

DSC

GENERAL
INFORMATION

ACADEMIC CALENDAR 2008 - 2009

Orientation and Registration for New Students

All new students are required to participate in New Student Orientation. Orientation sessions are scheduled during June and July for new Fall students, December and January for new Spring students, and May for new Summer students. As soon as new students complete admission requirements and are accepted, they will receive written notification of the specific dates and times for New Student Orientation (see pages 15-36 for admission requirements). New Student Orientation gives students an opportunity to become acquainted with staff, learn about campus services, meet with an academic advisor, and register for classes.

Note: Students who complete their admission requirements and are accepted early will be eligible to attend the earliest orientation sessions, which have a greater selection of classes.

Class Session Legend

"A" Session	Full Semester
"B" Session	First Half of Semester
"C" Session	Second Half of Semester

FALL SEMESTER 2008

August 12	Tuesday	New Faculty Orientation and Division Meetings
August 13	Wednesday	Faculty Retreat
August 14	Thursday	Academic Advisement and Registration (Former and New Students)
August 18	Monday	First Day of Classes for A Session and B Session
August 18-20	Mon.-Wed.	Late Registration and Drop-Add
September 1	Monday	Labor Day Holiday
September 6	Saturday	First Saturday Classes
September 18	Thursday	Last Day to Drop Classes or Withdraw From B Session
October 8	Wednesday	Last Day of Classes for B Session
October 9	Thursday	Final Exams for B Session C Session Registration
October 11-13	Sat.-Mon.	Fall Break
October 14	Tuesday	First Day of Classes for C Session Late Registration for C Session
October 27	Monday	Last Day to Drop Classes or Withdraw From A Session
November 18	Tuesday	Last Day to Drop Classes or Withdraw From C Session
November 26-30	Wed.-Sun.	Thanksgiving Holidays
December 5	Friday	Last Day of Classes for A Session and C Session
December 6	Saturday	Last Day of Saturday Classes
December 8-13	Mon.-Sat.	Final Exams for A Session and C Session
December 13	Saturday	End of Fall Semester
December 15	Monday	Grades Due to Enrollment Services by Noon
December 20-28	Sat.-Sun.	College Closed

SPRING SEMESTER 2009

January 6	Tuesday	Academic Advisement and Registration (Former and New Students)
January 7	Wednesday	First Day of Classes for A Session and B Session
January 7-9	Wed.-Fri.	Late Registration and Drop-Add
January 19	Monday	Martin Luther King Holiday
January 24	Saturday	First Saturday Classes
February 9	Monday	Last Day to Drop Classes or Withdraw From B Session
March 2	Monday	Last Day of Classes for B Session
March 3	Tuesday	Final Exams for B Session Registration for C Session
March 9-15	Mon.-Sun.	Spring Break
March 16	Monday	First Day of Classes for C Session Late Registration for C Session
March 23	Monday	Last Day to Drop Classes or Withdraw from A Session
April 15	Wednesday	Last Day to Drop Classes or Withdraw from C Session
April 25	Saturday	Last Saturday Class
April 29	Wednesday	Last Day of Classes for A Session and C Session
April 30-May 6	Thurs.-Wed.	Final Exams for A Session and C Session
May 6	Wednesday	End of Spring Semester
May 7	Thursday	Grades Due to Enrollment Services by 4:00 pm
May 8	Friday	Graduation for 2008-2009

SUMMER SEMESTER 2009

May 18	Monday	Academic Advisement and Registration (Former and New Students)
May 19	Tuesday	First Day of Classes for A Session and B Session
May 19-20	Tues.-Wed.	Late Registration and Drop-Add
May 23	Saturday	First Saturday Classes
May 25	Monday	Memorial Day Holiday
June 5	Friday	Last Day to Drop or Withdraw From B Session
June 16	Tuesday	Last Day of Classes for B Session
June 17	Wednesday	Final Exams for B Session Registration for C Session
June 18	Thursday	First Day of Classes for C Session
June 18-19	Thurs.-Fri.	Late Registration for C Session
June 25	Thursday	Last Day to Drop or Withdraw from A Session
July 3	Friday	Independence Day Holiday
July 7	Tuesday	Last Day to Drop or Withdraw from C Session
July 17	Friday	Last Day of Classes for A and C Sessions
July 20-21	Mon.-Tues.	Final Exams for A and C Sessions
July 21	Tuesday	End of Summer Term
July 22	Wednesday	Grades due to Enrollment Services by 4:00 p.m. (Except for Saturday Classes)
July 25	Saturday	Last Day of Saturday Class/Final

HISTORY OF THE COLLEGE

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

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

The original buildings for Dalton Junior College included:

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

In Fall Quarter 1967, DJC opened as the 24th institution of the University System of Georgia to 524 students. Growth came quickly as programs were added and as the institution attracted larger numbers of students. In 1973 a Technical Division was authorized through a joint agreement between the University System and the State Department of Education, thus bringing an array of technical certificate and degree programs to the traditional pre-baccalaureate offerings with which the College had begun. In 1987 the word “Junior” was dropped from the institution’s name as part of a University System initiative affecting most of the state’s two-year schools. In 1996, Dalton College was authorized to assume responsibility for the Dalton School of Health Occupations, and as a result several new health-related programs were added to the institution’s curriculum. By this time, enrollment had reached 3,000 credit students and over 6,000 non-credit (continuing education) participants. Meanwhile the campus grew to accommodate the increasing size and complexity of the institution. A new general classroom building, later named Gignilliat Memorial Hall, was occupied in 1970. A new library building, later named Derrell C. Roberts Library, was completed in 1972. Major additions to Pope Student Center, Westcott Hall, and the Maintenance/Warehouse Building were completed between 1973 and 1975. A new Technical Building was added in 1979, and a major addition to Sequoya Hall was completed in 1989.

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

As the College continues to develop the depth and breadth of its offerings, a fresh round of construction projects is providing room for expansion. A new general classroom building, completed in late 1999, was later named the Lorberbaum Liberal Arts Building. A major addition to Roberts Library began in early-2001 and was completed in mid-2002. The James E. Brown Continuing Education Building opened in 2006 and an off campus building designed as an extension of DSC's School of Technical Education will open in 2009. Another major classroom building for the campus is on the drawing board, and funding is anticipated in 2011.

Dalton State College was initially accredited in 1969 by the Southern Association of Colleges and Schools to award the associate degree, and full accreditation has been continuous since that time. In 1998 the institution received SACS approval to offer the bachelor's degree, and full re-accreditation was affirmed in 2003.

STATEMENT OF PURPOSE

Dalton State College is dedicated to providing broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region's economic vitality and quality of life. As an institution of the University System of Georgia, Dalton State College offers targeted bachelor's degrees, a full range of associate's degrees, and career certificate programs, and a wide variety of public service and continuing education activities. The College's work is strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools.

The mission of Dalton State College consists of the following core commitments:

- 1) selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment;
- 2) excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services;
- 3) public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region;
- 4) continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

In fulfilling its mission, Dalton State College seeks to prepare and inspire its students to be active members within their professions and communities. As Dalton State College looks to the future and its place in a competitive, global society, it seeks to build upon its strengths as one of the most academically respected, student-oriented, and community-centered institutions of its kind.

OFFICIAL NOTICES

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 NOTICE TO STUDENTS

With limited exceptions, including “directory information,” no personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the College without written consent of the student or as required by law. “Directory Information” includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. A student has the right to prohibit the release of his or her own “directory information” by advising the Office of Enrollment Services in writing.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the Vice President for Enrollment and Student Services in 127 Westcott, written requests that identify the record(s) they wish to inspect. The Vice President for Enrollment and Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Vice President for Enrollment and Student Services, she shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student’s education record(s) that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dalton State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Copies of the complete policy statement on student education may be obtained at the Office of the Vice President for Enrollment and Student Services and the Office of the Vice President for Academic Affairs.

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

NOTICE OF NONDISCRIMINATION

All of the programs, activities, and organizations of Dalton State College are open for the participation of all employees and all individuals enrolled as students. Admissions policies, activities, services, and facilities of Dalton State College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Dalton State College is an Affirmative Action Program Institution.

Dalton State College subscribes fully to the following policy of the Board of Regents of the University System of Georgia:

No person shall, on the ground of race, color, sex, religion, creed, national origin, age, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established. (*The Policy Manual of the Board of Regents*, 802.01).

Incorporated in this policy are the applicable provisions of Title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended; of Title IX Regulations Implementing Education Amendments of 1972; of Section 503 and Section 504 of the Rehabilitation Act of 1973; of the Vietnam Era Veterans Readjustment Assistance Act of 1974; of the Age Discrimination Act of 1975, as amended; of Title II and other provisions of the Americans with Disabilities Act of 1990, as amended; and of any other federal laws or regulations regarding equal opportunity, affirmative action, and nondiscrimination with respect to employees and students to which Dalton State College is subject. Any person who requires assistance under these measures for admission to or participation in any program, service, or activity of Dalton State College should contact the designated Title IX and Section 504 Coordinator:

Dr. John A. Hutcheson, Jr.
Vice President for Academic Affairs
Dalton State College
650 College Drive
Gignilliat Memorial Hall, Room 122
Dalton, GA 30720
706.272.4421 or 1.800.829.4436 ext. 4421
jhutcheson@daltonstate.edu

GRIEVANCE PROCEDURES

The following grievance procedures can be found throughout the academic catalog:

Admission	page 25
Disability Support Services	page 60
Student	page 87

INVITATION TO IDENTIFY

The Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, define a disabled individual for the purposes of the program as any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment. If this definition applies to you and you wish to be considered for admission as a student or for employment under the Affirmative Action Program of Dalton State College, please tell us about (1) special methods, skills and procedures which may qualify you for programs or positions for which you might not otherwise be considered because of your disability and (2) accommodations which might enable you to perform properly and safely, including use of special equipment, changes in the physical layout of the workspace, and modifications of nonessential duties related to the job or other accommodations.

This information is voluntary and refusal to provide it will not subject you to discharge or to discriminatory or disciplinary treatment. All employees and applicants for employment are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under these Acts. Any information provided shall be kept confidential, except that (1) instructors, supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodations, (2) security personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (3) government officials investigating compliance with the Acts shall be informed. Lack of English-language skills will not be construed as a barrier to participation in a program, or occupancy of a position for which an applicant may be otherwise qualified.

July 1, 2006