

EXTENDED CAMPUS POLICIES AND GUIDELINES

Because Dalton State College's mission embraces the entire region whose people it serves, the College offers academic courses at the extended campus site at the Gilmer Campus and at various dual-enrollment sites in its service area.

All faculty teaching at an extended campus site must submit a Travel Request form at the beginning of the semester to their school deans or department chairs to cover travel to the site, using the dynamic [Travel Request](#) form. They must also maintain a daily record of miles traveled for travel reimbursement and should submit reimbursement requests at the end of each month.

Departments and schools that offer classes at the Gilmer Campus should consult with the Gilmer Campus site coordinator to ensure that multiple courses are not offered in the same time slots so that students there can get a full schedule.