

HANDBOOK FOR PART-TIME FACULTY

DALTON STATE COLLEGE

2009-2010

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. 8/09

M E M O R A N D U M

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 Dean/Department 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 Dean/Department 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, eight State Colleges, and eight 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 2008, the College registered 4,957 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 600 courses in professional, vocational, and technical fields.

The majority of Dalton State College students live in a five-county area: Whitfield (42%); Murray (14%); Catoosa (14%); Gordon (10%) and Walker (7%). The remaining thirteen 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 Sequoya Hall, Westcott Building, Student Center, and Maintenance Building. There are now a total of ten buildings. Most recently, the Shirley and Alan Lorberbaum Liberal Arts Building was occupied in 1999, an addition to Derrell C. Roberts Library was completed in 2002, and the James E. Brown Continuing Education Center opened in 2006. In the fall of 2009, the College opened its first residential facilities in a former apartment complex adjacent to the campus. The College currently offers courses at an extended-campus center in Gilmer 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.

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, 2009

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 an informed judgement 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 Dean/Department Chair as far in advance as possible to discuss the arrangements you propose for comparable educational experiences for your class.

Notify the College as soon as possible when the absence results from an unexpected development or emergency. If you are unable to reach your Dean/Department Chair, contact the Vice President or Assistant Vice President for Academic Affairs (ext. 4420). Your Dean/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 Dean/Chair chair to determine if there is a School/Departmental 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 Office of Fiscal Affairs (Comptroller), and the Office of Enrollment and Student Services are located in Westcott Hall. The Office of the Vice President for Academic Affairs is located in Gignilliat Memorial Hall, Room 122. 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.

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

Several offices responsible to the Vice President for Enrollment and Student Services are housed in the Pope 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 Lorberbaum Liberal Arts Building, Room 107. Office hours are Monday and Tuesday from 8:00 a.m. to 6:00 p.m. and 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 School/Department administrative assistants. 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 School/Department administrative assistant will be notified. The School/Department administrative assistant assigns advisors as directed by the Dean/Chair, ensures that the number assigned to faculty is reasonable, and will make a list of new advisees for each Dean/Chair and advisor.

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

The administrative assistant to the Vice President for Academic Affairs will send a list of enrolled students to each School/Department administrative assistant and the Academic Advising Center administrative assistant by the end of the third week of the semester. Each administrative assistant 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 School/Department administrative assistant is copied on the notification.

The student is notified by the School/Department administrative assistant of the new School/Department who will tell the student the name of the new advisor. The new School/Department administrative assistant notifies new advisor and old School/Department administrative assistant 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.

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 (ext 4461).

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 members and students as far in advance as possible by means of posters, memoranda, 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, on the College website, and through Connect Ed, the College's reverse 911 emergency contact system to which all faculty and students are urged to subscribe through the Personal Menu of the DSConnect website. Closings because of weather will be made at whatever point it is determined that conditions are or will likely become unsafe. Most often, these conditions develop during nighttime 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 must 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 four Dalton radio stations, the three network TV stations in Chattanooga, four radio stations in Chattanooga, two network TV stations in Atlanta, 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 Academic Affairs or Enrollment and Student Services offices during normal office hours.

In all cases, the College expects employees and students to exercise judgment 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 depend on several factors; however, because of the constraints of the

University 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 academic term.

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 the Catalog in effect at the time of their graduation. 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 in effect at the time of their graduation. 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 in effect at the time of their graduation.

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 in effect at the time of their graduation. 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 in effect at the time of their graduation.

The STUDENT HANDBOOK, included in the catalog, contains information about the co-curricular activities of the College, as well as current student conduct regulations and disciplinary policies and procedures.

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

CHEATING AND PLAGIARISM. Cheating and plagiarism are defined and discussed in the STUDENT HANDBOOK. You should, however, clearly state in writing your policies on these violations of academic integrity at the beginning of each course and indicate the penalties for such infractions. You should also notify your dean/Department chair of any occurrences and your proposed or actual actions in response. The student's course of appeal for disciplinary actions or any other academic matter is to the chair, the dean, the Vice President for Academic Affairs, and the President. In addition to whatever disciplinary actions 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 students whose names appear 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.

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 Dean/Department 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 any on-campus classes for any reason, the Office of Enrollment and Student Services will try to accommodate your needs. It is essential, however, that all changes be made through your dean/department chair and recorded through the Office of Enrollment and Student Services to avoid conflicts and to provide the College with a current class location schedule in the event of an emergency. Requests for changes in evening classroom assignments are also made through the Office of Enrollment and Student Services.

Extended campus classroom assignments are handled by the Site Coordinator. Your dean/department chair should be informed of all classroom changes on campus and at extended campus sites.

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, both on campus and elsewhere, classroom etiquette requires that the rooms, including chalkboards and furniture, be left in good order for the next class.

Should your assigned campus classrooms need custodial service, maintenance, or special instructional appointments, contact your dean/department chair. Requests for emergency service during the day can be placed directly with Plant Operations. Requests for services at the Gilmer County Center should be made through the Assistant Vice President for Academic Affairs.

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

CLERICAL ASSISTANCE. Your Dean/Department Chair will assist you in securing clerical support for your day classes through the Instructional Services Offices in Sequoya Hall and the Liberal Arts Building or the clerical 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 Dean/Department Chair for an approved user code to operate the machine. Per copy charges will be billed to the School/Department. 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 School/Department. Check with your Dean/Department 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.

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 the Office of Public Safety.

Should an occasion arise in which you need assistance, feel free to contact your dean/chair, the Vice President for Academic Affairs, the Vice President for Enrollment and Student Services, or the Office of 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 Dean/Department Chair will need current, dated syllabi for each course you teach.** Your Dean/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 School/Department-wide components for all course syllabi in your School/Department.

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, the International Baccalaureate (IB) 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 School/Department. 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 Dean/Department 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.

After the "last date to add" in the Academic Calendar, there is no refund in the University System for a reduction in the number of hours carried. Part-time students who increase their course load must, however,

pay for the additional hours (up to 12 credit hours, which constitutes a full-load).

Students who officially drop classes by the last date to drop automatically receive the non-punitive symbol "W" (Withdrew), which does not compute in hours carried or the grade point average but counts as hours attempted for purposes of financial aid.

After the midterm date, 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. Students requesting a hardship withdrawal must be passing their courses to receive a grade of "W". A Request for Hardship Withdrawal form (See WITHDRAWAL FROM COLLEGE) must be completed for each course and requires the recommendation of the deans or Department chairs and the Vice President for Academic Affairs. The student should provide a written request and, whenever possible, third party documentation (from a physician, employer, etc.) for you to attach to the request form when you forward it to your dean/department chair. See REQUEST FOR HARDSHIP WITHDRAWAL in the Appendix.

To drop all classes at one time through the midterm date, the student should use a Dalton State College Schedule Adjustment Form. This form must be used to receive the applicable refund for complete withdrawal. See SCHEDULE ADJUSTMENT FORM in the Appendix.

Students who advance register and then officially reduce their course loads or completely withdraw before the end of the add period receive full refunds of the applicable fees paid. Those withdrawing from all classes complete the Dalton State College Schedule Adjustment Form.

Any student who simply stops attending a class or who fails to submit the appropriate, correctly completed drop or withdrawal form to the Enrollment Services Office should be assigned an "F" ("U" in Developmental Studies) for the course.

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, March 23, 2009). 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 Dean/Department 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 non-tenure 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 Dean/Department 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 Dean/Department Chair.

FACULTY LOUNGE. The principal Faculty Lounge is located in the southeastern corner of the upper level of the Student Center, just off the game room. Other lounges available for faculty use are in the Lorberbaum Liberal Arts Building, Gignilliat Memorial Hall, Sequoya Hall, the School of Technology Building, and Roberts Library.

Occasionally, meetings or other functions are scheduled in the Student Center Faculty Lounge, but the room will always be available between 11:00 a.m. and 1:00 p.m., Monday through Friday, for any faculty members who care to eat lunch there or simply enjoy some midday relaxation. Whenever possible, advance notice of scheduled activities should be posted on the Faculty Lounge door.

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 Dean/Department 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 Dean/Chair.
5. Provide a detailed itinerary, with telephone numbers whenever possible, to the Vice President for

Fiscal Affairs and to your Dean/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 Travel 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 short orders, sandwiches, salad bar items and snacks are available in 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 Lorberbaum Liberal Arts Building, Roberts Library, the School of Technology 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 in laboratory/shop areas.

GRADES. The assignment of course grades is the responsibility of faculty members. The uniform grading system of the University System is defined in the CATALOG and includes the customary "A," "B," "C," "D," and "F" grades. In addition, any student who officially withdraws from your courses by submitting a properly completed Schedule Adjustment Form to the Enrollment and Student Services Office by the published "Last Day to Drop Classes" receives the non-punitive symbol "W" (Withdrawn).

After the midterm withdrawal date, a "W" can only be assigned because of extreme hardship. 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 classes. Your dean or Department chair will assist you in obtaining the form (Request for Hardship Withdrawal) on which you recommend the Hardship "W".

If a student simply stops coming to your classes 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.

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 gradebook or other class record document. If the "I" is not removed by the end of the student's next term of enrollment or after one calendar year regardless of enrollment, it automatically becomes an "F."

If a student satisfies the remaining requirements, you will submit a Request for Change of Grade form 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. See REQUEST FOR GRADE CHANGE in the Appendix.

The Uniform Grading System also includes grading symbols used in Learning Support courses: "S" (student has satisfactorily completed the course), "IP" (student is making progress but must repeat the course), and "U" (student has not made satisfactory progress-failure).

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 after the end of the add period.

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 class meeting, 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 gradebook or other secure document.

Grades are normally entered by each faculty member via Banner web. It is most important to observe the deadlines announced by Enrollment Services for turning in grades.

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 academic term, 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 School policy. The protocol for student appeals of grades is from the instructor to the dean or Department chair, to the Vice President for Academic Affairs, to the President. The Board of Regents does not entertain grade appeals.

GRADE BOOK. Your School/Department administrative assistant 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 Dean/Department 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 Dean/Department 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 students on topics related to the content of their courses. Prior to issuing an invitation, you must obtain the permission of your dean or Department chair who will advise the Vice President for Academic Affairs of your plans. For liability containment, you or another member of the faculty or administration approved by your dean or chair should be present when a guest addresses your classes.

Most speakers who address multiple class sections or a campus-wide audience are sponsored by the Student Affairs Council or a chartered campus organization or club and are funded in wholly or partly through the "School Proposals" budget of the SAC and/or the budget of a campus organization or club. If you are interested in bringing such a speaker to campus, contact your dean or Department chair and the Director of Student Activities. Campus speakers must be approved in advance by the Vice President for Enrollment and Student Services and/or the President.

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 each member of the faculty attend a training session and sign a Certificate of Training for the State of Georgia Office of Human Resources. This training is conducted on-line at <http://www.usg.edu/ehs/training/rtkbasic/>. Dr. Tricia Scott, Assistant Professor of Chemistry, serves as the Right to Know Coordinator and training officer for the Dalton State College faculty. Right to Know training is conducted **annually** for all College personnel. New employees must take the training within two weeks of their hiring date. Certificates of Training should be forwarded to the Payroll Office for inclusion in the employee's file.

LEGAL REPRESENTATION. Institutions in the University System receive legal advice from the Board of 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 your capacity as an employee of Dalton State College, you should not deal directly with or respond to an attorney representing a student. All legal inquiries should be referred to your dean, the Vice President for Academic Affairs, or the President. Advice will be sought from the Regents' legal staff who will, in turn, if they deem it appropriate, confer with the Attorney General's staff.

LIBRARY. (See also **MEDIA**) Information about all Roberts Library resources and services can be found on the

Library's homepage <http://www.daltonstate.edu/library>.

Faculty are eligible to check out circulating *print* materials for as long as needed during the semester. Summer is considered one semester. All materials should be returned and/or renewed at the end of each semester. Media items have a 3 week circulation period. We ask that faculty return media in a timely manner because students often ask to view media once shown in class and they have no circulation privileges and media items are often used by fellow instructors. If you discover that a needed media item (or any other circulating material) is checked out, you can place a recall on that item and you will be notified when that item has been returned. We are unable to provide instructors with information about a specific patron's circulation information. Faculty can also place a hold on materials if they just want to be informed when the material has been returned but do not require the material before its circulation period has expired.

Faculty are eligible for faculty circulation privileges as soon as they are appointed. Please visit the Roberts Library and obtain your library card at your convenience. If you have any questions about your library card or circulation of materials, please contact Circulation staff at 706.272.4583.

You are encouraged to schedule an Information Literacy class or tour of the Roberts Library. These classes are custom tailored to your course assignments and objectives. The Library's Instruction Classroom is equipped with 25 wireless laptops and a teacher workstation and projector. Information Literacy sessions generally focus on searching, locating, and evaluating research materials in the collection using online resources. Faculty may specify if certain library materials should be emphasized along with search techniques and online resources. Please contact the Reference Desk (706.272.4575) to schedule your classes. We ask that you give us a week's notice so that we can properly prepare for your class but we can take classes on shorter notice. Also, if you are teaching a class at Catoosa Center or elsewhere, we can come to your class with a week's notice.

The Circulation Staff can place materials on Course Reserve for your classes. Personal and library owned materials can be placed on Course Reserve unless they are already part of a non-circulating collection like Reference or Periodicals. Items placed on Course Reserve may be limited to in-house use only or have shortened periods for circulation. Please note, Course Reserves will be managed in accordance with U.S. Copyright Law. For additional information regarding Course Reserves, see the Roberts Library Course Reserve Policy. http://www.daltonstate.edu/library/forfaculty/course_reserves.htm

Faculty are encouraged to make suggestions for library resources that support teaching and course objectives. Requests may be sent by e-mail or by campus mail to the Library Director or left with staff at the Circulation Desk. For more information about Collection Development, please see the Roberts Library Collection Development Policy.

<http://www.daltonstate.edu/library/forfaculty/pdf/Collection%20Development.pdf>

Faculty may want to take advantage of the Library's Interlibrary Loan and GIL Express services. These services enhance Roberts Library holdings by allowing faculty to obtain articles and other materials that we do not have access to or own. GIL Express is a University System of Georgia Resource Sharing service that allows USG patrons to directly borrow circulating materials from other USG schools. You identify the material in the GIL Universal Catalog and initiate the loan yourself. Materials will be delivered to the Roberts Library. For additional information about Interlibrary Loan and GIL Express borrowing, please go to the Roberts Library Services page. <http://www.daltonstate.edu/library/services.htm>

In addition to our purchased books, media, periodicals, and online resources, the Roberts Library offers selected Federal Documents as a selective depository of the United States Government Printing Office. More and more government documents are being formatted electronically and may be directly linked from the GIL (online catalog). For items not linked and not available as part of our collection, faculty may request items through Interlibrary Loan.

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.

Faculty and students have access to a wide selection of online resources through GALILEO and provided directly by the Roberts Library. Over 50,000 e-books (available through GIL) are part of our online offerings.

All online resources are not only available on campus but remotely with an appropriate username and password. Faculty may access online resources by using their DSConnect username and password and then clicking on "off-campus access". GALILEO passwords only provide access to GALILEO provided databases. The DSConnect method provides access to all Roberts Library databases. For more information about Roberts Library Resources, please go to the Roberts Library Resources page at <http://www.daltonstate.edu/library/researchresources.htm>. We are happy to schedule a one-on-one session with faculty regarding GALILEO and other library resources. Send a request via e-mail or call (706.272.4527).

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, 10:00 a.m. to 4:00 p.m. Saturday, 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. Intersession 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 Saturday and Sunday. Our virtual library at <http://www.daltonstate.edu/library> is open 24/7.

The Roberts Library is a comfortable place for study and relaxation where you have access to academic resources and leisure time reading materials. We encourage your students working in groups to take advantage of our group study rooms which come equipped with a marker board and wireless access. Generally, the study rooms are for two or more students and are first-come, first-served. Faculty who are interested in using one of the study rooms with a group of students may reserve one by calling the Circulation staff at 706.272.4583. With numerous quiet alcoves, a substantial collection of resources, and nice woodland views, we hope that you find the library to be an essential part of your DSC experience.

MAILBOX. Your Dean/Department Chair will indicate where correspondence, memoranda, notices, and 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 Fiscal Affairs Office. (Place your name and that of your School/Department on all mail to be metered.)

MEDIA. (See also **LIBRARY.**) Projectors, VCRs, TV monitors, and DVD players are distributed throughout campus. Remote controls to these devices can be obtained from your school/department administrative assistant. Library media may be checked out directly from the Library, and media may be placed on Course Reserve for use in the Library building. You may also check materials out yourself from the Roberts Library.

Many other services are available to faculty including scanning images, tape and DVD duplication (in compliance with U.S. Copyright Law), editing tapes and graphics, and the development of program posters and other marketing materials.

Media materials available for classroom use are easily identifiable through GIL (online catalog). Librarians can help identify media materials in the collection and for purchase. Faculty are encouraged to make suggestions for library resources that support teaching and course objectives. Requests may be sent by e-mail or by campus mail to the Library Director or left with staff at the Circulation Desk. For more information about Collection Development, please see the Roberts Library Collection Development Policy.

<http://www.daltonstate.edu/library/forfaculty/pdf/Collection%20Development.pdf>

Faculty are encouraged to return media in a timely manner (3 weeks) because students often request to view media items that have been shown in class and they have no media circulation privileges.

See DERRELL C. ROBERTS LIBRARY

OFFICE HOURS. The college is not presently able to provide individual office space for each part-time faculty member; however, your Dean/Department 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 Dean/Department 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 reserved lots and areas marked by red curbs. These areas are located in front of Westcott, at the north side of Liberal Arts, in front of and north of the Technical Building, in the Sequoya-Student Center lot, and east of the Library. Spots marked as reserved for Day and Night faculty and staff are reserved after 4:30 p.m. If these are filled, you are welcome to use any other spaces except those reserved for visitors or the handicapped.

All faculty, staff, and students are required to register each vehicle driven to campus. A parking hang tag for your vehicle is available at no cost in the Public Safety Office located adjacent to the Game Room on the upper level of the Student Center. Vehicles without parking hang tags are subject to traffic violation citations. Each registered vehicle must be covered by liability insurance, and each operator must have a valid driver's 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 Dean/Department 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 Security 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 (September through December or February through May). 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 FERPA or the Buckley Amendment, affords extensive rights to students enrolled in post-secondary 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, or spouses) other than the student's enrollment status and major without the express 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 classes with any third party unless that student is present and gives you express consent to release that information or provides you with notarized written permission.

Counsel for the Board of Regents has explicitly advised faculty members 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. To this end Dalton State College requires gradebooks and/or other class record documents including all copies of student transcripts and records to be kept in a locked drawer or file cabinet when you are not actually working with them. Faculty offices must be locked when you are absent from the office. Access to your office by another colleague/student worker must be authorized by the dean of the School or chair of the Department.

The FERPA 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 need-to-know basis. If you receive requests for student information or need access to a student's record, you should contact the Vice President for Enrollment and Student Services, who is responsible for the administration of this federal

measure and from whom you can obtain a copy of it.

PROGRAMS OF STUDY

BACHELOR'S DEGREE. Dalton State College offers fourteen bachelor's degrees in nine 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 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 Chemistry, which prepares students planning to attend professional and graduate school in the chemical sciences to teach chemistry in the secondary schools and to seek employment in the high-technology workplace.

Bachelor of Science in Criminal Justice, which prepares students for careers in the judicial and law enforcement systems.

Bachelor of Science in Education with a major in Early Childhood Education, which 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.

Bachelor of Arts in English, which prepares students planning to attend graduate school in English and the language arts and to teach English in the secondary schools.

Bachelor of Arts in History, which prepares students planning to attend graduate school in history and to

teach history in the secondary schools.

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.

With the exception of the B.S. in Early Childhood Education, each of these degree programs consists of 120 semester hours of credit, plus physical education as required.

Individuals with questions about these programs of study should be directed to the Dean of the School of Business for the B.B.A. and B.A.S. programs; to the Dean of the School of Liberal Arts for the B.A. in English, B.A. in History, and B.S. in Criminal Justice programs; to the Dean of the School of Sciences and Mathematics for the B.S. in Biology, B.S. in Chemistry, and B.S. in Mathematics programs; to the Dean of the School of Social Work for the B.S.W., or to the Dean of the School 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 35-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. Graduates holding the A.S. in Nursing 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. *[Note: In the Fall of 2009 the headquarters of the Public Safety Office will move to Room 29 on the lower level of the School of Technology Building.]* 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 City of 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 officers on duty will determine the best course of action regarding the patient's health and safety, and appropriate action will be taken.

You should be thoroughly familiar with the **Dalton State College Emergency Procedures Handbook**. Students are responsible for familiarizing themselves with the Traffic Code and the Conduct Information and Regulations sections of the COLLEGE CATALOG AND STUDENT HANDBOOK.

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 is 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. The use of tobacco products on the campus is also prohibited except in private vehicles.

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 report 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 Office of Enrollment and Student Services, 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:

1. If a student advance registers and then officially reduces his/her course load or completely withdraws during the Drop/Add period (using the Dalton State College Schedule Adjustment Form), the student will receive a full refund of all applicable fees. After the Drop/Add period, there will be no refunds for dropping a class.
2. If a student completely withdraws officially after the Drop/Add period, a partial refund is issued on the basis of the date of the official withdrawal. Withdrawal after the first 60% (in time) of the period of enrollment = 0%.
3. If the College cancels a course for which a student has registered, alters its meeting times, days, or dates from what has been 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. Students enrolled in Associate of Arts degree programs, Associate of Science degree programs, the Associate of Science in Nursing degree program, Associate of Applied Science degree programs, and Bachelor's degree programs must pass a University System test of minimum competency in reading and writing called the Regents' Testing Program or, more commonly, the RTP. Under University System policy, ALL FULL-TIME, DEGREE-SEEKING STUDENTS (INCLUDING TRANSFER STUDENTS) WHO ARE NOT ENROLLED IN LEARNING SUPPORT ENGLISH OR READING COURSES, OR WHO HAVE NOT EXEMPTED THE TEST ON THE BASIS OF SAT OR ACT SCORES, **MUST TAKE THE REGENTS' TEST DURING THEIR FIRST SEMESTER OF ENROLLMENT, REGARDLESS OF WHETHER OR NOT THEY HAVE COMPLETED ENGLISH 1101.** Students who fail the test, or who do not take it at all (which amounts to the same thing) **MUST** enroll during their next term of attendance in the appropriate remedial class or classes (RGTE 0199 or RGTR 0198) for the part or parts of the test they failed, and they must register for the next administration of either the test itself or that part of it on which they fell short.

The RTP is administered two or three times each academic term on the date published in the semester schedule each term. If you have a class at one of the test hours on that date, some of your students may be involved in this testing procedure. These absences are excused; however, the students 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 are encouraged to contact Disability Support Services in Academic Resources. In order to make an appointment to obtain information on the process for qualifying for accommodations, the student must contact the Coordinator of Disability Support Services.

Contact information:

Andrea Roberson

Pope Student Center, lower level

706/272-2524

aroberson@daltonstate.edu

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 School's budget and must be incurred only for college-

related business.

Requests for telephone repairs should be placed through your dean or Department 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 Dean/Department 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 Dean/Department 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 Dean/Department Chair at least one semester in advance so that the Bookstore can adjust its inventory accordingly.

Your Dean/Department 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 Dean/Department 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.)

Textbooks or other learning materials written or edited by faculty members for use in their own courses that are not provided to students free of charge must be submitted prior to adoption to the Faculty-authored Texts Committee. This committee will consider each such proposed adoption on a case-by-case basis, in accordance with previously adopted rules and protocols. Its purview is limited to the legitimacy of faculty authors' pecuniary compensation; the substantive content of textbooks and other materials lies beyond its consideration. If adopted, such textbooks or other learning materials are to be sold only by the Dalton State College Bookstore or through a commercial bookseller and are not to be sold directly to students by a Dalton State College faculty member.

In compliance with Section 310 of the POLICY MANUAL of the Board of Regents, Dalton State College faculty are disallowed from taking advantage of any financial incentives offered by publishing companies to adopt or assign specific texts or materials to their classes and are not permitted to resell sample texts provided by publishers.

TOBACCO POLICY. All of the Dalton State College campus became tobacco-free on August 1, 2009.

This includes all property owned, leased, and controlled by Dalton State College and used by students, faculty, staff, and visitors, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas.

- Smoking and all other uses of tobacco products are prohibited on the main campus, at the Dalton State College Gilmer County Center, within the Wood Valley at Dalton State College Apartments, and in all other areas not designated for tobacco use. .
- Signage posted in appropriate places indicates Dalton State College is a tobacco-free workplace.
- Tobacco use is allowed in private vehicles and in the designated tobacco-use area at the Wood Valley at Dalton State College Apartments.
- The College offers programs and referral options for tobacco-use reduction or cessation to all students, faculty, and staff.
- Faculty and staff will be informed and reminded of this policy as part of pre-employment processes, new employee orientation, and other general employee communication.

ENFORCEMENT

All students, faculty, and staff are expected to follow this tobacco-free initiative and be good role models for visitors to campus.

- The monitoring and enforcement of the tobacco-free workplace policy is the responsibility of all Dalton State students, faculty, and staff. Any infraction of this policy should be consistently and politely brought to the attention of the person or persons observed violating the policy.
- All Dalton State College supervisors must inform subordinate staff members of this policy and its effective date. This includes informing them that failure to comply may be grounds for penalties and disciplinary action.
- Visitors, vendors, or contractors, and others not specifically employed by Dalton State will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting the Office of Public Safety. If the situation cannot be remedied, then the Office of Public Safety will be asked for assistance.
- Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including the legal termination of a contract.

RESPONSIBILITIES

Administrative Council – Responsible for the oversight of adoption and communication of the Tobacco Policy

Vice President for Enrollment and Student Services – Responsible for informing current and prospective students of the Tobacco Policy

Director of Human Resources – Responsible for communicating the Tobacco Policy to current and new faculty and staff

All Dalton State supervisors – Responsible for informing subordinate faculty/staff members of the Tobacco Policy and the consequences of non-compliance

All Dalton State students, faculty, staff – Responsible for adhering to the policies of Dalton State College including responsibility for monitoring and enforcing the Tobacco Policy

PENALTIES

For Students:

- In the event of the first offense, the student violator will be fined \$25.00.
- Each additional offense will result in a \$50.00 fine for the student.
- After the third offense, the student will be subject to a mandatory Disciplinary Committee hearing.

For Faculty and Staff:

- In the event of the first offense, the faculty/staff member will be fined \$25.00.

- Each additional offense will result in a \$50.00 fine for the faculty/staff member.
- The third offense and each offense thereafter will result in a report to the supervisor and to the Office of Human Resources. This may result in additional penalties and disciplinary action.

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

HISTORY 2112 - Sections - 02 (MW 9:25-10:50); 05 (MW 1:40-2:55); and 06 (TR 3:05-4:20)

United States History since 1877

Fall Semester 2009 August 17-December 10

Dr. Thomas D. Veve Lorberbaum 261 Liberal Arts Building

Office Phone: (706) 272-2689

Office Hours: MW 8:15-9:15 am and 12:15-1:15 pm; TR 2:00-3:00 and 4:30-5:30 pm; or by appointment.

Email address: tveve@daltonstate.edu

Website address: <http://www.daltonstate.edu/faculty/tveve>

REQUIRED TEXTS:

Tindall, George B. and Shi, David E. *America: A Narrative History*. Brief Sixth Edition or Brief Seventh Edition. Volume Two. (Unabridged or earlier editions are also acceptable.)

Riordan, *Plunkitt of Tammany Hall*

COURSE DESCRIPTION: A survey of United States history from 1877 to the present, examining the effects on American life of industrialization, foreign wars, the extended role of government, and the emergence of the United States as a superpower in world affairs. This course is a continuation of History 2111 but may be taken independently.

INSTITUTIONAL MISSION STATEMENT: Dalton State College shares with the other state colleges of the University System of Georgia in providing a high quality general education program that supports a variety of well-chosen programs and prepares students for transfer to baccalaureate programs.

SOCIAL SCIENCES DIVISIONAL GOAL STATEMENT: The Division of Social Science assists students in developing an ability to acquire data, understand relationships, process information, draw conclusions, and critically evaluate issues related to the society and culture of the United States, both internally and externally.

SOCIAL SCIENCE DIVISION'S INTENDED STUDENT LEARNING OUTCOMES:

1. Students will be able to demonstrate an understanding of course content acquired through listening, reading, research and use of electronic media.
2. Students will be able to utilize frameworks, models and concepts appropriate to social science disciplines in order to analyze human behavior and social institutions,
3. Students will be able to comprehend major forces, events, influences and ideas that have shaped history and society.
4. Students will be able to analyze and understand different perspectives on issues and recognize viewpoints other than their own.

HISTORY 2112 INTENDED STUDENT LEARNING OUTCOMES:

1. Students will articulate understandings of course materials acquired through listening, reading, graphics, experiments, computations, and electronic media.
2. Students will articulate and analyze issues from different perspectives and be opened to viewpoints other than their own.
3. Students will analyze social institutions and human behavior using appropriate disciplinary frameworks.
4. Students will have an awareness of America's role in and impact upon world affairs.
5. Students will retain a characteristic overview of basic historical periods so as to perpetuate American historical traditions.

COURSE EVALUATION: Grades will be determined on the following basis. There will be four regular examinations during the course. **Each exam is worth 25% of the final grade.** These exams will be self-contained with no carry over material from the previous exam. Tests will cover material from the textbook assigned readings and from class lectures. **You must take all four examinations to successfully complete this course.** See the class calendar for the appropriate exam dates. The exam dates will

change only in case of extreme circumstances. Tests normally will be returned to each student no later than the next class session. Examinations will include objective short answer questions of the multiple choice, matching, and true-false variety, as well as identifications and essay questions.

Makeup exams will be given only under the most extraordinary and catastrophic circumstances. **Any** exam which is not taken during the assigned scheduled period for **any** reason will be considered a makeup exam. **You must complete the makeup exam on the next day you attend class, and no later than one week after the scheduled test has taken place.** Failure to do so will result in the grade of "0" for that exam. You must complete the four regular course examinations to complete the course requirements.

GRADING: The following grade scale will be used for all work:

A 90-100	D 60-69.99
B 80-89.99	F Below 60
C 70-79.99	***No curve in the scoring system is expressed or implied.***

EXTRA CREDIT: This course is evaluated solely through the four tests, each with a value of 25% of the final grade. **There is no extra credit option.**

CHEATING: Every student is expected and required to do his or her own work in this course and all other courses at Dalton State College. Any instances of cheating or plagiarism, as expressed in the student handbook section of the Dalton State College Catalog, under "Academic Irregularity," will be reported to the Chairman, Department of Social Sciences, to the Dean of the School of Liberal Arts, and to the Vice President for Enrollment and Student Services. Dismissal from the course with a grade of **F** is the **minimum** penalty; other measures may be taken by the College's Discipline Committee as warranted. Cheating in any form will not be tolerated.

WITHDRAWAL FROM THE COURSE: The last day to drop this class without penalty is **Monday, October 26, 2009.** 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.

ATTENDANCE: Students are expected to attend class. Because I believe that class attendance is essential to success and a correlation can be made between the two, I will keep an attendance record. While it is not necessary to keep me informed of your whereabouts, you are responsible for all work missed.

CLASS PROCEDURES: Class format consists primarily of lectures or suitable audio-visual teaching aids. Class discussion is strongly encouraged, and is appropriate throughout the course. Questions, observations, and comments relevant to the teaching material are always welcomed. **All students are expected to read both of the required texts. Again, I remind each student that examination material is not limited to class lectures, and tests will include material from the text which may not have been covered in class.** For obvious reasons, disruptive behavior will not be tolerated.

Synergy (syn-er-gy) *n., pl.-gies*. 1. The interaction of two or more agents or forces so that their combined effect is greater than the sum of their individual effects. 2. Cooperative interaction among groups, such as corporative subsidiaries, that creates an enhanced combined effect. [Gk. *Sunergia*, cooperation < *sunergos*, working together.]

A college education is built around a synergistic pedagogical combination of reading, professorial input, and student interaction. If you do not read your assigned material, or if you fail to attend class, or if you fail to interact with other students or access their knowledge, and if you rely solely on the instructor's lectures, your college educational experience will be less than that of those students who combine all three aspects.

ACCESS STATEMENT FOR STUDENTS WITH DISABILITIES:

Students with disabilities or special needs are encouraged to contact Disability Support Services in Academic Resources. In order to make an appointment to obtain information on the process for qualifying for accommodations, the **student** must contact the Coordinator of Disability Support Services.

Contact information:

Andrea Roberson
Pope Student Center, lower level
706/272-2524
aroberson@daltonstate.edu

Students who are unable to come to the instructor's office or access any facility utilized by this course, should call the instructor at 272-2689 for assistance.

WORKFORCE DEVELOPMENT:

If a student receiving aid administered by the DSC Workforce Development Department drops this class or completely withdraws from the College, the Schedule Adjustment Form must be taken to the Workforce Development Office located in Room 214 of the Technical Education Building. The Office is open on the following schedule:

Monday/Tuesday/Thursday: 9:00 a.m.-12:15 p.m. and 1:30 p.m. - 5:00 p.m.

Friday: 8:00 a.m.- 12:00 p.m. The office phone number is 272-2635.

CLASSROOM ENVIRONMENT:

Cell phones: Make sure you turn your cell phone and/or your pager off before entering the classroom!!! Students who fail to do so will be asked to leave class for the remainder of the class period if their phones/pagers ring.

Headgear: All students are requested to remove **all** forms of headgear while in class.

Lateness: I understand that convenient campus parking can often be at a premium. However, this is not an excuse to be late to class, especially once the semester gets up and running. I expect students to arrive on time. Once I have closed the doors, no one is allowed to enter the room and disrupt the class.

If you do not arrive on time on those days when an examination is scheduled, you will not be allowed into the classroom, once I have closed the doors. I will not allow those students who have started a test to be disrupted by those who are late arrivers. Those students who arrive late will take a makeup examination.

Computers: You are welcome to use computers to take class notes. If you intend on using your computer for any other reason (solitaire, emailing friends), you will lose this privilege for the remainder of the semester

CLASS CALENDAR/READING ASSIGNMENTS (Based on Tindall-Shi Brief Sixth Edition)

Week 1. August 17-20. Course Introduction. The U.S. in the Gilded Age. Text chapters 19-21.

Week 2. August 31 - September 3. The U.S. in the Gilded Age. Text chapters 19-23.

Week 3. September 7-10. The U.S. in the Gilded Age. Text chapters 22-23. **No Classes, Monday, September 7, 2009, Labor Day Holiday**

Week 4. September 14-17. The U.S. in the Gilded Age. Text chapters 22-23.

Week 5. September 21-24. The Progressive Era . Text chapter 24.

Week 6. September 28 - October 1. The Progressive Era. Text chapter 24 and *Plunkitt of Tammany Hall*.

Week 7. October 5-8. The Great War. Text chapter 25.

Week 8. October 12-15. The Great War. Text chapter 25.

Week 9. October 19-22. The Roaring Twenties and the Great Depression. Text chapters 27-28.

Week 10. October 26-29. The Roaring Twenties and the Great Depression. Text chapters 27-28. **Last day to drop this class without penalty, close of business, Monday, October 26, 2009.**

Week 11. November 2-5. Origins of World War II and World War II. Text chapters 29-30.

Week 12. November 9-12. World War II. Text chapters 30.

Week 13. November 16-19. The Cold War and Post War USA. Text chapters 31-32.

Week 14. November 23. The Cold War and Post War USA. Text chapters 31-35. **No Classes, Tuesday, November 24, 2009, through Sunday November 29, 2009, Thanksgiving Holiday.**

Week 15. November 30 - December 3. The Cold War and Post War USA. Text chapters 31-35.

Regular Exam Dates:

Section 02: September 9; October 7; November 4

Section 05: September 9; October 7; November 4

Section 06: September 8; October 6; November 3

Final Exam Schedule:

Section 02: Wednesday, December 9, 2009, 8:00 am -10:00 am

Section 05: Monday, December 7, 2009, 1:00 pm - 3:00 pm

Section 06: Thursday, December 10, 2009, 1:00 pm - 3:00 pm

1. I have received and read a copy of the course syllabus for History 2112 for the Fall Semester, 2009. I fully understand the course requirements, reading requirements, grading system, testing procedures, attendance standards, withdrawal procedures, and the Dalton State College standards concerning cheating.
2. I agree to turn my cell phone off during class time. I will not be text messaging during class time. If I violate this rule, I agree that I will leave class for the rest of that day's time period.
3. I understand that I am expected to attend class on time.
4. I understand that there is no sleeping in class.
5. I understand that I am not to bring work from other classes to perform during class time.
6. I agree that if I wish to tape record class lectures, the tapes are for non-attribution and are for my use only.
7. If I use a computer in class, I will be using it to take history notes. If it is used for any other purpose, I understand that I will not be allowed to use the computer during class time.
8. I understand that hats are not allowed to be worn during class time.

Printed Name _____ Date _____

Signature _____



Schedule Adjustment Form
Term _____

SECTION A

Last Name _____ First Name _____ MI _____
 Student ID # _____ Home Phone (_____) _____
 Mailing Address _____
 City _____ State _____ Zip Code _____

1. Do you wish to withdraw from all courses? Yes No (circle one)
2. If you answered **Yes** to question 1 and you are registered for the Regents' Test, do you wish to withdraw from it as well? Yes No (circle one)
3. If you marked **Yes** to question 1–
 - a. What is the last date you attended class? _____
 - b. Proceed to Section C

If you marked **No** to question 1 please complete Sections B and C

SECTION B - You may not drop Learning Support or FYES 1101 courses without dropping all credit courses.

Instructor permission is required to add a class if you do not have the necessary prerequisites.

	Audit	CRN	Course Number	Credit Hours	Drops - Did you attend this class at least once? Y or N
Sample		80214	Math 1111	3	Y
Add					
Drop					

SECTION C – The schedule adjustment process is not complete without all signatures. Schedule adjustments may require repayment of financial aid funds.

Student Signature _____ Date _____

Academic Resources (complete withdrawal only) _____ Date _____

Financial Aid (complete withdrawal only) _____ Date _____

Enrollment Services Signature _____ Date _____

GUIDELINES FOR HARDSHIP WITHDRAWAL

All requests for Hardship Withdrawal must be fully documented. A request which consists solely of the Hardship Withdrawal form will not be considered fully documented. Supporting documentation must include a letter from the student stating their case for requesting the Hardship Withdrawal. All requests for Hardship Withdrawal shall be initiated by the student no later than the last day of the term in which the course was taken. When the student is failing classes and a Hardship Withdrawal is approved, the student will receive a grade of WF for those classes. Hardship Withdrawals typically require that the student withdraw from all courses not yet completed at the time the request is initiated. An example where an exception will be considered for a withdrawal from only a portion of the student's schedule would be in a situation where a work shift change still allowed the student to continue to attend some classes. Grades received in courses that may have been completed earlier in the semester shall stand as earned.

Acceptable Reasons for Hardship Withdrawals

Health: fully documented by a physician giving the expected impact upon schooling, and/or dates of hospitalization.

Military Service: fully documented with military orders showing dates of active service. In accordance with Board of Regents policy, students who are on active duty or who serve in the Reserve or National Guard and who receive emergency orders shall be withdrawn.

Job conflict: fully documented by the employer on company letterhead, with points of contact and appropriate telephone numbers. Letter should demonstrate that there was a change in work hours that took place during the semester.

Other Reasons: Circumstances may exist other than the areas described above. Each must be fully documented.

Unacceptable Reasons for Hardship Withdrawals

There are many individual situations which may cause students to believe they should receive a hardship withdrawal. Oftentimes these situations do not rise to the level of hardship. Two of the more frequently cited circumstances are a lack of knowledge by the student about the midpoint of the semester deadline for dropping classes and transportation failures. Neither of these reasons constitutes the basis for approval of a hardship withdrawal. Other circumstances may exist which also fail to reach the hardship standard.

PROCESS FOR HARDSHIP WITHDRAWAL

1. The process begins when a professor is approached by a student with circumstances that may warrant a hardship withdrawal. The professor should provide the student with one copy of the hardship withdrawal form for each class the student is enrolled.
2. The student should then submit to each professor a hardship withdrawal form with appropriate information completed, a letter explaining the circumstances which have caused the request for withdrawal, and supporting documentation such as military orders, physician statements, etc. Only when this information is provided to the professor is the process considered initiated.
3. Each professor should make his recommendation, his comments, note whether the student was passing the course on the withdrawal form, and forward the packet to their Department Chair. The Department Chair should make his recommendation with any necessary comments and forward the information to their Dean.
4. The Dean should make his recommendation and forward the packet to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs takes final action and notifies the student of the status of his request. The Vice President for Academic Affairs forwards any grade changes necessary to the Vice President for Enrollment Services.
6. Financial Aid/Business Office shall be notified of all approved Hardship Withdrawals.

**DALTON STATE COLLEGE
REQUEST FOR HARDSHIP WITHDRAWAL**

1. STUDENT:

NAME _____

STUDENT ID/SOCIAL SECURITY # _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____

STUDENT MUST ATTACH SUPPORTING DOCUMENTATION TO THIS FORM WHEN REQUEST IS SUBMITTED.

2. INSTRUCTOR:

DATE REQUEST INITIATED BY STUDENT _____

DATE STUDENT LAST ATTENDED CLASS _____

COURSE REFERENCE NUMBER (CRN) _____

COURSE PREFIX, NUMBER & SECTION _____

WAS STUDENT PASSING COURSE AT TIME OF LAST ATTENDANCE? YES _____ NO _____

INSTRUCTOR RECOMMENDATION: APPROVAL/DISAPPROVAL/NO RECOMMENDATION

COMMENTS: _____

SIGNATURE: _____

3. DEPT CHAIR RECOMMENDATION: APPROVAL/DISAPPROVAL/NO RECOMMENDATION

COMMENTS: _____

SIGNATURE: _____

4. DEAN: _____ APPROVED / DISAPPROVED **DATE:** _____

5. VPAA: _____ APPROVED / DISAPPROVED **DATE:** _____

6. FINANCIAL AID _____ **6.VPES: DATE RECORDED** _____

DALTON STATE COLLEGE

REQUEST FOR GRADE CHANGE

STUDENT ID or SOCIAL SECURITY NUMBER _____

STUDENT'S FULL NAME _____

ADDRESS _____

TITLE, COURSE NUMBER AND SECTION _____ COURSE HOURS _____

YEAR AND SEMESTER _____ GRADE RECORDED _____ GRADE REQUESTED _____

REASON FOR GRADE CHANGE _____

INSTRUCTOR _____

DATE _____

ACADEMIC DEAN _____

DATE _____

REGISTRAR _____

DATE _____

RECORDED _____

DATE _____

WORKFORCE DEVELOPMENT STATEMENT

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Monday/Tuesday/Thursday: 9 a.m to 12:15 p.m. and 1:30 p.m. to 5 p.m.

Friday: 8 a.m. to Noon

Contact the office at 706-272-2635

DALTON STATE COLLEGE

Part-Time Instructor Agreement

TO: _____

DATE _____

Congratulations on your selection as a part-time instructor. President Schwenn has authorized me to offer you this letter of intent for the coming semester. If you have not previously done so, you will need to provide Dalton State College with official transcripts from each institution you attended (both undergraduate and graduate), a Biographical Data Form, a signed loyalty oath/security questionnaire, and make an appointment with the Personnel Office.

The course you will teach is:

Course: _____ Meeting Days: _____ Time: _____ Location: _____

Semester: _____ Year: _____ Dates: Begin _____ End _____

Please understand, employment is subject to the following:

- a. Satisfactory enrollment; in the event course enrollment IS LOW, the decision to proceed with the course will be determined by the Vice President for Academic Affairs.
- b. Further, should enrollment and budget restraints dictate, a full-time instructor MAY be assigned this class. In this event, this letter of intent will be withdrawn, and you will be notified prior to the beginning of the first class.

Payment for your services will be by check in four equal installments (September-December or February-May) on the last working day of each month with the final check available on the 15th of the month (December or May) after grades are turned in at the Enrollment Services Office. Part-time employment does not include a benefits package.

Notwithstanding any other provision of this appointment, for Fiscal Year 2009-2010, the Board of Regents has authorized the President to implement a mandatory furlough program. If such a program is implemented at Dalton State College, you will be required to have your salary reduced by not more than 10 days. In the event it becomes necessary for the President to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

This agreement is subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the bylaws and policies of the Board of Regents, all of which are available for your inspection upon request. Board of Regents policy 102 stipulates that part-time faculty be employed less than full-time at a single USG institution or at more than one USG institution and are subject to the following conditions:

1. Are not accruing time toward tenure
2. Are considered temporary appointees, requiring reappointment from year to year
3. Are not the same as adjunct (courtesy) faculty appointments
4. Are not issued contracts
5. Are not eligible for USG benefits
6. A part-time faculty member's employment cannot exceed more than one-half time for the year at a single USG institution. A part-time faculty member teaching at more than one USG institution must limit his/her employment to less than half-time employment across all USG institutions. Upon appointment at a USG institution, part-time faculty will be asked to verify in writing that they are in compliance with this policy.

Please signify your acceptance, under the terms set forth, by signing and returning promptly to Dr. John A. Hutcheson, Jr., Vice President for Academic Affairs, 650 College Drive, Dalton, Georgia 30720.

DATE: _____

Signature of Instructor

