

# 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

Dalton State College offers several paths to admission for home schooled students and students graduating 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 school accredited by the Center of the Accrediting Commission for Independent Study (Georgia only)
3. Diploma from a school accredited by Georgia Private School Accrediting Commission (GAPSAC) [www.gapsac.org](http://www.gapsac.org)
4. Diploma from a school accredited by Association of Christian Schools International (ACSI)
5. Diploma from a school accredited by Georgia Accrediting Commission, Inc.
6. Diploma from a school accredited by Georgia Association of Christian Schools (GACS)
7. Diploma from a school accredited by South Association of Colleges and Schools
8. SAT I or ACT Composite scores at or above Dalton State College's average of the previous year's fall semester for first time freshmen.

#### Minimum SAT I and ACT Scores and Sub Scores

SAT I Composite of 950 or higher (minimum 380 Verbal and 370 Math)

ACT Composite of 19 or higher (minimum 14 English and 15 Math)

9. 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.

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

10. Presidential Exception

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

11. GED Scores

Students seeking Bachelor’s or Transfer Associate Degrees may demonstrate satisfactory completion of College Preparatory Curriculum by submitting course descriptions of high school course work for review.

If an individual does not meet one of the above criteria options, they must meet Federal Ability to Benefit scores and would then be limited to select Certificate programs of study.

## BACHELOR’S DEGREE PROGRAMS

### Bachelor of Business Administration

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

### Bachelor of Science

- Biology
- Early Childhood Education
- Mathematics

### Bachelor of Social Work

### Bachelor of Applied Science

- Technology Management

## TRANSFER ASSOCIATE DEGREE PROGRAMS

### Associate of Arts

Communication Studies  
Economics  
English  
Foreign Language  
General Studies  
Geography

History  
Philosophy  
Political Science  
Psychology  
Social Work  
Sociology

### Associate of Science

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

Information Systems  
Mathematics  
Medical Technology  
Nuclear Medicine Technology  
Nursing  
Occupational Therapy  
Physics/Pre-Engineering  
Pre-Dental Hygiene  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Physician Assistant  
Radiation Therapy Technology  
Radiography  
Respiratory Therapy

## CAREER ASSOCIATE DEGREE PROGRAMS

### Associate of Applied Science

#### Business

Business, General  
Computer Operations  
Management  
Marketing  
Medical Office Administration  
Medical Transcription  
Office and Business Technology

#### Health

Emergency Services Management  
Medical Laboratory Technology  
Radiologic Technology  
Respiratory Therapy

#### 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**

Computer Networking and Service  
Technology  
Computer Operations  
Drafting and Design Technology  
Industrial Electrical and Electronic  
Technology  
Licensed Practical Nursing  
Management  
Marketing  
Medical Assisting  
Medical Transcription  
Office and Business Technology  
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 Office Specialist  
Office Technology  
Personal Computer Applications  
Phlebotomy  
Plate and Pipe Welding  
Small Business Record Keeping  
Telecommunications  
T.I.G. Welding

# ADMISSIONS REQUIREMENTS

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

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

### **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 is required for all applicants whose verbal SAT score is below 450 (19 ACT) or whose mathematical SAT score is below 500 (21 ACT). Test scores must have been taken within the past five years.
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 is required for all applicants whose verbal SAT score is below 450 (19 ACT) or whose mathematical SAT score is below 500 (21 ACT). Test scores must have been taken within the past five years.
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 is required for all applicants whose verbal SAT score is below 450 (19 ACT) or whose mathematical SAT score is below 500 (21 ACT). Test scores must have been taken within the past five years.
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 is required for all applicants whose verbal SAT score is below 450 (19 ACT) or whose mathematical SAT score is below 500 (21 ACT). Test scores must have been taken within the past five years.
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 199-202 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 (ATB) by earning the minimum cutoff scores on the COMPASS exam (ATB minimum scores Reading - 60, English - 31, Math - 21) 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 file completed by</u>
Fall	August 1
Spring	December 5
Summer	April 30

## GRIEVANCE PROCEDURE

Whenever an applicant for admission 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 1060/SAT (530/Math and 530/Verbal) or an ACT minimum of 23 (23/English and 22/Math).

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 GA College 411's web site ([www.gacollege411.org](http://www.gacollege411.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 cannot be considered for admission until the Office of Enrollment Services receives the following documents:

1. **Application & Fee:** Complete and submit an international application with the required \$30 non-refundable application fee; or apply on-line at [www.daltonstate.edu/admission/apply\\_international.htm](http://www.daltonstate.edu/admission/apply_international.htm) and pay the \$20 non-refundable application fee with a credit card via telephone at 706-272-4435.
2. **Certificate of Immunization:** Please have 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:** All non-native speakers of English must prove English proficiency 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, or 69 on the Internet-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 critical reading and 450 writing; or American College Testing Program (ACT) scores with a minimum of 19 English [DSC 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 including 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."  
**NOTE: The SAT is required for traditional students only.**
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:** Have transcripts from high school and/or all colleges or universities attended sent directly to Dalton State and have all original, official

transcripts evaluated and translated by an external reputable credentials evaluator. (See approved list of evaluators listed below.) Note: Evaluation /translation is not necessary for schools located in the U.S. High school transcripts must be evaluated “by the document” and college transcripts must be evaluated “course-by-course.” The evaluation process can take 2-6 weeks and there will be a cost involved. Remember, the transcripts sent to a credentials evaluator are in addition to transcripts that must be 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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- 8. Students Transferring from Other U. S. Institutions:** Upon your official acceptance, you will be issued an I-20 by the DSC 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 generally awarded for courses similar in length, time, and content to those taught at Dalton State College. Grades of "D" 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.

## **CAAP ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS**

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.