u>Admissions filed completed by</u>
Fall	August 1
Spring	December 5
Summer	April 30

## GRIEVANCE PROCEDURE

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

1. The person aggrieved shall appeal in writing to the head of the institution within five days after the action of which he/she complains. The head of the 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)

## **ADMISSIONS CATEGORIES**

### **AUDITORS**

A non-refundable application fee of \$20 is required for all applicants if the application is submitted on-line. If the application is submitted by paper the application fee is \$30. In addition, all applicants must submit an application form, high school and college transcripts and a properly executed University System of Georgia Certificate of Immunization form. Students may be admitted to the college as auditors without taking any further testing. Students must declare their intention to audit a class at the time of registration. Enrollment status in a course cannot be changed from audit to credit or credit to audit after the last day of registration. No credit is granted for courses taken on an audit basis, and students are not permitted to receive credit at any future date for their participation in a course as an auditor. While audit students are not obligated to attend class meetings or to complete assigned work, they are encouraged to participate as much as possible.

### **BEGINNING FRESHMEN**

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

### **LEARNING SUPPORT**

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

### **EARLY ENROLLMENT STUDENTS**

#### **Accel Program College Preparatory Curriculum Students**

The Accel Program is for students classified as high school juniors and seniors at accredited public or private high schools in the state of Georgia, and is operated in all school terms except summer. The program allows Georgia high school students the opportunity to earn college degree level credit hours that will meet their high school graduation requirements. The program pays for tuition, mandatory fees and a book allowance. Credit hours paid by the Accel Program will count towards the limit of postsecondary hours paid for by the HOPE (Helping Outstanding Pupils Educationally) Program.

Accel Program eligibility requirements:

- Be 16 years of age or older.
- Must be classified a legal resident of Georgia.
- Must meet citizenship requirements.
- Must meet Selective Service Registration requirements.
- Must not owe a refund to a State program.
- Must be in compliance with Georgia’s Drug Free Postsecondary Education Act of 1990.
- Must have completed all academic requirements of the high school sophomore level.

- Must be classified as a high school junior or senior.
- Must be on track to complete the College Preparatory Curriculum by the end of the senior year.
- Must not have received a high school diploma or GED.
- Must be enrolled in a public or private high school that is eligible to participate in the Accel Program or be a Home Study Student in a program of study accredited by an agency recognized by Accel Regulations.
- Must be approved for dual enrollment by a high school official and must enroll in postsecondary degree level course work.
- Must have a high school G.P.A. of 3.0 or above.
- Must have at least 1100/SAT or 25/ACT.

*Students with an SAT of at least 970 (minimum 450 Verbal/500 Math) or an ACT of 20 (minimum 19 English/21 Math) who meet the other criteria listed above may request special consideration for admission by submitting an Appeal for Early Enrollment. Students must be exempt from all Learning Support requirements.*

Applicants will be considered for admissions when the following requirements are met:

1. A Dalton State Admissions Application Form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper.
3. Complete and submit the Accel Program Application. Accel application is available on the Georgia Student Finance Commission's web site ([www.gsfc.org](http://www.gsfc.org)).
4. Submit an official high school transcript which includes SAT/ACT scores.
5. Submit properly executed University System of Georgia Certificate of Immunization form.

Additional Early Enrollment Program information is available on the Dalton State College web site ([www.daltonstate.edu/psa/index.html](http://www.daltonstate.edu/psa/index.html)) .

### **Joint Enrollment Tech Prep Program**

The **Joint Enrollment Tech Prep Program** allows Georgia high school students the opportunity to enroll in technical certificate level programs at Georgia technical colleges, with tuition paid by the Georgia HOPE Grant Program. The program pays tuition, mandatory fees and a book allowance. Effective summer 2004, there will be a cap on the hours students can receive the HOPE grant. Students will be able to use the grant to cover a total of 63 semester hours.

Joint Enrollment Tech Prep Program eligibility requirements:

- Be 16 years of age or older.
- Must be classified a legal resident of Georgia.
- Must meet citizenship requirements.
- Must meet Selective Service Registration requirements.
- Must not owe a refund to a State program.
- Must be in compliance with Georgia's Drug Free Postsecondary Education Act of 1990.

Applicants will be considered for admissions when the following requirements are met:

1. An Application Form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper.
3. SAT/ACT scores are **not** required for admission to the Joint Enrollment Tech Prep Program and there is no minimum high school grade point average, but students must be exempt from all Learning Support requirements.
4. Achieve CPAT Placement test scores of at least: (Test dates are posted each semester)
  - 52 language usage
  - 54 numerical skills
  - 51 reading skills
5. Submit an official high school transcript.
6. Submit properly executed University System of Georgia Certificate of Immunization form.

Additional Early Enrollment Program information is available on the Dalton State College web site ([www.daltonstate.edu/psa/index.html](http://www.daltonstate.edu/psa/index.html)).

## **TECH PREP ARTICULATION**

An articulation (Tech Prep) agreement is in place with service area high schools for the purpose of allowing students an opportunity to seek a career path toward higher education. The Tech Prep program gives students a career path with a minimum of course duplication, yet still allows further education on the collegiate level if desired. Students enrolled in this program are subject to the policies of both Dalton State College and their respective high school.

Tech Prep Student Requirements

1. Must meet all admission requirements as stated by Dalton State College.
2. Make an "85" or above in the course.
3. Enter Dalton State College within 18 months of high school graduation.
4. Submit a Document of Articulated Credit form along with official high school transcript at time of advisement.
5. Credit will be validated by holding it in escrow until the student has successfully completed one semester of the next level coursework in his/her program of study.

## **INTERNATIONAL STUDENTS**

**An International student is an applicant seeking an I-20 for the purpose of obtaining a Student Visa.**

### **ADMISSIONS REQUIREMENTS**

International applicants should complete the admissions process at least 60 days prior to the beginning of the term for which the application is made. Applicants must allow for overseas mailing, immigration issues, and evaluation of credentials. An applicant can be considered for admission once the Office of Enrollment Services receives the following documents:

1. **Application & Fee:** Please complete and submit an international application, or the on-line International Student Application for Admission ([www.daltonstate.edu/admission/apply\\_international.htm](http://www.daltonstate.edu/admission/apply_international.htm)) and submit the required \$50 non-refundable application fee. If applying on-line, the fee will need to be paid when the application is submitted.
2. **Certificate of Immunization:** Please have this form completed and signed by a health care provider.
3. **Proof of financial resources:** This will show how the applicant intends to pay expenses while in attendance at Dalton State College. The applicant must submit a current bank statement certifying he/she has financial resources equivalent to a minimum of \$19,488 in U.S. funds available for the first year of study at Dalton State College. (If applicant is being sponsored by family or friends, the sponsor should submit a current bank statement and complete the I-134 (Affidavit of Support) form. To obtain this form and instructions, please visit the website at [www.uscis.gov](http://www.uscis.gov) under Immigration Forms.)
4. **Proof of English Proficiency:** For all non-native speakers of English, proof of English proficiency must be demonstrated by providing **one** of the following five items:
  - Test of English as a Foreign Language (TOEFL) official score report with a minimum score of 523 on the paper based TOEFL or 193 on the computer based TOEFL. Scores must be official and must be dated within two years of intended date of enrollment.
  - Scholastic Aptitude Test (SAT) scores with a minimum score of 450 verbal; or American College Testing Program (ACT) scores with a minimum of 19 English [Academic Affairs Handbook: section 3.01-3.12]
  - Four units of College Prep English from an accredited U. S. High school.
  - Proof of 30 semester (or 45 quarter) transferable hours with a 2.5 GPA that include the equivalents of English 101 and 102 (or ENGL 1101/1102) from an accredited U.S. college or university.
  - Proof of a bachelor's degree from an accredited U.S. college or university.
5. **A copy of the applicant's Scholastic Aptitude Test (SAT):** The registration booklet for the SAT-I may be ordered from [College Board ATP, AN6200, Princeton NJ 08451-6200 USA](http://College Board ATP, AN6200, Princeton NJ 08451-6200 USA). Be sure to specify that you need the "international edition."
6. **Academic Placement Assessment:** Dalton State College requires all entering freshmen to take Computer-Adaptive Placement Assessment and Support System (COMPASS) exam as part of the institutional assessment. Students may be placed in Learning Support classes based on these scores. (Applicants may be provisionally accepted and issued an I-20 before taking this exam but would need to contact the Office of Enrollment Services upon arrival to schedule an appointment to take the exam and would be unable to register until doing so.)
7. **School Records:** Please have transcripts from high school and/or all secondary schools sent directly to Dalton State. Transcripts must be evaluated and translated by an external reputable credential evaluator. (Not necessary if schools

are in U.S.) (See approved list of evaluators below.) Your high school transcript needs to be deemed generally ***equivalent to a U.S. high school diploma***. If you have attended a college or university you must submit a transcript from each institution which shows courses taken and grades earned. **All transcripts submitted must be original/official documents.** The evaluation process can take 2-6 weeks and there will be a cost involved. The transcripts you have sent to the evaluation services are in addition to the transcripts you have sent to our office. **Please note that it is the responsibility of the applicant to contact and communicate with the evaluator.**

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**Academic Credential Evaluation Institute, Inc.**

P.O. Box 6908  
Beverly Hills, CA 90212  
Tel: 310-275-3530  
Fax: 310-275-3528  
Website: [www.aceil.com](http://www.aceil.com)

**International Education Research Foundation Inc.**

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

**Education Credential Evaluators, Inc.**

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

**World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Tel: 212-966-6311 or 800-937-3895  
Fax: 212-966-6395  
e-mail: [info@wes.org](mailto:info@wes.org)  
Website: <http://www.wes.org>

**International Education Consultants**

P.O. Box 248233  
Coral Gables, FL 33124  
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e-mail: [info@jsilny.com](mailto:info@jsilny.com)  
Website: <http://www.jsilny.com>

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Fax: 334-745-0425  
e-mail: [LisanoINTL@aol.com](mailto:LisanoINTL@aol.com)  
Website: [www.Lisano-INTL.com](http://www.Lisano-INTL.com)

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8. **Students Transferring from Other U. S. Institutions:** Upon your official acceptance, you will be issued an I-20 by the Office of Enrollment Services to complete your transfer.
9. **All International Students MUST contact the Office of Enrollment Services upon arrival in the United States. Students must be prepared to take the COMPASS exam (if applicable), present visa indicating F-1 status and I-94, and provide a US address before being eligible to register.**

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

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

## **NON-DEGREE STUDENTS IN CAREER PROGRAMS**

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

1. An Application Form completed and signed by the applicant.
2. Application Fee: A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper.
3. A properly executed University System of Georgia Certificate of Immunization form.
4. A complete transcript from the applicant's high school which certifies that requirements for graduation have been met, or a copy of the General Educational Development (GED) test scores which meet the requirements of the Georgia State Department of Education. Official transcripts should be requested from all vocational schools, colleges, and universities that the applicant has previously attended. Copies of these records must be mailed by the issuing school or agency directly to Enrollment Services.

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

## **NON-TRADITIONAL STUDENTS IN TRANSFER PROGRAMS**

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

## **PERSONS 62 YEARS OF AGE OR OLDER**

To be eligible for enrollment, the applicant:

1. Must be a resident of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age (i.e. - valid driver's license, passport)
2. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees.
3. Shall meet all System and institution admission requirements. In exceptional cases where circumstances indicate that high school graduation and minimum test scores are inappropriate, the applicant shall take the COMPASS Examination or equivalent to determine whether or not participation in Developmental Studies or Learning Support will be required before enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.

4. Must meet all system, institution, and legislated degree requirements if seeking a degree.
5. A properly executed University System of Georgia Certificate of Immunization form.

## **SPECIAL STUDENTS**

For admission purposes, Special Students are persons who hold a bachelor's degree or higher and are not seeking another degree or certificate. Applicants in this category must submit a completed application for admission, a properly executed University System of Georgia Certificate of Immunization form, and proof of degree. A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper. If persons classified as Special students later declare a major at Dalton State College, they must meet the appropriate additional admissions requirements for transfer students.

## **TRANSFER STUDENTS**

Any applicant who has previously been enrolled at any other regionally accredited postsecondary institution will be classified as a transfer student. Students with fewer than 30 transferable semester credit hours must meet the freshman admission requirements found on page 20. Students who have earned 30 or more transferable semester hours must have completed any developmental studies and college preparatory curriculum deficiency requirements. (Transferable hours do not include institutional credits and CPC deficiency makeup courses.) Transfer students must be eligible to continue or return to their prior institution. Applicants on current academic suspension, exclusion, or dismissal are not eligible to enroll unless the previous institution recommends in writing that the student be considered for admission and the decision to admit is endorsed by the Dalton State College Admissions Committee.

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

Transfer students applying for a bachelor degree program must complete a separate application for upper division coursework and submit it to the department to which they are applying.

Transfer students must request official transcripts from all prior colleges and technical institutes to be sent to the Office of Enrollment Services. Transfer credit evaluations will be completed by the end of a student's first term of enrollment. The Enrollment Services Office should be contacted with any questions regarding the completed transfer evaluation. Transfer credit is not awarded for coursework completed at an institution that is not regionally accredited. Transfer credit is generally awarded for courses similar in length, time, and content to those taught at Dalton State College and that are successfully completed at a regionally accredited institution. Grades of "D" earned at an accredited institution will be accepted if the student's cumulative grade point average is a 2.0 or greater, with the exception of English 1101 and English 1102, which require a grade of "C." For more information about the transfer evaluation process, please visit [www.daltonstate.edu/admissions/transindex.htm](http://www.daltonstate.edu/admissions/transindex.htm)

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

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

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

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

## **TRANSIENT STUDENTS**

An applicant who is enrolled at another college or university and seeks temporary admission to Dalton State College will be classified as a Transient Student. Transient students must submit a Dalton State College Application for Admission Form along with a \$20 non-refundable fee if the application is submitted on-line or a \$30 non-refundable fee if the application is submitted by paper; submit a letter of transient permission from the designated official from the sending institution which states that the student is in good standing and lists the courses to be taken at Dalton State College; and submit a properly executed University System of Georgia Certificate of Immunization form. Transient students who later decide to transfer to Dalton State College must meet additional admissions requirements.

A "Transcript Request Form" should be completed by the student at the time of enrollment to assure that a record of courses completed at Dalton State College is sent to the student's home institution.

### **Financial aid for transient students**

- HOPE Scholarship or Grant is available for transient students if they are eligible for HOPE at their home institution. 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 Dalton State College's Financial Aid Office.
- HOPE-eligible students who plan to be transient *from* Dalton State College must inform the Dalton State College Financial Aid Office, so that a HOPE Eligibility Certificate for Transient Study may be sent to the host school. Subsequent HOPE awards cannot be made at DSC until an official transcript is received from the host institution.

## COLLEGE PREPARATORY CURRICULUM REQUIREMENT

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

### **CPC UNITS**

English (4)

Science (3)

Mathematics (4)

Social Sciences (3)

Foreign Language (2)  
(Must be in one language)

### **INSTITUTIONAL EMPHASIS**

Grammar and usage  
Literature (American and World)  
Advanced composition skills

Physical Science  
At least two laboratory courses  
from Biology, Chemistry, or Physics

Two courses in Algebra and one in  
Geometry

American History, World History,  
Economics, and Government

Courses emphasizing speaking,  
listening, reading, and writing.

Students lacking one or more of these required units must complete the CPC according to the following guidelines:

**ENGLISH**—Students graduating with less than the four required units of English will be required to take the COMPASS examination or equivalent in English and Reading. Based on the student's scores, the student will either be placed in appropriate Learning Support English or reading courses, or will be exempted from such courses. Once all required Learning Support is complete or exempted, the CPC deficiency will be satisfied.

**MATHEMATICS**—Students graduating with less than the four required units of mathematics will be required to take the Compass examination or equivalent in mathematics. Based on the student's score, the student will either be placed in the appropriate Learning Support mathematics course, or will be exempted from such courses. Once all required Learning Support is complete or exempted, the CPC deficiency will be satisfied.

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

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

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

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

## **COMPASS/CAAP ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS**

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

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

**DSC**

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EXPENSES  
AND  
FINANCIAL AID

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## Tuition and Fees

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

All fees are due and payable upon registration. Registration is finalized and complete when all tuition and fees are paid for the specific term, including parts of term within the full term. Payment of fees may not be deferred. Failure to pay for any class during any term or part of term could result in cancellation of all classes. Payment by Cash, Check, Credit Card, web check/credit card and/or pre-approved financial aid is accepted. (For all online payments, please visit [www.daltonstate.edu](http://www.daltonstate.edu).)

Students who have financial aid will have their aid applied directly to their student account. This will be done periodically throughout the term as student's aid is approved and as verification of attendance is completed. Refunds will be disbursed to Higher One throughout the semester as financial aid is processed.

Beginning in the Fall 2005 semester, Dalton State College implemented Higher One. Higher One is a one-card banking and electronic funds disbursement system. More information can be found below or by visiting [www.daltonstate.edu](http://www.daltonstate.edu) or [www.easyrefundcard.com](http://www.easyrefundcard.com).

When using pre-approved financial aid as a payment method, please note that submission of a fee statement will consider the financial aid student registered. Therefore, the financial aid recipient now has an obligation to follow all procedures to either complete payment or formally withdraw. The effective date of withdrawal may indicate a financial obligation is due Dalton State College, which may require payment with funds other than financial aid. If such instance should occur and the remaining balance remains unpaid for more than 120 days, a third party collection agency may be used, a surcharge may be incurred, and the debtor will also become liable for any additional collections costs associated with the collection of any amount not paid.

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

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

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

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

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

## Cost of Books and Supplies

The cost varies depending on the classes and whether new or used books are purchased. These costs vary from \$75.00 to \$500.00 per term.

## Higher One

All student refunds will be delivered through the EASY REFUND CARD. The Higher One Easy Refund Card signifies your status as an active member of the Dalton State College community and provides you with options on how to receive your refund.

Each registered Dalton State College student will receive an Easy Refund Card. Your card will arrive in the mail at your primary address on file with the College. To receive your refund, you must activate your Card via the Higher One website. During card activation, you will choose how to receive your refund money. Activate your Easy Refund Card and make your refund selection online at [www.easyrefundcard.com](http://www.easyrefundcard.com).

Your options include having your refund:

1. Directly deposited to your Higher One OneAccount (1 day or less).\*
2. Deposited to another bank of your choice (3 days or more).\*
3. Mailed, as a paper check, to the address you designate (5 days or more).\*

\* (From the tenth or fourteenth day when processing is complete on DSC campus)

The Higher One OneAccount is a fully-functioning FDIC insured FREE CHECKING account that allows you to access your refunds quicker and easier than ever before. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With it, you can use your Easy Refund Card to make purchases anywhere a MasterCard is accepted. You can also get cash with no fee at a Higher One ATM located on campus in the Student Center. **Please remember this is not a credit card. It is a debit card!**

Students' entitled to a refund will receive an e-mail notifying them that their refund has been directly deposited to your OneAccount. Additionally, students will be able to see details of their OneAccount by accessing the OneAccount Statement on the website.

If you prefer, you may have your refund deposited to the bank of your choice. In order to have your refund deposited to your bank, as soon as you receive your Easy Refund Card you must activate it at [www.easyrefundcard.com](http://www.easyrefundcard.com). For this option, you will also need to complete, print and mail the third party form to the designated address. The form is available on the Web site.

Students may choose to have a paper check sent to them via regular mail; however, a paper check may take up to 5-7 days from the day the College releases the funds. Regardless of how you choose to receive your funds, you still need to activate your card at [www.easyrefundcard.com](http://www.easyrefundcard.com).

For more information about the Easy Refund Card and refunds, please visit: [www.easyrefundcard.com/easyhelp](http://www.easyrefundcard.com/easyhelp). Of if you prefer, contact the Business Office at 706-272-2466.

**CERTIFICATE, ASSOCIATE AND BACHELORS DEGREE  
TUITION FEE SCHEDULE  
Tuition for Students who entered prior to Fall 2006  
FALL-SUMMER 2007-2008**

<b>Hours Registered</b>	<b>In-State Tuition</b>	<b>Student Activity</b>	<b>Technology Fee</b>	<b>In-State Total</b>	<b>Out-of-State Total</b>
1	74.00	3.35	4.00	81.35	303.35
2	148.00	6.70	8.00	162.70	606.70
3	222.00	10.05	12.00	244.05	910.05
4	296.00	13.40	16.00	325.40	1,213.40
5	370.00	16.75	20.00	406.75	1,516.75
6	444.00	20.10	24.00	488.10	1,820.10
7	518.00	23.45	28.00	569.45	2,123.45
8	592.00	26.80	32.00	650.80	2,426.80
9	666.00	30.15	36.00	732.15	2,730.15
10	740.00	33.50	40.00	813.50	3,033.50
11	814.00	36.85	44.00	894.85	3,336.85
12*	888.00	40.00	48.00	976.00	3,640.00

**Transportation/Parking Fee: \$20.00/Vehicle/Term**

**CERTIFICATE, ASSOCIATE AND BACHELORS DEGREE  
TUITION FEE SCHEDULE  
Tuition for Freshman Students Entering Fall 2007  
FALL-SUMMER 2007-2008**

<b>Hours Registered</b>	<b>In-State Tuition</b>	<b>Student Activity</b>	<b>Technology Fee</b>	<b>In-State Total</b>	<b>Out-of-State Total</b>
1	78.00	3.35	4.00	85.35	319.35
2	156.00	6.70	8.00	170.70	638.70
3	234.00	10.05	12.00	256.05	958.05
4	312.00	13.40	16.00	341.40	1,277.40
5	390.00	16.75	20.00	426.75	1,596.75
6	468.00	20.10	24.00	512.10	1,916.10
7	546.00	23.45	28.00	597.45	2,235.45
8	624.00	26.80	32.00	682.80	2,554.80
9	702.00	30.15	36.00	768.15	2,874.15
10	780.00	33.50	40.00	853.50	3,238.50
11	858.00	36.85	44.00	938.85	3,512.85
12*	936.00	40.00	48.00	1,024.00	3,832.00

**Transportation/Parking: \$20.00/Vehicle/Term**

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

# Withdrawal and Refund Schedule

## Refunds for Reduction of Class Loads

### Financial Aid Students

**Consult with Financial Aid prior to dropping classes.**

There are no refunds for course reductions (dropping classes) by the student after the official Drop/Add period.

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

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

Refunds for withdrawal are processed by executing a **Schedule Adjustment Form**, indicating withdrawal from all courses.

#### **Refunds before the end of the Drop/Add period . . . . . 100%**

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

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

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

## **Non-Attendance and Unofficial Withdrawal Policy**

**Students receiving federal financial assistance, who do not pass any courses and who do not officially withdraw from the College are considered “unofficially withdrawn”. The following procedures are used to determine if students never attend class and/or withdraw unofficially, and to determine repayments due back to aid programs.**

### **Beginning of each term:**

1. Faculty members are reminded by the Registrar to check class rosters at the end of the initial A/B and C session drop/add periods. Faculty report changes to their class rosters, including students who have never attended class.
2. Financial aid is held, if not already released to the student, for students not attending one or more classes. Students are notified that financial aid is on hold until class attendance can be verified.

3. After all faculty members have reported to the Registrar, federal aid awards are recalculated for students not attending class(es). Federal awards are adjusted to pay only for classes the student is attending. This adjustment could result in the reduction of aid awarded and/or the loss of grant, scholarship or loan funds. If attendance rosters indicate the student *never* attended any classes, all federal financial aid is cancelled.

The college returns aid to the financial aid programs and bills the student for funds received for classes never attended. Repayment may be required with funds other than financial aid. If this occurs and the bill remains unpaid for more than 120 days, a third party collection agency will be used and the debtor will also become liable for any additional collection costs associated with the collection of any amount not paid.

**End of each term:**

1. The Registrar creates an exception report of all federal financial aid recipients with all "F", "U", "W", "WF" and/or "NR" grades, and notifies the Financial Aid Office of students who have unofficially withdrawn.
2. If no last date of attendance is known, it is assumed to be the 50% point of the session(s) - A, B or C (as allowed by federal regulations). Exception: students reported on the non-attending list are dropped at 100% from those classes.
3. Once the withdrawal date is determined, the Financial Aid Office calculates the amount that must be returned to federal aid programs by the college and the student, in accordance with federal regulations and college policy. For details, see the Return of Title IV Funds policy which follows.

## **Repayment of Financial Aid Due to Withdrawal From All Classes**

### **Return of Title IV Funds Policy For Students Receiving Federal Financial Aid**

The Higher Education Amendments of 1998 and the Higher Education Reconciliation Act of 2005 set forth regulations governing the treatment of Title IV funds (Federal Pell Grant, Academic Competitiveness Grant (ACG), Federal Supplemental Education Opportunity Grant (SEOG), Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, and Federal PLUS) when a student withdraws completely from an institution.

When a student withdraws during a period of enrollment in which he/she has begun attendance and has received federal Title IV financial aid, Dalton State College is required to determine the amount of earned and unearned Title IV aid. A student is eligible to retain the percentage of Title IV aid disbursed or that could have been disbursed that is equal to the percentage of the enrollment period completed by the student (calculated daily). Scheduled breaks of 5 or more consecutive days are excluded. The unearned Title IV aid must be returned to the appropriate federal aid program(s). If the student has completed more than 60% of the enrollment period, no Title IV aid needs to be returned.

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

1. Determine institutional charges and the amount of Title IV (federal aid) disbursed to the student for the semester. Institutional charges include tuition, fees and bookstore charges.
2. Determine the percentage of the enrollment period completed by the student. Divide the number of days attended by the number of days in the enrollment period (excluding scheduled breaks of five or more consecutive days). If the calculated percentage exceeds 60%, then the student has earned all the Title IV aid for the enrollment period.
3. Calculate the amount of earned and unearned Title IV aid based on the percentage of the enrollment period attended by the student.
4. Return of Title IV funds by the institution and the student. Dalton State College will return unearned Title IV aid up to an amount that is equal to the total allowable institutional charges for the payment period multiplied by the percentage of the Title IV aid that was unearned. If the student received only Federal Stafford Loans, no student repayment of unearned federal aid will be required, as the terms and conditions of the original loan repayment agreement will apply. (See sections following regarding repayments that may be required to Dalton State College and to state aid programs.) Students with unearned Federal Pell Grant, SEOG, or Academic Competitiveness Grant must repay the portion of the original grant overpayment that is in excess of half of the total Title IV grant funds received by the student. If this amount is not repaid to the college within 45 days of notification, the overpayment will be referred to the United States Department of Education for collection, and the student will forfeit future eligibility for the Title IV or Georgia State financial aid. At this point, the student must work with the Department of Education to resolve the overpayment.
5. Dalton State will return unearned Title IV funds to federal programs in the following order:
  - Federal Unsubsidized Stafford Loan
  - Federal Subsidized Stafford Loan
  - Federal PLUS Loan
  - Federal Pell Grant
  - Academic Competitiveness Grant
  - Federal SEOG

6. Following is an example of a Return of Title IV funds calculation for a Dalton State College student:

Institutional Charges:	Tuition & Fees	=	\$ 881.00
	Bookstore Charges	=	250.00
	Total		\$1,131.00
Title IV Aid Disbursed:	Federal Pell Grant		\$2,025.00

The student withdrew on the 12th day of a 120-day semester (enrollment period); the earned and unearned portions of Title IV aid are calculated as follows:

Percent Earned	12 ÷ 120	=	10%
Amount of earned Title IV aid	\$2,025 x 10%	=	\$202.50
Percent Unearned	100% – 10%	=	90%
Amount of unearned Title IV aid	\$2,025 x 90%	=	\$1,822.50

Dalton State College is responsible for returning the lesser of unearned Title IV aid (\$1,822.50 from above) and unearned institutional charges (\$1,131 x 90% = \$1,017.90). Dalton State will return \$1,017.90 in unearned Title IV aid to the Federal Pell Grant program.

The student will repay the portion of the original grant overpayment that is in excess of half of the total Title IV grant funds received by the student.

Calculate the unearned Title IV grant aid that has not been paid by Dalton State: \$1,822.50 minus \$1,017.90 = \$804.60)

Then calculate the Title IV Grant protection - 50% of Title IV grants received: \$2,025 x 50% = \$1,012.50

Calculation of Title IV Grant funds that student must return: \$804.60 minus \$1,012.50 = \$0

This student will owe no money back to the Federal Pell Grant program.

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

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

### **Calculation of Unearned Financial Aid the Student Owes to Dalton State**

1. Financial aid students who withdraw must repay Dalton State the difference between the amount Dalton State returns to Title IV programs and the tuition refund generated by the withdrawal.

In the example above, the student's tuition refund is:

\$881 tuition x 90% (percentage of term not attended) = \$792.90

2. Amount returned to aid programs by Dalton State - \$1,017.90 from above.

Amount student must repay Dalton State:

\$1,017.90 minus \$792.90 tuition refund = \$225 due Dalton State College.

Repayment may be required with funds other than financial aid. If this occurs and the bill remains unpaid for more than 120 days, a third party collection agency will be used and the debtor will also become liable for any additional collection costs associated with the collection of any amount not paid.

**Repayment to Georgia aid programs.** Georgia regulations require state aid recipients (including HOPE) who also receive federal aid repay unearned state aid when they withdraw from classes.

1. The student in the example above received \$864 in HOPE funds to pay tuition and fees.
2. The unearned percentage of aid is 90%, so the amount the student must repay the HOPE program is \$777.60, calculated as follows: \$864 x 90% - \$777.60
3. State aid repayments are made to Dalton State College, the College then returns the funds to the state agency on the student's behalf.
4. No additional Georgia financial aid may be received until this HOPE repayment is made in full to Dalton State College.

## Special Fees

**Application Fee:** A \$20 non-refundable fee is required for all applicants if the application is submitted on-line. A \$30 non-refundable fee is required for all applicants if the application is submitted by paper. A \$50 non-refundable fee is required for international student applicants.

**Transcript Fee:** The first ten (10) copies of official transcripts will be processed without charge; \$5 will be charged for each additional transcript.

**Graduation/Diploma Fee:** A fee of \$20 must be submitted to Enrollment Services along with the application for graduation. This is a non-refundable fee.

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

**CPR/Health Certification Fee:** \$5 is charged to each PHED 1005 registrant.

**Transportation/Parking Fee:** A \$20 fee is charged per vehicle per academic term. Decals are issued to identify drivers/owners from the date issued until the end of the academic term. Parking cars without proper permit/registration may result in disciplinary action.

**Return Check Fee:** A \$30 fee or 5% of the face amount, whichever is greater, is assessed for each check returned for non-payment. Check cashing privileges may be suspended if two or more checks are returned on an individual or agency and may result in "Cash Only" for future transactions. Checks returned for non-payment could result in withdrawal from school along with processing to legal authorities for collection and the debtor will also become liable for any additional collection cost associated with the collection of any amount not paid.

**Liability Insurance (Nursing Degree):** A yearly \$15 non-refundable insurance fee is required for students in most medical related programs.

**NCLEX Test:** A \$60 fee is required for all students in NURSING 1105 to pay for the required NCLEX Test.

**Credit by Exam Fee:** A \$50 fee for each attempted examination.

**CLEP Test:** A \$80 fee for each attempted examination.

**Higher One Replacement Card Fee:** \$20 for cards that are lost or have been discarded by the student.

**Student Teaching Internship:** \$50 per semester for a total of five semesters.

**Health Insurance:** \$830 per year through Pearce and Pearce.

**Orientation Fee:** An orientation fee of \$20 will be charged to all new students attending DSC.

## Regents' Rules Governing the Classification of Student Residency for Tuition Purposes

(Effective August 1, 2007)

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

### A. United States Citizens

- a. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as "in-state" for tuition purposes.

It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.

- b. A dependent student shall be classified as “in-state” for tuition purposes if either i) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student has graduated from a Georgia high school or ii) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent’s most recent federal income tax return.
- c. A dependent student shall be classified as “in-state” for tuition purposes if a U.S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.

If the parent or U.S. court-appointed legal guardian of a dependent student currently classified as “in-state” for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

If an independent student classified as “in-state” relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.

**B. Noncitizens**

Noncitizens initially shall not be classified as “in-state” for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under non-immigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.

**C. Waivers:** An institution may waive out-of-state tuition for:

- (a) students selected to participate in a program offered through the Academic Common Market;
- (b) international students and superior out-of-state students, selected by the institutional president or his authorized representative provided that the number of such waivers in effect does not exceed two percent of the equiv-

- alent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- (c) full-time employees of the University System, their spouses, and their dependent children;
  - (d) full-time employees in the public schools of Georgia or of the Department of Adult and Technical Education, their spouses, and their dependent children, and teachers employed full-time on military bases in Georgia;
  - (f) career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under order of their respective governments;
  - (g) military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes;
  - (h) legal residents (twelve months or more) of Hamilton and Bradley counties in Tennessee;
  - (i) full-time members of the Georgia National Guard, their spouses, and their dependent children;
  - (j) students who are certified by the Commissioner of the Georgia Department of Industry, Tourism, and Trade as being a part of a competitive economic development project;
  - (k) students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers;
  - (l) students enrolled in special pilot programs approved by the Chancellor;
  - (m) any student participating in an ICAPP Advantage program;
  - (n) any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students;
  - (o) a dependent student who, as of the first day of the term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted; and
  - (p) members of a uniformed military service of the United States, who, within 12 months of separation from such service enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia.

## **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?**

United States citizens or eligible non-citizens who meet the following conditions:

- Satisfactory Academic Progress for financial aid (see page 60 for additional information)
- Have no defaulted student loans or refunds due to federal or state grant programs
- Have registered for Selective Service by age 18 (males)
- Have not been convicted of drug offenses while receiving federal financial aid.
- Students in mini-certificate programs of fewer than 16 hours do not qualify for federal aid

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

Students who enroll as a transient student at Dalton State College:

- HOPE-eligible students must ask their home school's financial aid office to send a HOPE Eligibility Certificate for Transient Study to the Dalton State College Financial Aid Office.
- To receive federal aid based on transient hours at Dalton State – the student must check with their home school's financial aid office to see if they participate in consortium agreements. If they do, the home school's financial aid office will send a consortium agreement to the Dalton State Financial Aid Office. Any additional federal funds will be distributed through the home institution.

Students who are transient *from* Dalton State College:

- Transient coursework must first be approved through the Dalton State Enrollment Services Office.
- HOPE-eligible students must inform the Dalton State Financial Aid Office so that a HOPE Eligibility Certificate for Transient Study may be sent to the host school. Subsequent HOPE awards cannot be made at DSC until an official transcript is received from the host institution.
- To receive federal aid based on transient hours – the student must ask the Dalton State College Financial Aid Office to initiate a consortium agreement with the host institution. If agreed, our office will send a consortium agreement to the host institution. If the host institution agrees to participate in the consortium agreement, aid eligibility will be determined after the completed and signed consortium agreement is received, and any additional federal funds will be distributed by Dalton State.

## 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](http://www.daltonstate.edu/admission) 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: Go to [www.daltonstate.edu/finaid](http://www.daltonstate.edu/finaid), select HOPE Application Procedures and follow the instructions. Or request a paper HOPE Application from the Dalton State Financial Aid Office. Processing of the paper application will take longer than the on-line version. Your other option is to complete the federal aid application – see below.
4. To apply for HOPE and Federal aid (Pell, ACG, 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.

### Priority Application Deadline

Fall 2007	June 1, 2007
Spring 2008	October 1, 2007
Summer 2008	March 1, 2008

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. Financial need is a factor for some Foundation Scholarships, so students are encouraged to file the federal aid application (FAFSA). 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 the end of each Spring Semester and after 30, 60 and 90 attempted hours 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. In order for the HOPE Scholarship to pay for upper division (level 3000 and 4000 courses, the student must be enrolled in a bachelor's degree program.

### 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**

Nursing Service Cancelable Loans are available to Georgia residents who: 1) are accepted into the Associate of Science Nursing program; 2) demonstrate financial need; 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.

Promise Teacher Scholarship Loans of up to \$3,000 per academic year are available to qualified junior and senior education majors. Eligible students must

have a 3.0 cumulative GPA (all courses taken since high school), be academically classified as a junior or senior, and be accepted into a Bachelor's degree education program. Promise Teacher Scholarship Loans may be repaid by teaching in a Georgia public school classroom. Promise Teacher applications are available in the Office of Student Financial Aid. Promise Teacher Scholarships are awarded by the Georgia Student Finance Commission on a first-come, first-served basis.

\*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 class(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 120 days, a third party collection agency will be used and the debtor will also be liable for any additional collection costs associated with the collections of any amount not paid.

### **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.\*

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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 the end of each Spring semester and after 30, 60 & 90 attempted hours in order to retain the HOPE Scholarship.

- 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, S and IP 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) 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.htm](http://www.daltonstate.edu/finaid/satisfactory_progress.htm).

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 an approved 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 2007-2008 academic year are:

<b>Term</b>	<b>A&amp;B session deadline</b>	<b>C session deadline</b>
Fall Semester	August 8, 2007	October 4, 2007
Spring Semester	December 31, 2007	March 3, 2008
Summer Semester	May 6, 2008	June 5, 2008

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.