

# Dalton State College

## GUIDE TO STUDENT CONSUMER INFORMATION

### 2010-2011

Dalton State College was chartered as Dalton Junior College by the Board of Regents of the University System of Georgia in July, 1963. Growth came quickly as new programs were added and in 1987 the name of the institution was changed as the word "Junior" was dropped. The word "State" was added in 1998 to reflect the institution's expanding mission. Dalton State is dedicated to providing broad access to quality higher education for the population of Northwest Georgia. Dalton State offers targeted bachelor's degrees, a full range of associate's degrees and career certificate programs.

#### **Family Educational Rights and Privacy Act (FERPA)**

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The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include (1) the right to inspect and review the student's education records within 45 days of the day Dalton State receives a request for access. (2) The right to request the amendment of the student's education record(s) that the student believes is inaccurate. (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. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dalton State to comply with the requirements of FERPA. The Complete Policies and procedures for reviewing educational records and requesting amendments of records may be obtained from the Office of the Registrar at Dalton State College, 650 College Drive, Dalton, GA 30720.

#### **VOTER REGISTRATION**

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Students not registered to vote can obtain information at <http://sos.georgia.gov/elections/vrinfo.htm>. This site allows online registration as well as provides the capability to print an application to be mailed.

#### **FINANCIAL AID**

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Descriptions of available federal, state, institutional, and other aid as well as eligibility criteria, disbursement methods, terms and conditions for receiving student aid (including loans) are available in several office publications as well as the Office of Student Financial Aid website.

<http://www.daltonstate.edu/finaid/index.htm>

A breakdown of the estimated cost of attendance that is used in the determination of financial aid eligibility is located on the Office of Student Financial Aid website.

<http://www.daltonstate.edu/finaid/EligibilityDetermined.htm#Two>

Information about the withdrawal policy and the requirements for the Return to Title IV process may be found at <http://www.daltonstate.edu/finaid/Withdrawal&RefundPolicy.htm>.

Information regarding student loans, including a sample repayment schedule, is located at <http://www.daltonstate.edu/finaid/DirectLoans.htm>. This page also includes information about the importance of repaying loans and the Entrance and Exit Counseling requirements.

Information about the student body diversity can be found at [http://www.daltonstate.edu/irp/quick\\_facts/QuickFacts\\_2009-2010.pdf](http://www.daltonstate.edu/irp/quick_facts/QuickFacts_2009-2010.pdf).

## **REFUND POLICIES**

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Dalton State College's refund policies are located at <http://www.daltonstate.edu/finaid/Withdrawal&RefundPolicy.htm>. This page includes information regarding refunds for reduction of class loads, non-attendance and unofficial withdrawal policy, and repayment of financial aid due to withdrawal from all classes.

## **WITHDRAWAL FROM COLLEGE**

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To withdraw from all current classes, students must obtain a Dalton State college Schedule Adjustment Form which must be signed by authorized personnel in the Office of Enrollment Services. After the published drop date, withdrawal without penalty is permitted only in cases of extreme, non-academic hardship which prevents the student from completing the semester. To receive consideration for a non-academic hardship, a student must provide full documentation of the hardship, wherever possible including corroborative evidence originating from an official or authoritative source. All requests for hardship withdrawal must be initiated by the student no later than the last day of the term in which the courses were taken. Hardship withdrawals typically require that the student withdraw from all courses not yet completed at the time the request is initiated. The hardship "W" must be recommended by the instructor(s) of the course(s) for which the student is enrolled, endorsed by the department chair(s) or dean(s) involved, and approved by the Vice President for Academic Affairs. Withdrawal from Dalton State College is effective on the date that the withdrawal is initiated.

## **INFORMATION ABOUT DALTON STATE COLLEGE**

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Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees.

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.

More information, including a list of the faculty and instructional personnel, may be obtained about Dalton State College at [www.daltonstate.edu](http://www.daltonstate.edu).

### **SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES**

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Dalton State College serves students with disabilities fully and completely. Our institution provides equal access for all students to programs, facilities, and services to the college. It is the student's responsibility to voluntarily self-disclose a disability to the Disability Support Services office in order to apply for reasonable accommodations.

The Disability Support Services office is located in the lower level of the Pope Student Center in the Academic Resources Department.

### **STUDY ABROAD**

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Institutions of the University System of Georgia provide students with a multitude of opportunities to study abroad while earning academic credit toward the completion of degree requirements at their home campuses. Study Abroad programs are coordinated through the Council on International Education of the Board of Regents. The program selections include summer study in France, England, Ireland, Spain, Russia, Italy, Mexico, China, and Japan.

### **GRADUATION RATES**

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Graduation rates may be found on the Institutional Research and Planning webpage at [http://www.daltonstate.edu/irp/ipeds.htm#Graduation\\_Rates](http://www.daltonstate.edu/irp/ipeds.htm#Graduation_Rates).

### **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

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The possession, consumption, sale, use, distribution, or possession of alcoholic beverages on college property or at events sponsored by the college is prohibited.

The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

## **CAMPUS SAFETY AND CRIME**

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The Office of Public Safety has the responsibility on campus for safety of students, staff, and faculty. Personnel include State Certified Officers, and Office Workers.

All State Certified officers complete formal training at a police training academy for certification by the Georgia Peace Officers Standards and Training Council. All officers receive annually at least twenty hours of in-service training, including but not limited to legal updates; crime prevention; firearm instructions and requalification; defensive tactics; baton certifications; safety, fire, and evacuation response; C.P.R. and first aid.

The crime statistics for Dalton State are located at [http://www.daltonstate.edu/publicsafety/crime\\_stat.htm](http://www.daltonstate.edu/publicsafety/crime_stat.htm).

## **IMMUNIZATION REQUIREMENTS**

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The immunization requirements for Dalton State College are located on the web at <http://www.daltonstate.edu/admission/pdf/Immunization.pdf>. The form must be signed by a health care official. The immunization requirements are as follows:

- 2 MMR (measles, mumps, rubella)**
- Varicella (chicken pox)**
  - date of disease OR
  - two vaccinations
- Tetanus**
  - within the last 10 years
- Hepatitis B**
  - three series shot – all required
  - required for students 18 years or younger at time of enrollment