

HANDBOOK FOR PART-TIME FACULTY

DALTON STATE COLLEGE

2007-2008

This handbook is prepared for the convenience of part-time faculty at Dalton State College and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with THE POLICY MANUAL OF THE BOARD OF REGENTS or any other official publications or actions of the Board of Regents, the official publications or actions of the Board of Regents shall prevail.

Rev. 7/07

MEMORANDUM

TO: Part-time Faculty

FROM: John Hutcheson, Vice President for Academic Affairs

Welcome to the instructional staff of Dalton State College!

As a part-time faculty member, you are an integral part of the College community, for with your assistance, the College is better able to meet its mission of extending a variety of educational opportunities to the citizens of northwest Georgia.

You may help DSC expand its course and program offerings by sharing your expertise in a highly specialized field, or you may make it possible for us to meet the enrollment demands in multiple-section courses. In all cases, you fill a vital role in the life and work of the College.

Unfortunately, my full-time colleagues and I often have limited opportunity to work alongside you, especially if your teaching assignments are during the evening hours or at an extended campus site. We hope that this handbook will partially compensate for these daily contacts and the structured activities through which we share a continuous flow of information among the faculty, administration, and professional staff.

We've attempted to provide brief, practical discussions of topics and concerns you and your students may encounter, without unduly duplicating information published elsewhere. Like most large organizations, the University System of Georgia and its thirty-five colleges and universities, including Dalton State College, produce endless documents teeming with policies, procedures, guidelines, rules, and regulations. Most of those affecting students are included in the *Dalton State College Catalog*, "must" reading for all students and faculty. Local issues are addressed specifically in the STATUTES OF DALTON STATE COLLEGE and the FACULTY HANDBOOK. All of these publications are ultimately based on, and are secondary to, the POLICY MANUAL OF THE BOARD OF REGENTS.

The last three publications are available to you online at the College's website, or in any of the administrative offices, in the Library, and from your division chair. In these same locations, you will also find the AFFIRMATIVE ACTION PROGRAM FOR DALTON STATE COLLEGE and the DALTON STATE COLLEGE POLICY AND PROCEDURES STATEMENT ON SEXUAL HARASSMENT. If you should have any difficulty in locating any of these, please contact my office and we'll see that you have access to a copy.

When you and your students have questions which are not addressed in this HANDBOOK FOR PART-TIME FACULTY or for which you need more detailed or specific answers, feel free to contact your division chair, the office of the Vice President for Academic Affairs, or any of the other administrative offices. Through your inquiries, we'll try to resolve confusion, better meet the needs of the campus community, and, as a bonus, improve future editions of this handbook.

Please be assured how greatly we appreciate your service to Dalton State College and welcome your suggestions for improvements.

**HANDBOOK FOR PART-TIME FACULTY
DALTON STATE COLLEGE**

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DALTON STATE COLLEGE

Dalton State College is a unit of the University System of Georgia, which is comprised of four Research Universities, two Regional Universities, thirteen State Universities, seven State Colleges, and nine Associate Degree Colleges. All of these public institutions are collectively governed by a sixteen-member Board of Regents, each serving a seven-year term following appointment by the Governor and ratification by the Georgia Senate.

Operating and construction funds are allocated to each unit of the System by the Board of Regents which receives an annual appropriation from the Georgia General Assembly. Student matriculation fees, set by the Board, fund approximately thirty percent of an institution's instructional budget.

Dalton State College opened in the Fall of 1967 with an enrollment of 524 students. In the Fall Semester of 2006, the College registered 4,349 credit students. Over the years, the profile of the College's academic program and its student body has changed dramatically. Over 80% of students in the first class were between the ages of 16 and 20; recently, this traditional college-age group is only about 40% of the enrollment. In 1967, Dalton State College offered only one career program, serving 4% of the student body; the College now offers nearly 550 courses in professional, vocational, and technical fields.

The majority of Dalton State College students live in a five-county area: Whitfield (42%); Murray (16%); Catoosa (13%); Gordon (12%) and Walker (9%). The remaining nine percent are from the other counties in the College's assigned service area (Dade, Fannin, Gilmer, Pickens) or from out-of-state.

In 1967, facilities on the 141-acre campus of Dalton State College consisted of portions of the present Sequoia Hall, Westcott Building, Student Center, and Maintenance Building. There are now a total of ten buildings. The Shirley and Alan Lorberbaum Liberal Arts Building occupied in 1999, an addition to Derrell C. Roberts Library in 2002, and the new James E. Brown Continuing Education Center completed in 2006, should enable the college to serve a student population of 4,500 by the year 2012. The College currently offers courses at one extended-campus site in Catoosa County, and at a variety of local industrial sites.

Dalton State College offers joint, cooperative Associate of Applied Science degrees with Appalachian Technical College, Northwestern Technical College, and Coosa Valley Technical College. Through another Board-approved cooperative agreement, the Medical College of Georgia offers upper-division coursework for the bachelor's degree in Medical Technology, and its participation in the Regents' Engineering Transfer Program prepares students for acceptance by the Georgia Institute of Technology. Through its Continuing Education Center, Dalton State College provides non-credit programs throughout its service area.

Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor and associate degrees. The College is a unit of the University System of Georgia and is an Affirmative Action Program Institution committed to the concept and reality of cultural diversity.

DALTON STATE COLLEGE 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 to 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.

NOTICE OF NONDISCRIMINATION

Dalton State College is a comprehensive institution within the University System of Georgia, offering the baccalaureate and associate degrees and a range of technical career certificates. 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

College employees requiring such assistance should contact:

Ms. Faith Miller
Director of Human Resources
Dalton State College
650 College Drive
Westcott Hall, Room 140
Dalton, GA 30720
706.272.2034 or 1.800.829.4436 ext. 2034
fmiller@daltonstate.edu

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 (i) instructors, supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodations, (ii) security personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) 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, 2007

GENERAL EDUCATION STUDENT LEARNING OUTCOMES

A graduate of Dalton State College will....

1. Determine forms of communication appropriate to particular audiences and purposes.
2. Gather data for basic research from various sources, including the computer and other forms of electronic media, such as the Internet.
3. Organize and communicate knowledge and ideas in a logical and purposeful way.
4. Recognize and use accepted patterns of grammar, punctuation, and sentence structure in speech and writing.
5. Exhibit expertise to research, organize, and present an oral report or speech.
6. Articulate understanding of course materials acquired through listening, reading, graphics, experiments, computations, and electronic media.
7. Utilize appropriate models and concepts such as the "scientific method" to solve problems.
8. Distinguish between observations, inferences, and relationships in works under investigation.
9. Comprehend and communicate data presented graphically and/or mathematically.
10. Perform basic mathematical operations.
11. Show knowledge and ability to use the computer and other forms of electronic media, such as the Internet.
12. Comprehend major forces and events, influences and ideas that shaped history and society.
13. Recognize, appreciate, and analyze perspectives and values of diverse cultural groups and their historical experiences in the United States.
14. Articulate and analyze issues from different perspectives and open to other viewpoints than their own.
15. Analyze social institutions and human behavior using appropriate disciplinary frameworks.
16. Use scientific knowledge and practical experience to assess personal well-being and to plan and maintain wellness.
17. Demonstrate knowledge and skills necessary for active citizenship.
18. Make informed judgements in interpreting works of art, literature, and other aesthetic experiences.

ABSENCE FROM CLASS. When you know in advance that you must be absent from class, you should contact your division chair as far in advance as possible to discuss the arrangements you propose for comparable educational experiences for your class.

When the absence results from an unexpected development or emergency, notify the College as soon as possible. If you are unable to reach your division chair, contact the Vice President For Academic Affairs. Your chair should always be fully informed as soon as possible and assured that comparable learning experiences will be made available for the class.

Student absences are governed by the policy you state in the written syllabus for each course. You should check with your division chair to determine if there is a divisional policy on absences. If not, you should formulate an academically sound policy that encourages responsible course participation and provides reasonable accommodations for unavoidable absences occasioned by illness, accident, family emergencies, employment exigencies, or other extenuating conditions.

ADMINISTRATIVE OFFICES. The Office of the President, the Fiscal Affairs Office, and the Office of Enrollment Services are located in Westcott Hall. Each office is open daily from 8:00 a.m. to 5:00 p.m. Extended hours are observed during regular and late registration periods. The Office of the Vice President for Academic Affairs is located in Memorial Hall, and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

In addition, the Office of Enrollment Services is open until 6:00 p.m. on Monday and Tuesday; the Fiscal Affairs Office until 6:00 p.m. on Wednesday and Thursday.

Several offices of the Vice President for Enrollment and Student Services are housed in the Student Center. Student support offices (Academic Resources Center, Financial Aid & Veterans Services, and Student Activities) are open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday.

The Academic Advising Center is located in the Lorberbaum Liberal Arts Building, Room 107. Office hours are Monday and Tuesday from 8:00 a.m. to 6:00 p.m., Wednesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m.

Personnel in all of these offices will arrange for after hours appointments if needed.

ADVISEMENT AND REGISTRATION. Although part-time faculty are not expected to serve as academic advisors, your students may have questions about the process of advisement and registration.

All students enrolling at Dalton State College for the first time are required to participate in the orientation program, conducted by the Academic Resources Center.

The College's Academic Advising Center, located in Lorberbaum 107, serves as a resource for students and the faculty members who advise them, providing informational assistance designed to help students graduate in a timely manner and with the greatest academic benefit. Academic advising services are offered without charge to DSC students, and students should feel free to contact their advisors at any time to discuss problems or seek advice.

New Students:

First-time, degree-seeking students as well as certificate and transfer students with two or more learning support requirements will receive initial academic advisement in the Academic Advising

Center. Usually, they will be advised and registered by appointment after they have been officially accepted. Degree-seeking students will continue to be advised in the Academic Advising center until they have a) satisfied all learning support requirements, b) completed at least 15 credit hours, and c) declared a major other than General Studies. Certificate students and degree-seeking transfer students will exit from the Academic Advising Center when they have satisfied their learning support requirements.

Transfer and certificate students with less than two learning support requirements and all mini-certificate students will be assigned to faculty advisors by the appropriate division secretaries. Advisement of these students will most likely occur after they attend new student orientation.

When a student is released from the Academic Advising Center, the appropriate division secretary will be notified. The division secretary assigns advisors as directed by the chair, ensures that the number assigned to faculty is reasonable, and will make a list of new advisees for each chair and advisor.

The division secretary will notify the student by mail regarding his/her new advisor assignment along with the advisor's office location and telephone number.

The secretary to the Vice President for Academic Affairs will send a list of enrolled students to each division secretary and the Academic Advising Center secretary by the end of the third week of the semester. Each secretary will check the list and appropriately assign an advisor to those listed as "No Advisor". Additional assignments may have to be made after "C" session registration each term.

Change of Major:

Students go to the Enrollment Services office to change majors. A student is notified by mail when a major change is processed and approved and the new division secretary is copied on the notification. The student is notified by the division secretary of the new division who will tell the student the name of the new advisor. The new division secretary notifies new advisor and old division secretary of advisor change and will notify the student by mail regarding his/her new advisor assignment along with the advisor's office location and telephone number.

Students taking classes at extended campus sites are normally advised by their assigned faculty advisor.

All students who have ever been enrolled at Dalton State College, including current students, are eligible to meet with their advisors throughout the semester to register. Students who meet appropriate criteria may use the self-registration process.

Once the faculty member and the student have completed advisement, the faculty member can register the student via desktop computer using the registration procedures directed in the BANNER Web Training Guide or the student may self-register. OCIS periodically provides faculty and staff with updates to the Training Guide.

After being advised and registered, the student pays all fees at the Fiscal Affairs Office. Those who complete the registration process are entered on the class rolls for the next academic term and have no further obligations until their classes meet for the first time.

New and former students may "late register" the first three days of the term.

Registration is not complete until all fees are paid. The registration of students who fail to pay fees after having their course schedules entered or whose payment is uncollectible (e.g., returned check) is cancelled. (Please encourage any student who is having financial difficulties to contact the

Financial Aid Office. The College has access to a wide variety of assistance programs.)

AFFIRMATIVE ACTION. The President of the College has succinctly stated the College's commitment to equal opportunity and non-discrimination: "Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. Discrimination on the basis of race, religion, color, sex, national origin, or handicap subverts these goals and is unacceptable on this campus."

Through its Affirmative Action Program, written to comply with the requirements of Executive Order 11246, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC 2012); Section 503 and 504 of the Rehabilitation Act of 1973, as amended; and their implementing regulations, Dalton State College affirms its commitment to pursue aggressively full employment and educational opportunities for all citizens.

Copies of this document are available in the Office of Vice President for Academic Affairs, who serves as the College's federal compliance officer, and in the Library. You and your students are encouraged to contact the compliance officer to discuss any instances of discrimination on the campus or in the operation of the College.

AUDIO-VISUAL. (See also **LIBRARY**.) The Media Center of the Roberts Library provides audio-visual equipment and software for the instructional programs of the College. All of the media holdings can be used by students and faculty in various service areas of the Library and most can be delivered to the classrooms.

Forms to request materials and equipment for classroom use are available from your division chair, the Media Center, and the Instructional Services Offices. Always try to give the Media Center at least 48 hours notice when requesting classroom support services.

The Media Center can borrow, rent, or purchase virtually any media materials on the market that are not in its current inventory. In some cases, your division chair may have to determine if the expense can be funded. In all cases, the Media Center will need considerable advance notice to secure materials that are to be borrowed, rented, or purchased by the date(s) needed.

BOOKSTORE. The College Bookstore, located at the south end of the upper level of the Pope Student Center, stocks all required textbooks and other course materials, general student supplies, notions, and a limited selection of "trade books" and will place special orders for any book in print.

The Bookstore operates from 7:30 a.m. to 6:00 p.m. Monday through Thursday and Friday from 7:30 a.m. to 5:00 p.m. Hours are extended until 7:00 p.m. or as late as needed Monday through Thursday during the first two weeks of the academic term. Students can order textbooks on-line at the Dalton State College Bookstore website.

State regulations require that all sales of merchandise on campus, including textbooks and other course materials and supplies, be conducted through the Bookstore or other unit of the Fiscal Affairs Office.

The Bookstore provides "buy back" services for unwanted used textbooks Monday through Friday during normal store hours. The Bookstore Manager can arrange for an authorized buyer to visit your office if you wish to sell a quantity of books. No other "buy back" operations are authorized on campus. If you are approached by an unauthorized used book buyer on campus, please contact

Public Safety.

CAMPUS VISITORS. College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. when the college is in session, the Office of Enrollment Services is open until 6:00 p.m. on Monday and Tuesday; the Business Office is open until 6:00 p.m. on Wednesday and Thursday; and the Academic and Career Enhancement Center and the Financial Aid Office are open Monday through Thursday until 6:00 p.m. Weekend and holiday period appointments with college officials may be secured through advance arrangements.

Anyone who is not an employee, student, or authorized guest is not allowed on campus. Door-to-door solicitation of any kind is strictly prohibited at Dalton State College, particularly solicitation by insurance agents or book buyers. You may invite a salesman to your office, but one is not authorized to visit without appointment. If you notice anyone on campus who appears to be inappropriate, contact the Office of Public Safety at 4461.

Child care facilities are not available on campus. **Dalton State College is not responsible for children, and children must not be left unsupervised on campus.** Children are not permitted to accompany students to classes, laboratories, seminars, etc.

Children may be on campus accompanied by their parents for short, infrequent visits. However, children may not remain with the parents for extended periods of time as they may interfere with the performance of the employee/student and may compromise the safety of the children. Should this event occur, the parent will be instructed to take the children home.

If unattended minor children are found during patrols in the hallways or campus grounds, Public Safety officers will complete the following:

1. Have the child assist in locating the parent.
2. If the parent is in class, an officer will interrupt the class in a professional manner and request the parent to step out of the classroom. The parent will be instructed to take immediate care and control of their child. The officer will complete a Miscellaneous Incident Report titled *Unattended Child*.
3. In situations when the parent is not attending class or is not in the immediate area, officers may be required to bring the child to the Public Safety Office until the parent can be located. A Miscellaneous Incident Report or other reports will be completed per the officer's determination.

CANCELLATION OF CLASSES/CLOSING OF THE COLLEGE. If classes are canceled for any non-emergency reason, notice is provided to all faculty and students as far in advance as possible by means of posters, memoranda, online at www.daltonstate.edu, etc.

If classes are canceled because of an emergency, such as inclement weather, announcements are made as quickly as possible through the radio and television media in the service area of the College. Closings because of weather will be made at whatever point it is determined that conditions are unsafe to conduct classes. Most often, these conditions develop during the night hours and every effort is made to contact the media by 6:30 a.m.

If you are teaching at an extended campus site, you should observe the decisions of the host facility. These announcements are usually made on radio and television stations in the area of the host site.

A list of the radio and television stations on the College's "call list" is posted on bulletin boards across the campus as winter weather approaches. Included are the four Dalton radio stations, the three network TV stations in Chattanooga, four radio stations in Chattanooga, and at least one radio station each in Ellijay, Calhoun, and LaFayette. Encourage your students to identify one or more of these sources for information on class cancellations/campus closings. If you need additional information, contact the Office of Vice President for Academic Affairs or the Office of Enrollment Services during normal office hours.

In all cases, the College expects employees and students to exercise judgement and caution in assessing the safety of conditions they will encounter between their point of departure and the campus or extended campus site.

Decisions on make-up days, typically involving the winter semester, depend on several factors; however, because of the constraints of the System's Uniform Calendar, compensatory time is usually not scheduled unless the total days lost exceed the equivalent of one week of class time in a given semester.

CATALOG. The *Dalton State College Catalog* is an essential document for every student and faculty member. The catalog contains the student-related academic policies and procedures in effect at the time of printing, as well as the curricular requirements for each program of study offered by the College.

Each student who receives a degree or certificate from Dalton State College must fulfill all of the graduation and curriculum requirements published in one applicable catalog. Those students who do not change their programs of study or their degree/certificate status may graduate under the catalog in effect at the time of initial enrollment or any one subsequent catalog in effect during a semester in which they are enrolled to pursue the initial degree or certificate. Students who change their programs of study or their degree/certificate status may complete the requirements of the ***Catalog in effect at the time of the change*** or of any one subsequent Catalog in effect during a semester in which they are enrolled to pursue the new program of study, degree, or certificate. Students who pursue an additional degree or certificate are subject to the requirements of the Catalog in effect when they begin the new program or any one subsequent Catalog in effect during a semester in which they are enrolled to pursue the additional degree or certificate.

Students who re-enter the College after a period of two or more consecutive calendar years in which they earned no academic credit at Dalton State College must satisfy the curricula requirements of the catalog in effect when they return to school, or any one subsequent catalog. Students who have not graduated by the time their entering catalog edition is ten years old must satisfy the curricula requirements of the catalog in effect when the ten year period expires, or anyone subsequent catalog.

In addition to information about the co-curricular activities of the College, the STUDENT HANDBOOK contains current student conduct regulations and disciplinary policies and procedures.

Your students are responsible for the content of both of these documents and should be encouraged to have a personal copy for reference as needed. Copies are available at no charge in the Enrollment and Students Services Office.

CHEATING AND PLAGIARISM. Cheating and plagiarism are defined and discussed in the *Student Handbook*. You should, however, make your policies on these violations of academic integrity clear at the beginning of each course in your course syllabus and indicate the penalties for such infrac-

tions. You should also notify your division chair of any occurrences and your proposed or actual action(s) in response. The student's course of appeal - for disciplinary actions or any other academic matter - is to the chair, the Vice President For Academic Affairs, and the President, respectively. In addition to whatever disciplinary action(s) you impose for academic dishonesty, you may also prefer charges against the offender with the Student Discipline Committee.

CLASS ROLLS. Preliminary class rolls for all courses are generally available on the Internet before the first class meeting. If not, you may wish to make your own temporary roll. After the last scheduled registration and drop-add date each academic term, faculty members should download their final class rolls from the Internet.

Faculty members are responsible for notifying the Office of Enrollment Services of any student whose name appears on their class roll but who have never appeared for class.

All students attending your classes, including auditors, must be duly registered. If an attendee's name does not appear on the final class roll, you should not allow him or her to continue attending your class without written verification of registration status from the Office of Enrollment Services. Within two weeks of the start of each semester, Enrollment Services will ask all faculty, via email, for a verification of accuracy of your roster. **Please ensure that you respond to this email.**

Class Roll Verification Process

1. Under the Banner Faculty Menu select Early Warning Class Audit.
2. Select the CRN for the appropriate class roll.
3. For those students who have never attended class, indicate with an "A" in the box by the student's name.
4. Use the section at the bottom of the roll to indicate students who are attending class, but are not on the roll.
5. If all information is correct, indicate by selecting the button at the bottom of the page.

CLASS SCHEDULE. The meeting time and dates for each class, including the final examination period, are established at the time each class is placed on the "Schedule of Classes." Any changes must be approved by your division chair and the Vice President For Academic Affairs. See also **CLASSROOMS.**

CLASSROOMS. As each class is scheduled, the Enrollment Services Office assigns it to a classroom and/or laboratory. The Master Room Schedule includes all activities conducted in instructional space, including Dalton State College credit and non-credit courses, and other agency and group activities.

If you need to relocate your day on-campus class(es) for any reason, the Enrollment Services Office will try to accommodate your needs. **It is essential, however, that all changes be made and recorded through the Enrollment Services Office to avoid conflicts (even in apparently unused rooms) and to provide the College with a current class location schedule in the event of an emergency.**

Your division chair should be informed of all classroom changes on campus and at extended campus sites.

No eating, drinking, or use of tobacco products is permitted in campus and extended campus

classrooms or in laboratory/shop areas.

If you are teaching at a non-campus site, you and your students are expected to observe all policies of the host facility.

In all cases, on-campus and elsewhere, classroom etiquette suggests that the rooms, including chalkboards and furniture, be left in good order for the next class.

Should your assigned campus classroom(s) need custodial service, maintenance, or special instructional appointments, contact your division chair. Requests for emergency service during the day can be placed directly with Plant Operations. Requests for services at the Catoosa Center site should be made through the local Site Coordinator. Requests for services at Gilmer High School or Coosa Valley Technical College should be made through the Assistant Vice President for Academic Affairs at DSC.

You are encouraged to report deficiencies in the physical environment of the campus and to make suggestions for improvements.

CLERICAL/SECRETARIAL ASSISTANCE. Your division chair will assist you in securing clerical/secretarial support for your day classes through the Instructional Services Offices in Lorberbaum and Sequoya Halls or the secretarial staff in the Technical Building. These offices are staffed from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Whenever possible, please allow at least one week's notice for typing and duplicating examinations, course syllabi, and other class materials.

If you wish to do your own photocopying, contact your chair for an approved user code to operate the machine. Per copy charges will be billed to the division. Payment for personal copies is made by the user to the Fiscal Affairs Office at the rate of 5¢ per copy. (If you need to use one of the copiers in the Library for class-related purposes, a librarian can arrange for the charges to be billed to your division. Check with your division chair, however, if you need to make a number of copies since these charges are higher than elsewhere on campus.)

State laws prohibit the use of University System personnel time, supplies, postage, telephone services, equipment, or other items of value for personal purposes or gain.

CONDUCT/DISCIPLINE. Dalton State College students are expected to deport themselves as responsible, mature members of the College community. The Student Code of Conduct, published in the *Student Handbook*, describes expected and prohibited behaviors, student rights and responsibilities, and disciplinary procedures.

You and your students have the right to an orderly teaching/learning environment and the responsibility to support such an environment by discouraging behaviors detrimental to an effective academic experience. You should identify for your class those behaviors and activities that you find disruptive, unethical, or otherwise unacceptable in your class(es).

No member of the College community should be permitted to interfere with the safety, welfare, or learning opportunities of any other member or to compromise the academic integrity of the College. Violations of academic policies or principles are usually dealt with by the course instructor. Other conduct infractions are normally referred to the Vice President for Enrollment and Student Services or to Public Safety.

Should an occasion arise in which you need assistance, feel free to contact your chair, the Vice President For Academic Affairs, the Vice President for Enrollment and Student Services, or Public Safety.

COURSE SYLLABUS. You must provide each student in your class(es) with a written course syllabus at the first meeting of the class, but in no case later than the last day of the drop-add period (normally the first week of class). This syllabus should clearly state your classroom policies and procedures and the course requirements. (See Sample Course Syllabus, Appendix A)

At a minimum, the syllabus should include:

1. Title of the course
2. Textbook(s) and/or other required course materials.
3. Objectives of the course.
4. Number and value of graded assignments and all other considerations used in determining the course grade.
5. Policy on attendance and, if applicable, penalties imposed.
6. Policy on late or make-up work and, if applicable, penalties imposed.
7. Other policies governing the course and/or course grade, such as cheating and plagiarism, appropriate uniform, tools, supplies, and conduct.
8. Procedure for scheduling meetings with you outside of class and for getting messages to you. (Required by the Commission on Colleges of the Southern Association of Colleges and Schools).
9. Statement on disabilities as provided by the Academic Resources Center
10. Workforce Development Statement (See Appendix E)
11. Statement on Withdrawal/Drop procedures. (See also **DROPPING AND ADDING CLASSES**)
12. Your office hours, email address, website address, or other means by which students can contact you.

Your students may also find it helpful to have a schedule of class activities (dates of tests, written assignments, sequence of lectures, laboratory sessions, field trips, etc.); recommended supplementary readings of other resources such as tapes, films, slides, study guides, etc.; and any other information that you think would help the students understand better the nature, purpose, and requirements of your course.

To comply with the accrediting criteria of the Commission on Colleges of the Southern Association of Colleges and Schools, **your division chair will need current, dated syllabi for each course you teach.** Your chair will assist you in preparing course syllabi and will inform you if there is a common syllabus for all sections of certain courses and/or division-wide components for all course syllabi in your division.

CREDIT BY EXAMINATION. Each student should be challenged to master new skills, information, or knowledge in every course. Students who have mastered the content and expertise of a course at the equivalent of at least a "C" level through independent study, work experience, or some other non-traditional means, may receive credit for that course through a validation examination.

The College awards credit through the College Level Examination Program (CLEP), the Advance Placement (AP) program, and others listed in the American Council on Education Guide (ACE Guide). More often, however, credit is awarded through examinations developed and administered by each division. These determine the student's mastery of the knowledge, skills, and information

expected of those who pass the course(s) at Dalton State College with a grade of at least "C."

"Credit by Examination", indicated by the symbol "K" on the student's record, is an award of credit hours applicable toward graduation or other requirements but does not carry a letter grade or quality points. Credit by Examination cannot be used to satisfy the thirty hour minimum residence requirement.

You may refer students to the *Dalton State College Catalog*, your division chair, the Vice President for Enrollment and Student Services, or the Vice President for Academic Affairs for further information.

DROPPING AND ADDING CLASSES. Students may drop and/or add classes during the add-drop period at the beginning of each semester. The Schedule Adjustment Form (Appendix B) is used for adding or dropping courses. The add-drop period is limited to those dates as indicated in the Academic Calendar. After that date, classes may not be added without the approval of the instructor, except for classes which have not yet begun. Students may not add classes for which they do not meet the prerequisites. Students may not add classes that are "closed" except with instructor approval. Payment for semester hours added during the add-drop period must be made immediately. It is the responsibility of the student to submit the properly completed Schedule Adjustment Form to the Enrollment Services Office during scheduled hours of operation. Official changes are made only from this form.

Faculty members should check their class rolls available on BANNER regularly for accuracy of information concerning those students who have added or dropped a course. Students may drop classes without penalty up to the announced deadline date, as noted in the Academic Calendar. Students enrolled in any Learning Support Class may not drop that class(es) without first dropping any credit courses they have scheduled.

Refunds for reductions of class loads (dropping courses) must be prior to the official first day of class of any term, regardless of the actual beginning date. There are no refunds for course reductions on or after the official first day of class. Part-time students who increase their course load must, however, pay for the additional hours (up to 12 credit hours, a full-load).

Students who officially drop classes through the "last date to drop or withdraw" date in the Academic Calendar automatically receive the non-punitive symbol "W" (Withdraw), which does not compute in hours carried or the grade point average.

After the "last date to drop or withdraw", the "W" can only be assigned for a Hardship Withdrawal. This provision is designed to accommodate genuine emergencies such as illness, accident, death, relocation, and other situations beyond the student's control. A Request for Hardship Withdrawal form (Appendix C) must be completed for each course and requires the recommendation of the instructor of the course and the approval of the division chair and the Vice President for Academic Affairs. The student should provide a written request and, third party documentation (from physician, employer, etc.) for you to attach to the request form when you forward it to your division chair.

To drop all classes at one time through the "last date to drop or withdraw", the student should use a Schedule Adjustment Form. (Appendix B) This form must be used to receive the applicable refund for complete withdrawal.

Students who advance register and then officially reduce their course loads or completely withdraw before the "First Day of Classes" receive full refunds of the applicable fees paid.

Any student who simply stops attending a class or who fails to submit the appropriate, correctly completed Schedule Adjustment Form to the Enrollment Services Office should be assigned an "F" ("U" in Learning Support) for the course. Students who have properly withdrawn from school or dropped a class will have a "W" placed on the final grade report by Enrollment Services. Faculty members do not award a grade of "W".

Dalton State College requires that each faculty member please add the following to their course syllabi concerning drops and withdrawals.

"The last day to drop this class without penalty is ----- (example: Monday, November 1, 2004). You will be assigned a grade of **W**. After this date, withdrawal without penalty is permitted only in cases of extreme hardship as determined by the Vice President for Academic Affairs; otherwise a grade of **WF** will be issued. The proper form for withdrawing from all classes at the college after the official drop/add period but before the published withdrawal date is the Schedule Adjustment Form. Students who are assigned to the Academic Advising Center for advisement must meet with an advisor or staff member at the Academic Advising Center (107 Liberal Arts Building) to initiate the withdrawal process. All other students must meet with a staff member or advisor at the Office of Academic Resources in the Pope Student Center to initiate the withdrawal process. After meeting with the staff member or advisor, all students will then finalize the withdrawal process in the Financial Aid Office. Students who fail to complete the official drop/withdrawal procedure will receive the grade of **F**. **Withdrawal from class is a student responsibility**. The grade of **W** counts as hours attempted for the purposes of financial aid."

EMAIL/BANNER ACCOUNTS. Each professor should have an email account and a BANNER account. Your division chair can help set these up for you through OCIS. Email is essential so that students can contact you, and so that you have access to normal email messages of interest forwarded throughout the College. A BANNER account is essential so that you have access to your class rolls and to submit your final grades. You can access BANNER and email at DSConnect.

EMERGENCY PROCEDURES. See also **PUBLIC SAFETY**. Every employee of Dalton State College should be thoroughly familiar with the *Dalton State College Emergency Procedures Handbook*. Copies are available in the Fiscal Affairs Office and in the Department of Public Safety. If you have any unanswered questions about the proper response to any foreseeable emergency or safety situation, contact the Director of Public Safety for further information and instructions.

If you are teaching classes at extended campus sites, you should determine safety and emergency procedures and resources at the host site before the first class meeting. The Site Coordinator can furnish this information and obtain answers to any unforeseen questions that may arise in the course of your off-campus assignment. All current extended campus sites have 911 service.

To reach PUBLIC SAFETY twenty-four hours a day, DIAL 4461 or (706) 272-4461.

EMPLOYMENT. Part-time faculty are employed for specific assignments on an as-needed basis. Part-time faculty carry the rank of Part-time Instructor, a nontenure track designation in the University System, and are not eligible for fringe benefits or the accrual of annual leave, sick leave, or paid holidays.

Reemployment of part-time faculty is at the discretion of the College. Employment may be terminated at any time such action is deemed to be in the best interest of the institution, its students, or the faculty member.

EVALUATION. In the interest of improving teaching effectiveness and the overall quality of education at Dalton State College, students are periodically given opportunities to share their perceptions of the courses and faculty of the College. Your division chair will discuss with you the schedule for the evaluation of your class(es) and the procedure by which you will receive a summary of the responses. Overall evaluation of part-time faculty is the responsibility of the appropriate division chair.

FACULTY LOUNGE. You are welcome to use the Faculty Lounge from 7:30 a.m. to 10:30 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. Friday. It is located at the south end of the upper level of the Pope Student Center. Recent issues of The Chronicle of Higher Education and several campus publications are available in the Lounge. Other lounges available for faculty use can be found in Lorberbaum Liberal Arts, The Technical Education Building, and Roberts Library.

FIELD TRIPS. Faculty members may arrange class field trips related to the content of their courses for their classes. Several procedures must be followed prior to the field trip to meet System and local liability containment requirements:

1. Secure the approval and permission of your division chair.
2. Arrange for transportation, housing, food, and other accommodations.
3. Complete and have all student participants complete and have notarized the Release and Waiver of Liability, the Assumption of Risk, and, if applicable, the Release, Waiver of Liability and Covenant Not To Sue forms which are available from the Student Activities Office.
4. Complete the Field Trip form and file it with the Vice President for Fiscal Affairs and, as a matter of information, with your chair.
5. Provide a detailed itinerary, with telephone numbers whenever possible, to the Vice President for Fiscal Affairs and to your chair.
6. Personally accompany and supervise the field trip.

If your field trip is through the auspices of a campus club or organization or if it is funded by the Student Affairs Council, you must also provide roster and itinerary information to the Vice President for Enrollment and Student Services.

PLEASE REMEMBER:

1. University System professional liability insurance does not provide coverage for damages or claims arising from the use of personally owned or leased vehicles.
2. You must file a Dalton State College Leave Request before a trip to be covered under the provisions of Workers' Compensation.
3. Under ADA, Section 503 and Section 504, all facilities in which college sponsored activities are conducted must be accessible and provide appropriate accommodations for students with disabilities. The facilities must not, of course, discriminate on the basis of sex, race, color, religion, national origin, handicap, or age. (You must have these assurances from the facilities in advance of the field trip.)

4. ONLY currently enrolled students and current employees of Dalton State College may participate in field trip activities.

FOOD SERVICE. A variety of hot meals, short orders, sandwiches, salad bar items and snacks are available in the Sky Light Café located on the upper level of the Student Center. Operating hours during Fall and Spring Semesters are 7:30 a.m. until 5:30 p.m. Monday through Thursday and from 7:30 a.m. until 1:30 p.m. Friday. The Operating hours for Summer Semester are 7:30 a.m. to 1:30 p.m. Monday through Friday. Beverages and snack items are also available from vending machines in the Student Center, the Liberal Arts Building, Roberts Library, the Technical Building, and the Brown Center for Continuing Education.

Food and refreshments for group activities on campus can be arranged in several ways - through the Sky Light Café, the Center for Continuing Education, the Office of Student Activities, private caterers, and individual or group initiative. Arrangements can also be made for the use of appropriate campus facilities, when available, for college-related functions involving food or refreshments. In most instances, you will need to notify and receive authorization from either the Vice President for Fiscal Affairs and/or Enrollment and Student Services.

No alcoholic beverages are permitted on campus or at any college-related function involving students.

No sales of food or refreshments are permitted on campus except through Auxiliary Enterprises, Student Activities, and the Center for Continuing Education.

No eating, drinking, or use of tobacco products is permitted in campus and extended campus classrooms or in laboratory/shop areas.

GRADES. The assignment of grades is the responsibility of the faculty utilizing the uniform grading system of the University System is defined in the Catalog and includes the customary "A," "B," "C," "D," and "F." In addition, any student who officially withdraws from your course(s) by submitting a properly completed Schedule Adjustment Form to the Enrollment Services Office by the published "Last Day to Drop Classes Without Evaluation" receives the non-punitive symbol "W" (Withdraw). If the student has properly processed the withdrawal, the "W" will be preprinted on the official grade sheet you receive for that class.

After the "last date to drop or withdraw", a "W" can only be assigned because of extreme hardship or extenuating circumstances. The student is responsible for initiating the request for a Hardship Withdrawal by submitting a written request and, if possible, third party documentation (from physician, employer, etc.) of serious illness, accident, transfer, etc. which necessitates withdrawal from your class(es). Your division chair will assist you in obtaining the form on which you recommend the Hardship W. (Appendix C)

If a student simply stops coming to your class(es) without officially dropping or withdrawing, you should assign the grade "F" ("U" in Learning Support). No drop, add, or withdrawal is official unless the student submits the appropriate, correctly completed form to the Enrollment Services Office.

Faculty members do not award the grade of "W". This is awarded by Enrollment Services when a student properly drops a class or withdraws from school.

The symbol "I" (Incomplete) may be assigned in unusual situations involving a student who was passing your course, but for non-academic reasons (illness, accident, etc.) was unable to attend the last few class meetings, complete course requirements, or take the final. Reasons for giving the "I"

should be recorded in your grade book or other class record document. If the "I" is not removed by the end of the student's next semester of enrollment or after one calendar year regardless of enrollment, whichever comes first, it automatically becomes an "F."

If a student satisfies the remaining requirements, you will submit a Request for Change of Grade form (Appendix D) to remove the "I" and record the grade earned. The instructor who assigns an "I" is responsible for providing the student adequate opportunity to complete the unmet requirements.

The Uniform Grading System also includes grading symbols used in Learning Support courses: "S" (Passing grades, eligible to take the exit exam); "IP" (Did not pass the class, but made a valid attempt and made progress); "F" (Did not pass the class, did not make a valid attempt, did not make progress).

The symbol "K" is used to signify credit awarded by examination (CLEP, AP, institutional examination). The symbol K carries an award of credit hours only. It does not compute in the grade point average or carry quality points.

"V" is used to indicate audit status in a course and carries no quality points or credit hours; however, audit enrollments are subject to regular matriculation fees. By System policy enrollment status cannot be changed from audit to credit or credit to audit once the course has begun.

Each faculty member is free to develop a grading system which can be converted to the University System's uniform grades and symbols. In the written syllabus you distribute to your students at the first meeting of the class(es), you should indicate how letter grades will be awarded, including the value of each graded assignment or exercise. These values should be conscientiously recorded in a class grade book or other secure document.

Graded assignments and examinations should be reviewed with your students. Any graded material that the student has not had an opportunity to examine should be retained until after the published midpoint of the next semester, the last date for the appeal of course grades. The use of make-up examinations is determined by each faculty member in the absence of a departmental or divisional policy. The protocol for the appeal of grades is from instructor to division chair to Vice President for Academic Affairs to the President. The Board of Regents do not entertain grade appeals.

GRADE BOOK. Your division chair can furnish you with a grade book, or you may use another comparably secure recording document. At the end of each semester, you should submit a photocopy of your class record document to your division chair. Part-time faculty should never dispose of or destroy their grade books.

GRADE SUBMISSION. Grades are now normally expected to be filed electronically by all part-time faculty members. Please have your Division Chair contact OCIS to have an account number opened for you. It is most important to observe the deadlines announced by the Enrollment Services Office for turning in grades.

GUEST SPEAKERS. Faculty members may invite guests to address their classes. Prior to issuing an invitation, however, you should discuss your plans with your division chair. If you wish to invite a speaker for a campus-wide audience, you should contact the Vice President for Enrollment and Student Services, through whose office the college-wide Fine Arts and Lectures Committee reports.

HAZARDOUS CHEMICALS. The State of Georgia "Public Employee Hazardous Chemical Protection and Right to Know Act of 1988" provides employees with the right to know of any exposure to hazardous chemicals in their work areas, information about any hazardous chemicals to which they are exposed, training programs, and immunity from discrimination. The Act also requires that you receive a Certificate of Training for the State of Georgia Office of Human Resources. Dr. Tricia Scott, Assistant Professor of Chemistry, serves as the Right to Know Coordinator and training officer. This training is required every year by all College personnel and can be conducted on-line at <http://www.usg.edu/ehs/training/rtkbasic/>.

LEGAL REPRESENTATION. Institutions in the University System receive legal advice from the Regents' legal staff. Individuals who require legal representation as defendants in actions brought against them as employees of Dalton State College are represented by the Office of the Attorney General of Georgia.

In order to protect your rights to these services, you should not deal directly with any attorney purporting to represent a student nor engage in any discussions with a student in the presence of his/her attorney. You may indicate that, in the absence of representation by the Office of the Attorney General, you cannot respond. You will then want to alert your division chair and/or the President or Vice President for Academic Affairs immediately.

LIBRARY. (See also **AUDIO-VISUAL.**) Part-time faculty are eligible to check out circulation materials for as long as needed during the academic year and during the summer semester. All materials must be returned and/or re-borrowed at the end of each academic year and summer semester.

You will receive an Identification Card for circulation privileges early in the first semester you are appointed as a part-time faculty member. If you need to check out materials before then, contact the Librarian or your division chair.

You may schedule an Information Literacy class or tour of the Derrell C. Roberts Library for your class(es) by contacting the Librarian at least one week in advance. The library staff can also place materials on restricted circulation/reserve for your class(es) and will welcome suggestions for titles which may be purchased to support your class(es) and/or to enhance the holdings in your field. Interlibrary loans are also available for you and your students to complement the current holding of the College library.

The Library is a selective depository of the United State Government Printing Office. Titles not in the collection may be requested.

The Roberts Library has color and black & white printers, a digital scanner, and color and black & white photocopiers available for patron use. If you need to make copies for your classes using Library copiers, there will be no charge if they are not substantial in number. If you need to make more than a few copies, check with staff about replacing paper.

The Roberts Library has several public workstations near the Circulation Desk for both public and student use. The Roberts Library Learning Commons provides printing and over 40 workstations for student use only in a separate area. The Learning Commons also includes a Practice Studio with a workstation, projector, dvd/vhs player, and vhs camcorder. Students may reserve the Practice Studio to rehearse individual or group presentations. A current Student DSC ID is required to use the Learning Commons.

You are strongly encouraged to become familiar with the unusual breadth of resources available to

you and your students in the Library for enriching their educational experiences at Dalton State College.

Library hours are posted throughout campus, at the Roberts Library entrance, and are viewable online through GIL at <http://gil.daltonstate.edu/calreq.php>. Fall and Spring semester hours are 7:30 a.m. to 10:00 p.m. Monday through Thursday, 7:30 a.m. to 5:00 p.m. Friday, and 1:00 p.m. to 7:00 p.m. Sunday. Summer term hours are the same with the exception of Sunday. Summer Sunday hours are 2:00 p.m. to 6:00 p.m. Inter-session hours will be posted in the usual places and are typically the same as campus office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Closed Sunday. Our virtual library at <http://www.daltonstate.edu/library> is open 24/7.

MAILBOX. Your division chair will indicate where correspondence, memoranda, notices, and other information for your attention will be placed. You are encouraged to check this place each time you are on campus. If you are teaching exclusively at an extended campus site, essential communications will be mailed to the latest address you have provided your chair and/or the Vice President For Academic Affairs.

You may send messages to other faculty, administrators, and employees of the College through the Inter-campus Mail system. Reusable mailers are available from your chair, the Instructional Service offices, and all secretarial offices on campus.

Official College correspondence may be metered in the Business Office. (Place your name and that of your division on all mail to be metered.)

OFFICE HOURS. The college is not presently able to provide individual office space for each part-time faculty member; however, your division chair will make arrangements for you to have a place for storing instructional materials and meeting with students each semester you teach on campus.

It is important (and a requirement of the Southern Association of Colleges and Schools for continuing accreditation) for all students to have access to their instructors outside of class. Your students should know when and where you will be available and how to schedule out-of-class time with you. If you know in advance, you should include this information in your course syllabus or class schedule.

OPEN RECORDS. The definition of a public document in the Georgia Open Records Act broadly includes virtually any visible, auditory, or electronic document created by or received by employees of state agencies in the discharge of their duties. The Act also creates broad rights for these records to be accessed by the public. Both the definition and the rights are undergoing further interpretation by the state courts and the Office of the Attorney General.

Requests for any of your records should be referred immediately to your division chair or a member of the President's staff. Current advice will then be secured from the Regents' legal staff about how to respond and under what conditions, if any, to "open" the records requested. In all cases, the Act allows the employee and agency a reasonable, specified period of time in which to respond. You are not required to release records "on the spot," regardless of the source of the request (e.g., individual, attorney, or a local, state, or federal government employee/agent).

PARKING. Parking areas are reserved for faculty and staff until 4:30 p.m. in front of Westcott, at the rear of Memorial Hall and the Library, in front of and north of the Technical Building, and in the

Sequoia-Student Center lot. You are welcome to use any of these areas or, if they are filled, any other parking spaces on campus except those reserved for visitors and the handicapped. After 4:30 p.m., a block of spaces is reserved for faculty and staff in the Sequoia-Student Center lot. All other parking spaces, except those reserved for the handicapped, are unrestricted after 4:30 p.m.

All faculty, staff, and students are required to register each vehicle driven to campus. Parking tags for your vehicle(s) are available in the Public Safety Office located adjacent to the Game Room on the upper level of the Student Center. Vehicles without parking tags are subject to traffic violation citations. Each registered vehicle must be covered by liability insurance and each operator must have a valid drivers license.

PART-TIME FACULTY ASSIGNMENTS. Your assignment to one or more classes as a part-time member of the faculty of Dalton State College during any given semester is contingent upon a number of variables, including college-wide enrollments, specific course enrollments, and the availability of full-time faculty. In some cases, decisions can be made on the basis of advance registration for the next semester; in others, decisions cannot be made until the close of late registration. In all cases, your division chair will offer you an assignment as soon as possible after its availability is determined.

All teaching assignments for part-time faculty are made on a course-by-course, semester-to-semester basis at the discretion of the institution. (See Appendix F)

PART-TIME FACULTY REQUIREMENTS. You have been offered an appointment as a member of the part-time faculty of Dalton State College on the basis of your holding credentials, which meet or exceed the minimum requirements published by the Commission on Colleges of the Southern Association of Colleges and Schools in its *Criteria for Accreditation*. Depending on your teaching field, these range from an associate degree and appropriate work and/or teaching experience to a masters degree in your teaching discipline or a masters degree and 18 graduate semester hours (30 graduate quarter hours) in your teaching field. Educational credentials must be documented by official transcripts mailed by the institution(s) you have attended directly to the Office of the Vice President for Academic Affairs.

In addition, all new faculty must complete the following documents prior to appointment:

- (1) Biographical Data Sheet, (2) Board of Regents Public Safety Questionnaire/Loyalty Oath, and
- (3) State of Georgia Worker's Compensation Questionnaire.

PAYROLL. Part-time faculty receive payment for each semester's work on a month-to-month basis. You may instruct the Fiscal Affairs Office to hold your periodic check for pick-up in that office, to forward it to your campus box, to mail it to you, or to execute direct deposit to an approved financial institution.

Your compensation for part-time employment is subject to federal and Georgia withholding taxes and the Medicare premium tax.

Effective July 1, 1992, every employee of Dalton State College who is not a member of the Teachers Retirement System of Georgia or the Employees' Retirement System of Georgia is required to participate in the Georgia Defined Contribution Plan. The Payroll Assistant (272-4462), can provide additional information about this federally mandated program, including cost, benefits, and procedures for the withdrawal of contributions at the termination of employment.

PRIVACY OF STUDENT RECORDS. The Family Education Rights and Privacy Act of 1974, often called the Buckley Amendment, affords extensive rights to students enrolled in postsecondary institutions with respect to their academic records. In general, the College is not permitted to release any information about a student or former student to any third party (including parents, guardians, spouses), other than the student's enrollment status and major, without the expressed consent of the student.

This means, for example, that as a faculty member you cannot discuss a student's grades, performance, or attendance in your class(es) with any third party unless that student is present and gives you expressed consent to release that information or provides you with notarized written permission.

Counsel for the Board of Regents has explicitly advised faculty not to post student grades in any form. You should also exercise care not to reveal a student's grade to anyone else in the class in the process of returning graded assignments. Your grade book or other class record document must, of course, be zealously guarded.

The Buckley Amendment does allow access to student records by certain third parties without permission of the student, including accrediting agencies, federal and state auditors, and college personnel on a needs-to-know basis. If you receive such requests or need access to a student's record, you should contact the Registrar, who is responsible for the administration of this federal act.

PROGRAMS OF STUDY

BACHELOR'S DEGREE. Dalton State College offers four bachelor's degrees encompassing seven major fields. The degrees currently offered by DSC include the following:

Bachelor of Business Administration with a major in Accounting, which focuses on the accounting aspects of business and prepares students to be effective decision-makers with the organization

Bachelor of Business Administration with a major in Management, which prepares students for careers leading to leadership roles in business and other management settings.

Bachelor of Business Administration with a major in Management Information Systems, which prepares students to manage business computer systems and to produce information for managerial decision-making.

Bachelor of Business Administration with a major in Marketing Systems, which prepares students for positions in marketing, professional sales, market research, advertising, e-tailing, and e-commerce.

Bachelor of Business Administration with a major in Operations Management, which prepares students for management careers in manufacturing environments.

Bachelor of Applied Science in Technology Management, which enables technical students holding the AAS degree to earn the baccalaureate by adding two years of management-related coursework using a 2+2 concept.

Bachelor of Science in Biology, which prepares students planning to attend professional and graduate school in the fields of biological sciences and related health fields to teach biology in the secondary schools and to seek employment in the high-technology workplace.

Bachelor of Science in Mathematics, which prepares students planning to attend professional and graduate school to teach mathematics in the secondary schools and to seek employment in the high-technology workplace.

Bachelor of Social Work, will prepare students to enter generalist social work practice under professional supervision in a variety of social service and health care settings.

Each of these degree programs consists of 120 semester hours of credit, plus physical education as required.

Bachelor of Science in Education with a major in Early Childhood Education prepares teacher education candidates to teach children in pre-kindergarten school settings through fifth grade. This degree program consists of 129 semester hours of credit, plus physical education as required.

Individuals with questions about these programs of study should be directed to the Chair of the Division of Business Administration for the B.B.A. and B.A.S. programs, to the Chair of the Division of Social Work for the B.S.W., or to the Chair of the Division of Education for the B.S. in Education.

ASSOCIATE DEGREE. Dalton State College offers two types of associate degree programs: two-year transfer and two-year career.

The transfer programs fulfill the University System's Core Curriculum (the first two years of a baccalaureate program), and each program is fully transferable within the 34-institution System in the same major field. If a student changes majors, some hours may not apply to the new degree objective, and/or other hours may be required.

Undecided pre-baccalaureate students, those pursuing majors not listed in the CATALOG, and those planning to transfer to non-System colleges and universities can "tailor" most of their curriculum through the extensive elective choices in the A.A. and A.S. General Studies programs.

Students with questions or concerns about the transfer of credits within the University System should contact the Vice President for Academic Affairs.

The two-year Associate of Applied Science (A.A.S.) degree is offered in Business, Health, Services, and Technology, with several options or areas of specialization in each of these four broad fields. These curricula are designed to provide at least entry-level competency and potential employment for students in their chosen fields. Only a portion of the credits in these programs are Core Curriculum transfer hours; however, many institutions accept some of the technical courses.

The two-year Associate of Science in Nursing prepares students to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

CERTIFICATE AND MINI-CERTIFICATE. The College offers numerous occupational training programs through the Technical Division, designed to provide entry-level competency in skilled areas. None of the hours in these programs is intended for transfer toward a bachelor's degree; however, the occupational course hours can be applied to major field requirements or electives in some of the A.A.S. programs.

Dalton State College graduates in Business Administration (A.S.), Social Work (A.A.), and Teacher Education (A.S.) may enter the corresponding Dalton State College baccalaureate programs as Juniors. A.S. in Nursing graduates with clinical employment experience may receive the equivalent of more than two years credit through a combination of transfer courses and competency examinations.

PUBLIC SAFETY. (See also **EMERGENCY PROCEDURES.**) The College maintains Public Safety services twenty-four hours a day. The Public Safety Office, open from 8:00 a.m. to 9:00 p.m.

Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, is located adjacent to the Game Room on the upper level of the Student Center. Extended office hours are maintained on registration days to accommodate the registration of evening students' vehicles.

Dalton State College Public Safety can be reached from any campus extension at **4461** or from any phone at **(706) 272-4461**, twenty-four hours a day, seven days a week.

Dalton State College Public Safety Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on and immediately adjacent to the Dalton State College Campus. If minor offenses involving college policies or rules and regulations are committed by a student, the Public Safety Officer may also refer the individuals to the Vice President for Enrollment and Student Services. Major offenses are reported to the local police and joint investigations are conducted.

Dalton State College Public Safety Personnel work closely with local police agencies and have direct radio communications with the Dalton Police.

All criminal actions or suspected criminal actions which occur on the campus of Dalton State College should be reported immediately to the office of Public Safety. All complaints will be investigated by a State Certified Police Officer and appropriate action will be taken.

The Public Safety Office should be contacted concerning any accident or emergency situation on the campus of Dalton State College. All Dalton State College Officers are trained in emergency first aid and C.P.R. The officer(s) on duty will determine the best course of action regarding the patient's health and safety and appropriate action will be taken.

Dalton State College is obligated, through campus and University System policies and federal regulations, to provide a drug-free workplace and campus. The possession, use, consumption, and sale or other distribution of alcohol or controlled substances are strictly forbidden on the campus of Dalton State College. Violations subject students and employees to immediate disciplinary action, including but not limited to, suspension or termination.

Your students are responsible for familiarizing themselves with the Traffic Code and the Conduct Information and Regulations sections of the *Dalton State College Catalog*.

The Federal Crime Awareness Act of 1989 requires the institution to notify annually prospective and enrolled students and prospective and current employees of all crimes reported on campus. This monthly statistical data is recorded for use in the FBI's Uniform Crime Report and is available in the Office of the Department of Public Safety.

Annually updated two-year summaries of "Crimes Reportable to the FBI" are available at the Enrollment and Student Services Office, and the Public Safety Office.

REFUND OF STUDENT FEES. The student fee refund policy of Dalton State College is that authorized by the Board of Regents of the University System. Although the policy is clearly defined in the Catalog, students frequently ask questions about it. A brief summary may help you to respond.

Refunds are issued in the following cases:

- a. If a student advance registers and then officially reduces his/her course load or completely withdraws officially ***prior to the "First Day of Classes"*** in the Academic Calendar, a full refund of applicable fees is issued.

- b. If a student completely withdraws officially after the "First Day of Classes," a partial refund is issued on the basis of the date of the official withdrawal.

Refunds for reductions of class loads (dropping courses) must be prior to the official first day of class of any term, regardless of actual beginning date. There are no refunds for course reduction on or after the first official first day of class.

- c. If the College cancels a course for which a student has registered or alters its meeting times, days, or dates from that published in the "Schedule of Classes" or misadvises a student for a course and no applicable, acceptable substitute course is available, a full refund of the applicable fees is issued.

REGENTS' TESTING PROGRAM. Every student who receives a Bachelor's Degree, and Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Applied Science (A.A.S.) degree, as well as students in the R.N. Program, must pass a University System test of minimum competency in reading and writing called the Regents' Testing Program or, more commonly, the RTP.

The RTP is administered two or three times each semester on the date published in the Academic Calendar in the Catalog. If you have a class at one of the test hours on that date, some of your A.A. and A.S. students, if any, may be involved in this testing procedure. These absences are excused; however, the student(s) should notify you in advance. You will want to anticipate this possibility when developing your course schedule.

For additional information about the RTP contact the RTP Test Coordinator at (Ext. 2606).

SEXUAL ASSAULT. Victims of sexual assault are afforded rights that are recognized by Dalton State College. These rights include assistance by the College to help the victim. Dalton State College's "Policy for Victims of Sexual Assault" is available in the Enrollment and Student Services Office and in the Public Safety Office. In the event that you or one of your students is the victim of sexual assault, please contact one of these offices so that assistance can be rendered. Counseling for victims is also available through the Counseling Center.

SEXUAL HARASSMENT. Dalton State College seeks to provide an environment that supports effective teaching and learning, mutual respect among students, faculty, and staff, and productive, congenial working relations. The College is subject to state and federal legislation and University System policies that prohibit sexual harassment of employees and students. An offender is subject to dismissal or other sanctions after compliance with procedural due process requirements.

Discrimination on the basis of race, religion, color, sex, national origin, or handicap is unacceptable on this campus. Sexual harassment, whether overt or subtle, is a form of discriminatory behavior incompatible with institutional commitments and is a violation of policies of the Board of Regents (POLICY MANUAL 802.18) and federal legislation (Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Educational Amendments).

Legal guidelines published in 1980 by the Equal Employment Opportunity Commission provide the following definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or

academic standing; or (b) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (c) such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment may occur between individuals of different status or authority in the institution or between peers. Members of the college community are encouraged to resolve sexual harassment situations as informally as possible. Unresolved problems should be reported immediately to a supervisor, a member of the administrative staff, or to the Equal Opportunity Officer (Vice President for Academic Affairs). Every effort will be made to protect the rights, privacy, and confidentiality of both the complainant and the accused and to protect the complainant from reprisals or other discrimination.

The "Dalton State College Policies and Procedures Statement on Sexual Harassment" provides additional guidance in interpreting legislative language, identifies typical instances of sexual harassment within the academic community, and delineates recommended and required procedures for dealing with sexual harassment on the campus. You are strongly encouraged to read this document. Copies are available in the office of the President, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, the Vice President for Fiscal Affairs, and in the Library.

If you or your students feel that you are the victim of sexual harassment, you are encouraged to contact any member of the administration with whom you would be comfortable discussing your situation.

STUDENTS WITH DISABILITIES. Dalton State College desires to provide appropriate, effective, Disability Support Services (DSS), that meet the needs of students and that comply with all federal, state, local, University System of Georgia, and Dalton State College (DSC) mandates and guidelines.

There are two laws that protect persons with disabilities in postsecondary education: ***The Rehabilitation Act of 1973 (Pub. L. No. 93-112, as amended), and the 1990 Americans with Disabilities Act (Pub. L. No. 1001-336).***

Title V. Of The Rehabilitation Act of 1973 is generally regarded as the first civil rights legislation on the national level for people with disabilities. Section 504 of The Rehabilitation Act is a program access statute. It prohibits discrimination on the basis of disability in any program or activity offered by an entity or institution receiving federal funds. Section 504 states (as amended):

No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.

Under Section 504, institutions were required to appoint and maintain at least one person to coordinate its efforts to comply with the requirements of Section 504. This individual of office has the ongoing responsibility of assuring that the institution/agency/organization practices nondiscrimination on the basis of disability and should be included in any grievance procedures developed to address possible instances of discrimination brought against the institution. At Dalton State College, the established office is the Office of the Vice President of Academic Affairs/ADA Coordinator.*

The Americans with Disability Act (ADA) is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons

with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

Postsecondary institutions are covered in many ways under the ADA. Employment is addressed by Title I, accessibility provided by public and Title II and III address private entities, and miscellaneous items are addressed under Title V and Title IV.

The ADA in Relation to Section 504 of the Rehabilitation Act: Institutions that receive federal funds (such as Dalton State College) are covered under Section 504. The ADA does not supplant Section 504, but those situations where the ADA provides greater protection the ADA standards apply. Therefore, postsecondary institutions must adhere to both the Rehabilitation Act and The Americans with Disabilities Act.

Individuals who request accommodations on the basis of learning disabilities must be evaluated by the University System's Learning Disability Program. If certified by the System, the learning disabled student receives a "prescription" for accommodations. Refer any student who claims to have a learning disability to the Academic Resources Center. They can arrange for the student to be tested at the University System Learning Disabilities Testing Center at Georgia State University. If you schedule any elective or required activity off-campus for any class, student, or group of students, you must be sure that the facilities are fully accessible and that any accommodations required under either Section 504 or ADA are available.

Additional information about ADA is available in the Office of Vice President for Academic Affairs which serves as the federal compliance office for Dalton State College.

The Academic Resources Center requires that each faculty member please add the following to their course syllabi concerning disabilities:

Students with disabilities or special needs of any type should contact Disability Support Services in the Academic Resources Center to request reasonable accommodations for academic programs and other activities of Dalton State College. Students must personally register with Disability Support Services by providing adequate documentation to verify the disability and/or need. A minimum of five to ten business days is needed for approved accommodations to be arranged. The Academic Resources Center is located on the lower level of Pope Student Center.

TELEPHONE PROCEDURES. The last four digits of a campus number are also the campus extension number, which can be dialed directly among all campus extensions.

To place off-campus local calls, dial 9 to get an outside line.

To place long distance calls, dial 9 to get an outside line, then dial 1, area code, and number.

Long distance tolls are billed to your division's budget and must be incurred only for college-related business.

Requests for telephone repairs should be placed through your division chair.

TEXTBOOKS. In most cases, part-time faculty use the same textbooks and/or other instructional

materials as those for the same courses taught by full-time faculty. In those cases, your division chair will place orders with the Bookstore on the basis of anticipated enrollments in your class(es).

If you are the sole instructor for a course or wish to require different or additional materials in a multiple-section course, you should contact your division chair as far in advance as possible to place orders. Delivery often takes sixty or more days. If you anticipate changing textbooks or other course materials, you should notify your chair at least one semester in advance so that the Bookstore can adjust its inventory accordingly.

Your division chair will assist you in obtaining a desk copy of each adopted textbook.

If any of your students are unable to purchase a required textbook because of delays in shipment or inadequate stocks in the Bookstore, contact your division chair immediately to make arrangements for the photocopying of assigned material until the books arrive. These materials are provided without charges to the affected students only until such time as they are available in the Bookstore. (Caution: copyright laws prohibit the distribution of unauthorized photocopied materials in lieu of requiring the purchase of textbooks or other marketed materials.)

WITHDRAWAL FROM THE COLLEGE. If a student advance registers and then officially withdraws from all classes by executing a Dalton State College Schedule Adjustment Form prior to the end of the official Drop/Add period, the registration is canceled (without any notation on the student's permanent record) and all fees are refunded.

If a student officially withdraws from all classes by submitting a properly executed Dalton State College Schedule Adjustment Form to the Enrollment Services Office after the last date to add classes but no later than "Last Date to Drop or Withdraw," the symbol "W" is entered on the student's permanent record. This symbol does not compute in the student's grade point average, nor do the corresponding courses count as hours attempted.

If the above action takes place before the end of the first 60% (in time) of the period of enrollment, the University System has provisions for refunding a pro-rated portion of the student's fees. See REFUND OF STUDENT FEES.

If a student officially withdraws from one or more classes after the last date to drop or withdraw, a "W" can only be assigned if the student has been approved for a Hardship Withdrawal. See DROPPING AND ADDING CLASSES and GRADES.

If a student does not officially withdraw from one or all classes by submitting the appropriate, correctly completed forms to the Enrollment Services Office or simply stops attending classes, a grade of F (or U in Developmental Studies) must be recorded. Students have the right to appeal all grades and symbols through the next midterm date in the Academic Calendar.

Students initiate complete withdrawals at either the Office of Academic Resources (Pope Student Center), or in the Advising Center (107 Liberal Arts Building) if that is where the student goes for advisement. Students meet with a staff member or advisor prior to withdrawing. Students then finalize the withdrawal process in the Financial Aid Office. In order to minimize student inconvenience, students leave the withdrawal form in the Financial Aid Office.

APPENDICES

Appendix A - SAMPLE COURSE SYLLABUS

Appendix B - SCHEDULE ADJUSTMENT FORM

Appendix C - REQUEST FOR HARDSHIP WITHDRAWAL FORM

Appendix D - REQUEST FOR CHANGE OF GRADE

Appendix E - WORKFORCE DEVELOPMENT SYLLABUS STATEMENT

Appendix F - DALTON STATE COLLEGE PART-TIME INSTRUCTOR AGREEMENT