

DSC

GENERAL
INFORMATION

ACADEMIC CALENDAR 2009 - 2010

Orientation and Registration for New Students

All new students are required to participate in New Student Orientation. Orientation sessions are scheduled during May, June, July and August for new Fall students, October for Fall C Session students, December and January for new Spring students, February for Spring C Session 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 while enjoying the common experience of transition with their peers.

Note: Students who complete their admission requirements and are accepted early will be eligible to attend the earliest orientation sessions, which tend to 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 2009

August 11	Tuesday	New Faculty Orientation and Division Meetings
August 12	Wednesday	Faculty Retreat
August 13	Thursday	Academic Advisement and Registration (Former and New Students)
August 17	Monday	First Day of Classes for A Session and B Session
August 17-19	Mon.-Wed.	Late Registration and Drop-Add
September 7	Monday	Labor Day Holiday
September 12	Saturday	First Saturday Classes
September 17	Thursday	Last Day to Drop Classes or Withdraw From B Session
October 7	Wednesday	Last Day of Classes for B Session
October 8	Thursday	Final Exams for B Session C Session Registration
October 12	Monday	First Day of Classes for C Session Late Registration for C Session
October 26	Monday	Last Day to Drop Classes or Withdraw From A Session
November 17	Tuesday	Last Day to Drop Classes or Withdraw From C Session
November 24-29	Tues.-Sun.	Thanksgiving Holidays
December 4	Friday	Last Day of Classes for A Session and C Session
December 5	Saturday	Last Day of Saturday Classes
December 7-12	Mon.-Sat.	Final Exams for A Session and C Session
December 12	Saturday	End of Fall Semester
December 14	Monday	Grades Due to Enrollment Services by Noon
December 23- January 3	Wed.-Sun.	College Closed

SPRING SEMESTER 2010

January 5	Tuesday	Academic Advisement and Registration (Former and New Students)
January 6	Wednesday	First Day of Classes for A Session and B Session
January 6-8	Wed.-Fri.	Late Registration and Drop-Add
January 18	Monday	Martin Luther King Holiday
January 23	Saturday	First Saturday Classes
February 5	Friday	Last Day to Drop Classes or Withdraw From B Session
February 25	Thursday	Last Day of Classes for B Session
February 26	Friday	Final Exams for B Session Registration for C Session
March 1-7	Mon.-Sun.	Spring Break
March 8	Monday	First Day of Classes for C Session Late Registration for C Session
March 22	Monday	Last Day to Drop Classes or Withdraw from A Session
April 12	Monday	Last Day to Drop Classes or Withdraw from C Session
April 24	Saturday	Last Saturday Class
April 28	Wednesday	Last Day of Classes for A Session and C Session
April 29-May 5	Thurs.-Wed.	Final Exams for A Session and C Session
May 5	Wednesday	End of Spring Semester
May 6	Thursday	Grades Due to Enrollment Services by 4:00 pm
May 7	Friday	Graduation for 2009-2010

SUMMER SEMESTER 2010

May 17	Monday	Academic Advisement and Registration (Former and New Students)
May 18	Tuesday	First Day of Classes for A Session and B Session. Late Registration and Drop-Add for B Session
May 18-19	Tues.-Wed.	Late Registration and Drop-Add for A Session
May 22	Saturday	First Saturday Classes
May 31	Monday	Memorial Day Holiday
June 4	Friday	Last Day to Drop or Withdraw From B Session
June 15	Tuesday	Last Day of Classes for B Session
June 16	Wednesday	Final Exams for B Session Registration for C Session
June 17	Thursday	First Day of Classes for C Session. Late registration and Drop/Add for C Session
June 24	Thursday	Last Day to Drop or Withdraw from A Session
July 5	Monday	Independence Day Holiday
July 6	Tuesday	Last Day to Drop or Withdraw from C Session
July 15	Thursday	Last Day of Classes for A and C Sessions
July 19-20	Mon.-Tues.	Final Exams for A and C Sessions
July 20	Tuesday	End of Summer Term
July 21	Wednesday	Grades due to Enrollment Services by 4:00 p.m. (Except for Saturday Classes)
July 24	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, by a margin of 26 to 1 the voters of Whitfield County approved a bond issue authorizing \$1.8 million for the new junior college. With Federal construction grants under the Higher Education Facilities Act of 1963 and the Appalachian Regional Development Act of 1965 supplementing the local bond funds, 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 was finally realized.

Under the supervision of the College's newly appointed president, Arthur M. Gignilliat, formerly of Valdosta State College, construction began in October, 1966, on the original five structures, situated within the city limits of Dalton on a tract of 136 acres alongside Interstate 75 donated by the Bevil, Lambert, Swift, and Tibbs families. These included an administration/library building (now the Westcott Building), a classroom/laboratory building (now Sequoya Hall), a student services building (now Pope Student Center), a health and physical education building (now Bandy Gymnasium), and a maintenance/warehouse facility. By September, 1967, four of these structures were complete, and in that month Dalton Junior College opened to 524 students as the 24th institution in the University System.

Growth came quickly as programs were added and attracted increasing numbers of students. In 1970 President Gignilliat was succeeded by Derrell C. Roberts, whose leadership of the institution lasted for nearly a quarter-century until his retirement in 1994. The Roberts years began with completion of a new general classroom building, eventually named Gignilliat Memorial Hall, that included a lecture hall/auditorium seating 330, and in 1972 a free-standing library building was finished. In 1973 the school became one of four junior colleges in the University System selected to house a vocational and technical education unit, to be operated jointly with the State Department of Education and affording an array of certificate and applied science associate degree programs in addition to the pre-baccalaureate offerings with which the College had begun. Quickly outgrowing their initial quarters, the technical programs soon required their own facility, and a large new building to house the majority of them was completed on the north end of the campus in 1979. Meanwhile, major enlargements of Pope Student Center, the Westcott Building, and the maintenance building were completed between 1973 and 1975. An addition to Sequoya Hall with expanded laboratories, offices, and lecture spaces opened in 1989.

In 1987 the name of the institution changed as the word "Junior" was dropped in accordance with a University System initiative that affected most of the State's two-year colleges. What was now called Dalton College continued, however, to build on a record of academic excellence established over the preceding two decades that placed it at the forefront of the University System's two-year schools and often compared favorably with many of the four-year institutions. As the 1990s began, the College's supporters in the Dalton-Whitfield community began to look toward growing its enrollment beyond the 1,500-1,800 range maintained since the mid-1970s and to broaden its mission to include baccalaureate degree.

When Dr. Roberts retired in 1994, a year-long search for his successor brought James A. Burran from Abraham Baldwin Agricultural College in Tifton, who became Dalton College's third president in May, 1995 and would serve until February, 2008. The early years of Dr. Burran's tenure saw a rapid acceleration of the developmental momentum already underway. In 1996, for example, the College was authorized to assume responsibility for the Dalton School of Health Occupations formerly operated under the auspices of the local hospital, and as a result several health-related programs were added to the institution's curriculum. By that time, enrollment had reached 3,000 credit students and over 6,000 non-credit participants in a wide variety of continuing education programs.

The year 1998 proved to be a watershed. As did the rest of the University System, in August the College switched from the quarter-system academic year to a semester-based calendar. Of even greater significance, however, was the authorization the College received in September to begin developing its first bachelor's degrees, with implementation scheduled for the fall of 1999. Initially comprising four programs in business administration, the College's baccalaureate offerings grew over the next decade to include tracks leading to degrees in social work, teacher education, biology, mathematics, English, history, chemistry, and criminal justice. In November, 1998, the institution's name was changed again, with the new nomenclature, Dalton State College, reflecting its expanded mission.

The physical growth of the campus under Dr. Burran's leadership provided tangible evidence of the College's dynamic potential. A major remodeling of the Technical Building adapted it to a changing set of technical and career programs while also adding more instructional spaces for general campus use. In late 1999 a large general classroom building, later named the Lorberbaum Liberal Arts Building, was completed, and in mid-2002 the opening of an addition to the Library doubled the size of that facility, named shortly before in honor of Dr. Roberts. Through the efforts of the Dalton State College Foundation, several parcels of land adjacent to the campus were acquired, and one of these became the site of the James E. Brown Center, completed in 2006 to house the Division of Continuing Education and various College offices. Off-campus offerings, made available over the years in a variety of locations ranging from factory venues to schools and technical colleges in counties throughout Northwest Georgia, assumed a new character in the later Burran years as plans were made to construct a College-owned building on the campus of the Whitfield County Career Academy and to establish a permanent satellite facility in the former Gilmer County Public Library building in Ellijay. The early months of 2009 saw ground broken at the Career Center and classes begin in the Ellijay location. On the main campus, a critically needed parking deck was planned, with completion scheduled for the summer of 2009.

Upon his retirement, Dr. Burran was succeeded in March, 2008, by John O. Schwenn, who came to the College after serving as Vice President for Academic Affairs and Interim President of Emporia State University in Kansas. His appointment followed hard upon completion of Dalton State College's first major capital campaign, in which the DSC Foundation received contributions or pledges totalling \$21.5 million. These resources supported a transformation of the College's character, physical appearance, and relationship with the surrounding community. Most strikingly, the College was enabled to acquire an adjacent apartment complex and begin converting it to student housing, thus making Dalton State a residential institution for the first time in its history, with the first units opening in the fall of 2009. In late 2008 the

heart of the campus – largely unchanged since 1967 – acquired a 75-foot bell tower and carillon, giving the College a signature architectural emblem and the focal point of a redesigned quadrangle between Sequoya Hall and Pope Student Center. Also, preparations were made to establish the Bandy Heritage Center for the study and teaching of Northwest Georgia’s rich history and culture, with operations to begin in the fall of 2009. Finally, proposals were developed for enriching the College’s offerings and participation in the fine arts, eventually through construction of a fully equipped performing arts center.

As Dalton Junior College, Dalton College, and Dalton State College, the institution has been continuously accredited since 1969 by the Southern Association of Colleges and Schools (SACS) to award the associate degree, and since 1998 it has been accredited to award the bachelor’s degree. Full accreditation was most recently 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; and
- 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 the 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, he 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 within 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