

ACADEMIC INFORMATION AND REGULATIONS

Dalton State College is a unit of the University System of Georgia and is governed by the policies of the Board of Regents of the University System. As a part of the System, it enjoys the reputation of the academic standards which have been established within the System, and graduates of this institution will have no difficulty in transferring appropriate credits to other colleges and universities. Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, to award the Associate and Bachelor's degrees.

Dalton State College operates on the semester system, with each of the academic year semesters extending over a period of approximately sixteen weeks. Courses may be scheduled as A Session courses, which are taught over the full length of a semester, or as B or C Session courses, taught during the first or second half of the semester, respectively.

The basic unit of credit at Dalton State College is the semester hour. This unit normally represents one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week over the course of a 15-week semester. The number of semester hours of credit awarded for a course is specified in the course description.

Classification of Students

Students are classified as freshmen, sophomores, juniors, or seniors. At the beginning of each term, those with credit for fewer than thirty semester hours are classified as freshmen; with thirty to fifty-nine hours, as sophomores; with sixty to eighty-nine hours, as juniors; with ninety or more hours as seniors.

Students are considered full-time if they register for twelve or more semester credit hours; part-time, for fewer.

Class Load

A normal load consists of fifteen to eighteen credit hours per semester. A student regularly employed outside of college twenty hours or more per week should enroll for twelve or fewer semester hours of academic work. The College reserves the right to limit the class load of students who have received below-average grades.

Students may receive permission from the Vice President for Academic Affairs to enroll for more than the normal load if they were placed on the Dean's List at the end of their last semester of enrollment, if they have a cumulative average above 3.0 on eighteen or more hours completed at Dalton State College, or if they are in their last semester of enrollment before graduation.

Transient Status

Transient permission must be secured from the Registrar prior to enrollment at another institution in order to receive credit for coursework earned.

Class Schedule

The courses required for most degree and certificate programs are available during day, afternoon, evening, and Saturday class periods.

However, some are scheduled only during day or evening class periods. Courses may also be offered in traditional, online, or hybrid formats. Information about the scheduling of specific courses may be obtained from the academic advisors, the Office of Enrollment Services, or the Office of Academic Affairs.

Registration

All students register for each term during announced registration periods. A student is regularly registered for a course only when all College requirements governing registration for the course have been met. Students not properly registered may not receive credit for courses completed. Any exception to this regulation must be approved by the Vice President for Academic Affairs.

Orientation

Every student is expected to attend an orientation session prior to the start of his or her first term at Dalton State College. This session will provide detailed information regarding academic programs, student services, and registration procedures.

Dropping or Changing Classes

No changes in schedule are official or effective until a signed Schedule Adjustment Form is turned in to the Office of Enrollment Services.

Additions to class schedules are not permitted after the first three days of the term. If a course is officially dropped by the published drop date, the student will receive a "W." If a student drops a course without official approval or after the published drop date, a grade of "WF" is recorded. If a student ceases to attend a course without officially dropping, a grade of "F" is recorded.

The official and effective date of any change in schedule is that on which the change is initiated.

Students receiving financial aid should be aware that for financial aid purposes enrollment status is determined at the end of the drop/add period at the beginning of an A Session. A student receiving financial aid may owe money back to a financial aid program if his or her enrollment status changes after that point in time, as, for example, when a student drops a course, or a course is canceled and a 100% tuition refund is made.

Withdrawal From College

To withdraw from all current classes, students must obtain a Dalton State College Schedule Adjustment Form which must be signed by authorized personnel in the Office of Enrollment Services. **Withdrawal past the official drop date for the term** is permitted only in cases of extreme, non-academic hardship which prevents the student from completing the semester. To receive consideration for a non-academic hardship, a student must provide full documentation of the hardship, wherever possible including corroborative evidence originating from an official or authoritative source. **All requests for hardship withdrawal must be initiated by the student no later than the last day of the term in which the courses were taken. Hardship withdrawals typically require that the student withdraw from all courses not yet completed at the time the request is initiated.** 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 or in online only courses shall stand as earned. The hardship "W" must be recommended by the

instructor(s) of the course(s) for which the student is enrolled, endorsed by the department chair(s) and/or dean(s) involved, and approved by the Vice President for Academic Affairs. Withdrawal from Dalton State College is effective on the date that the withdrawal is initiated.

Class Attendance

Students are expected to attend all scheduled class sessions. These may include field trips, seminars, and individual conferences as well as lectures and laboratory sessions. The attendance policy for each course will be explained by the instructor at the beginning of each term. Absences may result in a grade reduction.

Grades and Symbols

The following grades are approved by the University System for use by Dalton State College in the determination of the grade point average:

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failure	0
WF	Withdrew, Failing	0

The following symbols are approved for use in the cases indicated but are not included in determination of the grade point average.

Symbol	Description
H	This symbol, when attached to a course discipline prefix and number (e.g., ENGL 1102H), indicates the course as either an Honors Course or an Honors Designated Course and part of the Honors Program offerings. At the end of Spring 2007, the Honors Program was temporarily suspended; however, an Honors student accepted into the program by Spring 2007 may have continued to take Honors Designated Courses until the end of Spring 2009 to complete the Honors Program of study to be an Honors Program Graduate. An Honors student must have already taken HONR 1000, have at least 14 hours of Honors or Honors Designated Course credits (each course with a grade of "A" or "B"), and a GPA of 3.5 or higher in order to complete the Honors Program successfully and be recognized as an Honors Program Graduate.

I	This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Vice President for Enrollment and Student Services will change the "I" to "F". Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F".
IP	This symbol indicates that credit has not been given or that a student was passing a remedial course but did not pass the exit exam.
K	This symbol indicates that a student was awarded credit for the course by examination (CLEP, AP, SAT II, or institutional examination).
NR	Not Reported
S	This symbol indicates satisfactory performance in a course carrying institutional credit.
U	This symbol indicates unsatisfactory performance in a course carrying institutional credit.
V	This symbol indicates that a student audited the course. Enrollment status in a course cannot be changed from audit to credit or credit to audit after the add period ends.
W	This symbol indicates that a student officially dropped a course by the published day to drop classes without penalty. After this date, withdrawal is permitted only in cases of extreme, non-academic hardship which prevent the student from completing the term and must be approved by the Vice President for Academic Affairs.
WM	This symbol indicates that a student was permitted to withdraw for military service without penalty at any time during the term.
WU	This symbol indicates that a student dropped or withdrew, from a remedial course, after the last day to drop without penalty.
UF	Failure due to lack of attendance

Grade Changes and Appeals

The assignment of grades and symbols is the responsibility of the instructor. Any change in an assigned grade or symbol must be

recommended by the instructor who assigned the original grade or symbol and be approved by the Vice President for Academic Affairs.

1. Basis for Grade Changes

A final course grade may be changed only if there is unequivocal evidence that one or more of the following applies:

- a. It was a direct result of arbitrary and capricious conduct on the part of the instructor;
- b. The instructor discriminated against the student on the basis of a protected classification as the term is defined by Federal Law, Georgia State Law, or the Administrative Code of the City of Dalton;
- c. The grade was incorrectly calculated;
- d. A clerical error occurred in recording the grade; or
- e. A mitigating circumstance prevented the student from completing a final assignment or attending the final examination. In such cases, a grade may be changed to either a "W" or "I" pursuant to the rules governing these grades.

2. Initial Challenge of Grade and Appeal

A student may file a formal challenge to a grade on any of the grounds set forth in subsections a. through e. of Section 1 above. The student must present positive, detailed, and specific evidence in support of his/her claim.

The student must notify the instructor in writing no later than two days after the grade has been posted. The instructor must confer with the student and notify the student in writing whether he/she will change the grade by the end of regular registration of the upcoming term. In the event Dalton State College, no longer employs the instructor, a student's challenge shall commence with the chair/assistant dean. In such cases, the student must notify the chair/assistant dean and all rights and responsibilities otherwise assumed by the instructor will be assumed by the chair/assistant dean.

If the instructor or chair/assistant dean, acting in place of the instructor, agrees to change the grade based on the appeal, the instructor or chair/assistant dean shall send a Change of Grade Form, with the appropriate documentation, to the Office of Academic Affairs.

If the instructor declines to change the grade, or has not met the deadline, the student may appeal to the chair/assistant dean, and the chair/assistant dean will meet with the instructor and the student and attempt to mediate the appeal by the first day of classes. Where the chair/assistant dean has attempted but failed to mediate the appeal within that time period, the chair/assistant dean shall notify the student immediately and promptly send a written report regarding the mediation to the instructor and the student.

If after the chair/assistant dean attempted mediation, the student remains dissatisfied with the decision, the student may submit the appeal in writing to the Dean's office within two days, with copies to the instructor and the chair/assistant dean.

Where the chair has not taken steps to mediate the appeal within the allotted time, or where the chair has acted in place of the instructor and has declined to change the grade, the student may appeal the grade directly to the dean.

The dean shall convene a meeting of the ad hoc Grade Appeals Committee as soon as possible to resolve the issue within two weeks of receiving the grade appeal letter. The committee's decision is made on the day of the meeting and communicated verbally to the student, followed by a written confirmation of the decision by the VPAA or a designee.

Grade Appeals Procedure

3. Program Progression

Each student challenging or appealing a grade may be allowed to continue with his or her program of study until a final decision is made on the appeal, depending upon the policy of the program. This policy may vary among Schools, and the student is directed to the School handbook for further information.

4. Grade Appeals Committee

The committee shall consist of a) the Provost and Vice President for Academic Affairs (VPAA) or designee; b) the Dean of the School involved in the appeal who shall chair the meeting; c) the Vice President for Student Affairs or designee--a non-voting member of the committee; d) three faculty members: two from any of the School's other departments that are not directly involved with the appeal and one faculty member from another school; and e) one student representative within the School but not in the program. In the School of Education, the two faculty members selected should not currently be teaching the student appealing the grade, and the one student representative from within the School should not be in the same block as the student who is appealing the grade. The committee shall be deemed to have a quorum when the dean (or designee), the VPAA (or designee), the Vice President for Student Affairs (or designee), and two additional committee members convene to review a grade appeal.

5. Meetings of the Grade Appeals Committee

The Grade Appeals Committee meeting shall be convened by the dean as needed. The committee shall invite the instructor and student to the meeting and consider any evidence which the student, the instructor, or the committee deems relevant. Should the student or instructor or chair/assistant dean, if the instructor is no longer employed by Dalton State College, not be available or decline to meet with the committee, the committee may determine cases on the basis of the submitted written arguments and supporting documents alone. Throughout the process, the respondent shall have the right to use an advisor of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. An advisor can be, but is not limited to, a parent, fellow student, faculty member, coach, or attorney. The advisor may be present during meetings and proceedings at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The institution shall not prohibit family members of a party from attending if the party requests such attendance in addition to another advisor; however, the College may limit each participant to two (2) family members. Delays will not be allowed due to scheduling conflicts of advisors or family members. Every effort will be made to keep the committee's investigation confidential.

6. Report and Determination of the Grade Appeals Committee

The committee will vote after its deliberation, and a final decision will be made by simple majority. In case of a tie, the decision will be determined

by the VPAA. The Office of the VPAA will issue the committee's decision in writing to the student and instructor and provide copies to the chair and the academic dean. If the committee determines that the grade should be changed, a copy of that determination will be forwarded to the Office of Academic Affairs, which will direct the Registrar to effect the grade change. The decision of the Grade Appeals Committee may be appealed to the President of the College.

7. Written Signature of the Instructor Required for Other Grade Changes

Other than specified in this policy, no grade may be changed by the Registrar without the instructor's signature on a Change of Grade form, provided, however, that when the chair/assistant dean acts in place of the instructor and decides to change the student's grade, the signature of the chair/assistant dean shall be sufficient.

Grade Reports

At the midpoint and at the end of each term, a full report of courses taken and grades and symbols earned during the term is posted on Banner Web. Students may access their grades with a student identification number and PIN. Grades are not mailed to students. Students are encouraged to consult with individual instructors to determine their progress at any time during the term.

Transcripts

Official Transcript Requests

Current students should request transcripts through the AVOW Transcript Request link in their **myDaltonState account** (<http://mydsc.daltonstate.edu/cp/home/loginf>).

Former students should go to https://daltonstate.gabest.usg.edu/B690/twbkwbis.P_WWWLogin (User ID is your Dalton State ID number (900xxxxxx). PIN is date of birth (MMDDYY)). Once you have logged in, choose "Student," then "Student Records," then "Avow Transcript Request." If you do not know your ID number, go to https://daltonstate.gabest.usg.edu/B690/bwwkadst.P_GetID, enter required information, and click "Show Admission Status". If you are still unable to obtain your ID number, please contact the Registrar's Office at 706-272-4590 to answer a series of questions to prove your identity. If you know your ID number and have problems logging in, please email helpdesk@daltonstate.edu or call 706/272-2611, Monday-Friday, 8am-5pm (Monday-Thursday, 8am-6pm, during Summer semester).

There will be a \$5 fee per transcript requested and sent electronically, with standard processing time of 1-2 business days if requested through the online process.

There will be a \$10 fee per mailed transcript or transcript held for student pick-up. The standard processing time for hard-copy transcripts is 3-5 business days if requested through the online process.

Fees can be paid through the online request process using a credit or debit card.

If you do not have a credit or debit card, complete the Transcript Request Form located in the Office of Enrollment Services. Payment (cash, check, or money order) must be remitted to the Office of Fiscal Affairs at the time of request. Transcript requests will not be processed until payment is received. The standard processing time for hard-copy transcripts is 5-8 business days if requested using the Transcript Request Form and paying at the Business Office. There will be a \$10 fee for all transcripts requested via mail or Transcript Request Form.

Rush Transcripts

There will be a \$25 fee per transcript required as RUSH. Such requests should be made in the Office of Enrollment Services. Requests received by 12noon will be ready for pick-up after 2:30pm the same day. (There will be NO rush transcripts during registration/schedule adjustment and graduation dates.) Payment (cash, check, or money order) must be remitted to the Office of Fiscal Affairs at the time of request. Rush transcripts will not be processed until payment is received.

Transcripts "Hold for Pick-Up"

Student has 30 days to pick up transcript once order is processed, after which time transcript will be shredded and order must be resubmitted.

Unofficial Transcripts

After logging in (see Official Transcripts above), choose "Student," then "Student Records," then "Unofficial Transcript."

Faxed transcripts are considered unofficial. Transcripts emailed to student might be considered unofficial as well.

Transcripts are not issued unless all financial obligations to the College are satisfied.

DSC can assume no responsibility for final delivery of transcripts.

Academic Renewal

The academic renewal policy allows University System of Georgia degree-seeking students who have experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate or bachelor's degree. Former students may apply only if they have not been enrolled (not on dismissal) at any higher education institution in the previous three years and if they have successfully completed all learning support requirements prior to the commencement of the three-year period of absence. The granting of academic renewal does not supersede financial aid policies regarding satisfactory academic progress. Students must apply for academic renewal within the first year of re-enrollment. Contact the Office of Enrollment Services for more information and to request an application for academic renewal.

Policy on Release of Student Information

Students in the University System of Georgia have the right to the assurance that their academic records, compiled and maintained by a unit within the System, will be recorded accurately and retained in confidence. Dalton State College follows the policy of the University System of Georgia on release of student information. A complete copy of this information is on file in the Office of Enrollment Services and is available for viewing by the student and authorized faculty.

Regents' GPA/Cumulative Average

The Regents' GPA is computed by dividing the total number of quality points earned at by the total number of academic semester hours attempted in which a grade of A, B, C, D, F, or WF has been received. This average is used for determining eligibility for special honors and is the average that appears on the student's permanent record. All "institutional credit" hours and grades are excluded from the cumulative average. Learning Support courses, FYES 1000, and Regents' Skills courses carry institutional credit.

Institutional GPA/Graduation Average

The institutional GPA is computed by dividing the total number of quality points earned at Dalton State College by the total number of academic

semester hours attempted in which a grade of A, B, C, D, F, or WF has been received. If a student repeats a course, only the most recent attempt will be figured in the institutional GPA calculation. The institutional GPA is used to determine a student's academic progress (probation, suspension, and exclusion) and for graduation. Students are expected to achieve an institutional GPA of 2.0 or higher for graduation. Students should understand that most institutions use the cumulative average, which includes all hours attempted and all grades earned, in determining the eligibility for transfer admission.

HOPE GPA

For purposes of calculating HOPE Scholarship eligibility, the total number of quality points earned at every higher education institution attended since high school graduation is divided by the total number of academic semester hours attempted at all institutions in which a grade of A, B, C, D, F, or WF, has been received. Grades of K, V, S, U, I, IP, WM and WU are excluded from the GPA calculation.

Academic Honors

The Dean's List, published at the end of each term, includes the names of students who earn a grade point average of 3.5 or greater and receive no grade of WF or U during a term in which they are enrolled for 12 or more semester hours of academic credit.

Graduation with Honors

Students who achieve superior academic averages on all coursework completed at Dalton State College and who complete all requirements for graduation receive diplomas or certificates inscribed with honor designations.

Bachelor's and Associate's degree honors:

Honor	Description
Cum Laude	Grade point average of 3.5 to 3.74
Magna Cum Laude	Grade point average of 3.75 to 3.99
Summa Cum Laude	Grade point average of 4.0

Certificate honors:

Honor	Description
With Merit	Grade point average of 3.5 to 3.74
With Distinction	Grade point average of 3.75 to 3.99
With Excellence	Grade point average of 4.0

Students completing all requirements of the Dalton State College Honors Program will receive additional special designation on their diplomas.

Academic Progress

Dalton State College seeks to provide ample opportunities for all students to fully realize their academic potential and goals. In turn, all students are expected to demonstrate reasonable academic progress by maintaining minimum institutional grade point averages. (Institutional grade point averages do not include "institutional credit" hours and grades.)

Academic Probation:

When a student fails to maintain a sufficient Grade Point Average, the student's status changes from Good Standing to Academic Probation. Students who do not bring their cumulative institutional GPA up to a 2.00 or higher will be continued on Probation if the institutional GPA for that

semester (Term GPA) is not 2.00 or higher. Students will receive notification of their Academic Probation via a letter from the Office of Academic Affairs. Students on Academic Probation may register through their academic advisor for the semester following notification of placement on Academic Probation. A student petition is not required.

Academic Suspension:

A student who fails to maintain the required 2.00 cumulative institutional Grade Point Average after having been placed on Academic Probation and does not achieve an institutional GPA of 2.00 or higher for that semester (Term GPA) will be suspended from the College. Students will receive notification of their Academic Suspension via a letter from the Office of Academic Affairs.

*Students enrolled in certificate programs requiring less than 45 hours must earn a GPA of 2.0 in order to graduate. All students enrolled in baccalaureate programs must maintain a minimum GPA of 2.0.

The advance registration of any student placed on academic suspension is canceled and all prepaid fees refunded if the student is not officially readmitted to the College.

To initiate an appeal of an academic suspension, the student must submit a written request to the Vice President for Academic Affairs. The letter should explain the reasons for the student's previous poor academic performance and why the student believes future performance will improve. The letter must also include:

1. the name of the student's advisor (who will chair the Re-admissions Committee),
2. the name of one other faculty member to serve on the Committee, and
3. the student's day-time telephone number, address, and student identification number. The Vice President for Academic Affairs will appoint a third member of the Committee.

All appeals should be submitted as soon as possible after the notification of suspension. Appeals for readmission for a semester will not be accepted after the published date of regular registration for that semester.

All suspended students who are readmitted are on academic probation until such time as their institutional grade point average reaches the required minimum level. A student who fails to meet the conditions of readmission is ineligible to appeal for a second readmission for a period of one semester. A student who fails to meet the conditions of a second readmission is placed on Indefinite Suspension and is ineligible to appeal for readmission for a period of twelve months. Credit earned at other institutions or by correspondence while a student is on suspension from Dalton State College will not be applied toward a Dalton State College degree or certificate or used to improve the grade point average.

Graduation Requirements

To be qualified for graduation with a Bachelor of Arts, Bachelor of Science, Bachelor of Science in Elementary Education, Bachelor of Science in Nursing, Bachelor of Social Work, Bachelor of Business Administration or Bachelor of Applied Science degree, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of one hundred and twenty (120) semester hours of credit (plus applicable physical education requirement).

- a. Thirty (30) semester hours of upper-level course work must be completed at Dalton State College, excluding credit-by-examination.
 - b. All Upper Division courses and electives must be completed with a grade of C or higher.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing HIST 2111, HIST 2112 or HIST 3930 and POLS 1101 at a Georgia institution.
 3. A grade of C or higher in ENGL 1101 and ENGL 1102.
 4. An institutional GPA of 2.0 (C) or higher.
 5. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
 6. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.

To be qualified for graduation with an Associate of Arts, Associate of Science, or Associate of Applied Science degree, candidates must meet the following requirements:

1. The completion of an approved academic program of study with a minimum of sixty (60) semester hours of credit (plus applicable physical education requirement).
 - a. Twenty semester hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit to meet residency requirements.
 - b. Academic residency requirements for active duty service members will not be more than 25% of the undergraduate degree program.
 - c. All academic programs designed for transfer may be modified if necessary to meet the requirements for graduation from University System of Georgia senior colleges or universities as designated in their current catalogs. The student must present a copy of the latest catalog when requesting modification.
2. The demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by examination or by passing HIST 2111, HIST 2112 or HIST 3930 and POLS 1101 at a Georgia institution.
3. A grade of C or higher in ENGL 1101 and ENGL 1102.
4. An institutional GPA of 2.0 (C) or higher.
5. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications that may be appropriate to establish the academic competence of potential graduates.
6. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.

To be qualified for graduation with a Certificate, candidates must meet the following requirements:

1. The completion of an approved program of study.
 - a. A minimum of eighteen semester (18) hours must be completed at Dalton State College, excluding credit-by-examination and institutional credit.
2. A grade of C or higher in ENGL 1101 and/or ENGL 1102, if taken.
3. A cumulative or a graduation average of 2.0 ("C") or higher.
4. Formal approval by the faculty. The faculty reserves the right to require additional tests, special examinations or certifications

that may be appropriate to establish the competence of potential graduates.

5. Certification by the Vice President for Fiscal Affairs that all financial obligations to the College have been satisfactorily discharged.

Second or Subsequent Degrees and Certificates

Any student applying for a second or subsequent associate degree or certificate must complete eighteen (18) semester hours of academic credit with a grade of C or 2.0 or better earned at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree or certificate. Students applying for a second bachelor's degree must complete an additional thirty-six (36) hours of upper-level credit with a grade of C or higher earned at Dalton State College, excluding credit-by-examination, which have not been applied to the requirements of a previous degree. The eighteen (18) and thirty-six (36) hours constitute a "residence requirement" and may be taken on the main campus or at any extended campus site of Dalton State College.

CAAP Assessment of Institutional Effectiveness

Prior to graduation from Dalton State College, students will take the Collegiate Assessment of Academic Proficiency (CAAP) exam that will permit the institution to assess its effectiveness in delivering and improving educational programs. The scores will be kept confidential and will not prevent a student from graduating.

Application for Graduation

All candidates for degrees and certificates must submit an application for graduation to the Enrollment Services Office, by the published due date, for the term in which they anticipate completing graduation requirements. According to the repeat grade policy, if a course is repeated, only the most recent attempt will count toward graduation requirements.

Students who fail to apply by the graduation application deadline may forfeit the chance to adjust any errors or omissions made in their programs and may not be certified for graduation.

Students may satisfy the curricular requirements for a degree or certificate by completing the program of study listed in the catalog in effect during their initial enrollment in the College or they may complete their program of study under the catalog in effect at the time of their graduation. However, a student will be required to satisfy the curricular requirements of the catalog in effect at the time when they:

- change programs of study;
- are required to complete a course for which a prerequisite has been established since the student's initial enrollment, in which case the prerequisite must be fulfilled;
- re-enter the College after one calendar year in which they earned no academic credit at Dalton State College;
- have not graduated by the time their entering catalog edition is 10 years old. However, if a major has been deactivated students have one year to complete a certificate from the time the major is deactivated and two years to complete a deactivated associate degree major from the time of deactivation.

Graduation is held twice a year, at the end of the Fall and Spring Terms. Diplomas and certificates are awarded at these exercises. Students who complete graduation requirements at the end of Summer and Fall Terms will be awarded the appropriate diplomas or certificates at the Fall graduation exercises. Students completing graduation requirements at the end of Spring Term will be awarded diplomas and certificates at the Spring graduation exercises.

All students who complete requirements for degrees or certificates are encouraged to participate in the graduation exercises. Graduates who do not attend the exercises may obtain their diplomas or certificates later from the Office of Enrollment Services.

Graduation Requirements for Transfer Students

Students transferring to Dalton State College will be evaluated by the same standards of academic progress applied to native students. In order to graduate, a transfer student must have both a minimum graduation grade point average of 2.00 on all Dalton State College courses used to complete graduation requirements and a cumulative minimum graduation grade point average of 2.00 for all courses (both Dalton State College courses and transfer courses) used to complete graduation requirements.

Cooperative Education Program (Co-op)

The mission of the Cooperative Education Program at Dalton State College is to provide a structured process of education through partnerships with business, industry, and government which provides students with professional work experience related to an academic field of study.

To be admitted to the Cooperative Education Program, the student must have completed 15 hours of 1000-level or above coursework with a minimum grade point average of 2.75 in his/her major, be in good academic standing with the college and have exited all learning support courses; present three letters of recommendation, and complete a panel interview. Acceptance into the Co-op Program does not guarantee placement with an employer.

The Cooperative Education experience will appear on the academic transcript. In addition, students who complete all requirements of the Cooperative Education Program will receive a Co-op Certificate upon graduation. Students in a technical certificate program must work a minimum of one work rotation to receive the Co-op Certificate upon graduation. Students in an A.A., A.S., or A.A.S. degree program must work two rotations to receive a Co-op Certificate upon graduation. Students in a Bachelor's degree program must work three rotations to receive a Co-op Certificate upon graduation.

The two types of work rotations in the Cooperative Education Programs are:

Alternating

Students alternate between one semester of full-time (40 hours per week) work experience and one semester of full-time academic study. Students must receive permission from the Co-op Coordinator to work a back-to-back work rotation such as fall semester and spring semester. In some cases, students may be permitted to take up to six hours of coursework while working full time, with the permission of the academic advisor and Co-op Coordinator. Students will enroll in a sequence of Co-op courses:

Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

Parallel

Students enroll in college for nine credit hours or less with the approval of the academic advisor and the Co-op Coordinator and work part-time (18-20 hours per week) simultaneously. The work facility must be located in the Dalton area. Students will enroll in a sequence of Co-op courses:

Students will not receive academic or institutional credit for the Cooperative Education experience. A grade of CC for Co-op Credit will appear on the transcript with zero credit hours. Students are not charged a fee for enrolling in a Co-op experience.

(Also see Counseling and Career Services in the Office of Academic Resources)

Academic Advising

Academic advisors are assigned to each School and are responsible for advising all new students to Dalton State College. The advisor, provides many students' first contact with the College after acceptance to Dalton State. In addition to course selection and registration, advisors help students adjust to the College experience by explaining College expectations and policies, checking the students' academic progress, and referring them to available resources. When students have exited all required learning support classes and completed a designated number of credit hours, which varies by degree program, they are moved to faculty advisors in their majors.

Mission Statement

Academic advising at Dalton State College is an ongoing, individualized communication process between academic advisors and students, designed to provide students with guidance regarding programs of study, resources available, and degree completion requirements. When needed or solicited by students, academic advisors will also assume a mentoring role to enable and encourage students to examine their career goals, match those goals with strengths and abilities, and ensure appropriate program and course selections to achieve their goals.

To achieve these ends, both advisors and advisees have certain responsibilities.

Academic advisors should:

- be familiar with and refer students to available academic programs and resources
- understand academic regulations and requirements at the College and System levels (e.g., Learning Support, prerequisites, major requirements, sequencing of course offerings)
- assist with course selection, being aware of the student's academic history, work obligations, and personal obligations
- aid in decision-making regarding majors and careers
- be reasonably accessible and punctually meet appointments with students
- communicate academic concerns and enable and encourage students to examine their strengths and weaknesses as they relate to life/educational goals
- encourage students to make the most of their college experience
- be pleasant and supportive

- provide accurate, appropriate, and up-to-date information

Advisees should:

- become familiar with the course-of-study requirements, reviewing the catalog, course descriptions, course prerequisites, previous sequencing of course offerings, and schedule of classes prior to meeting with the advisor
- come prepared to advising/registration sessions with a tentative schedule of classes and, if possible, an alternate schedule
- seek out the advisor for academic assistance and guidance and communicate academic concerns
- make use of campus resources if undecided about a major
- accept responsibility for their academic goals
- learn to use BANNER and DEGREEWORKS and take advantage of pre-registration
- be aware of drop/add/withdrawal policies
- initiate graduation procedures
- see school and department administrative assistants to change advisors/majors prior to registration
- make the most of their college experience by taking advantage of campus resources (labs, library, tutoring, recreational facilities)
- update personal information at the records office
- meet appointments punctually as scheduled
- have reasonable expectations
- be courteous and flexible

STUDENT COMPLAINT PROCEDURE

Students shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal should be made to the Vice President for Student Affairs and Enrollment Management or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or any alleged victim will be held. The Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction lesser severity; remand the case back to the decision-maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to both the respondent within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

Students may start the appeals process with the Board of Regents here:

<http://www.usg.edu/contact/>

Board of Regents appeal policy is located here:

<http://www.usg.edu/policymanual/section4/C333>