

ACADEMIC INFORMATION AND REGULATIONS

Dalton State College (DSC) is a unit of the University System of Georgia (USG) and is governed by the policies of the Board of Regents of the University System. DSC adheres to the academic standards set by the USG, and students of DSC have no difficulty transferring credits to other colleges and universities in the system. Dalton State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Dalton State College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Dalton State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (<http://catalog.daltonstate.edu/academicinformationandregulations/www.sacscoc.org>)).

Dalton State College operates on the semester system, with each of the academic year semesters extending over a period of approximately sixteen weeks. 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.

ACADEMIC ADVISING

Academic advisors are assigned to each student as they begin their studies at Dalton State College. 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.

In most degree programs, once students have exited all required learning support classes and completed a designated number of credit hours, they are assigned to faculty advisors in their majors. Faculty advisors will continue to assist with students' academic plan with a greater focus on mentoring and specific career paths. In other degree programs, a self-contained model is used, and the advising continues through the advising center.

Recognizing that advising is a shared responsibility, the mission of Academic Advising at Dalton State is to:

- Assist students in make a successful transition to and establish their place in college life.
- Guide student to make well-intentioned and strategic decisions.
- Encourage self-reliant problem solving through self-exploration.
- Maximize personal success in the student's undergraduate experience.

ACADEMIC HONORS

- **President's List** – published at the end of each semester, includes the names of students who are in good standing and earn a semester grade point average of 4.0 for 12 or more semester hours of completed course work. Please note that learning support courses are not included in the GPA calculations. (*New, eff. F'24*)

- **Dean's List** – published at the end of each semester, includes the names of students who are in good standing and earn a semester grade point average of 3.5 or above for 12 or more semester hours of completed course work. Please note that learning support courses are not included in the GPA calculations.
- **Part-Time Dean's List** - published at the end of each semester, includes the names of students who are in good standing and earn a semester grade point average of 3.5 for 6 to 11 semester hours of completed course work. Please note that learning support courses are not included in the GPA calculations. (*New, eff. F'24*)

ACADEMIC PROGRESS

Academic Warning: When a student's Institutional or current term GPA drops below 2.0, the student's status is automatically changed from Good Standing to Academic Warning. Students with Academic Warning status are permitted full enrollment privileges but are encouraged to take lighter course loads and to retake classes in their program of study that will improve their Institutional GPA. Students may remain in Academic Warning as long as their previous term's GPA is at least 2.0; however, students who are in exceptional academic difficulty (term GPA below 1.0) will have their status changed from Good Standing to Academic Probation.

Academic Probation: Students in Academic Warning status who do not earn a 2.0 or higher term grade point average will have their status changed to Academic Probation. As stated above, students who are in exceptional academic difficulty (term GPA below 1.0) will have their status changed from Good Standing to Academic Probation. Students with Academic Probation status cannot enroll for more than 9 credit hours or take classes using non-traditional course delivery methods (e.g., hybrid or online) unless they have previously been successful with these delivery modes. In addition to retaking classes in their program of study that will improve their Institutional GPA, students must be registered by their academic advisor. Previously registered students will need to have schedule adjustments made. Students may remain in Academic Probation as long as their previous term's GPA is at least a 2.0. Students will be reinstated to Good Standing when they achieve an Institutional GPA of 2.0 or greater.

Academic Suspension: Students in Academic Probation status who do not earn a 2.0 or higher GPA in their most recent semester of enrollment will have their status changed to Academic Suspension. Students on Academic Suspension cannot enroll for the subsequent Fall or Spring semester. To initiate an appeal of an academic suspension, the student must complete an Academic Suspension Appeal Form. **Click here** to access the form. The Office of Academic Affairs will review the appeal and email the student with a decision. Students on Suspension may not take online courses.

Academic Dismissal: Upon readmission to the College, the student will be subject to the requirements of Academic Probation status. If the student does not earn a 2.0 or higher term GPA, the student will be placed on Academic Dismissal. The student cannot enroll for one calendar year. The student will need to be readmitted through the Admissions office.

Once readmitted to the College, the student will be subject to the requirements of Academic Probation status. If the student does not earn a 2.0 or greater term GPA, the student will be dismissed again. These students cannot enroll for two calendar years unless they have earned an associate degree from an accredited institution.

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 for academic renewal under the following circumstances:

- They have not been enrolled (not on dismissal) at any higher education institution in the past three years.
- They completed all learning support requirements prior to the three years 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.

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, when a course taken at Dalton State is repeated at Dalton State, the college will calculate the student's GPA using the highest grade earned.

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 eligible 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 will receive their diploma or certificate at the address on their official record.

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 instructor will explain the attendance policy at the beginning of each class and print it in the class syllabi. Absences may result in a grade reduction.

CLASS LOAD

An average load for a full-time student consists of 15-18 credit hours per semester. The College reserves the right to limit the class load of students who have received below-average grades (see Academic Progress).

Students may receive permission from the Provost and Vice President for Academic Affairs to enroll for more than the average load if they have a cumulative average above 3.0, or if they are in their last semester of enrollment before graduation.

CLASS SCHEDULE

The courses required for most degree and certificate programs are available during day, afternoon, and evening. However, some are scheduled only during day or only 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.

CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, or seniors. At the beginning of each term, those with credit for fewer than 30 semester hours are classified as freshmen; with 30-59 hours, as sophomores; with 60-89 hours, as juniors; with 90 or more hours as seniors.

Students are considered full-time if they register for 12 or more semester credit hours; students who enroll in fewer than 12 semester hours are considered part-time.

DROPPING OR CHANGING CLASSES

Changes in schedules may be made the first week of classes. Dropping a class before the published date is permitted through the Roadrunner Portal, with advisor permission. Please see the academic calendar for specific dates.

If a course is officially dropped by the published drop date, the student will receive a "W." If a student drops a course 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.

Students receiving financial aid should be aware that enrollment status is determined at the end of the drop/add period at the beginning of each semester. A student receiving financial aid may owe money back to a financial aid program if his or her enrollment status changes after the drop/add period.

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. Note: Grades of A*, B*, C*, D* and F* are used to denote grades

in co-curricular learning support classes and are not included in the students' 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
>	This symbol, when attached to a course grade, indicates an approved STEM course. For HOPE GPA calculations only, A> receives 4.0 quality points, B> receives 3.5 quality points, C> receives 2.5 quality points, D> receives 1.5 quality points, and F> receives 0.0 quality points. For other calculations, these grades follow the standard values as shown in the preceding table.
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. Student must have completed most of the major assignments of the course (generally all but one) and be earning a passing grade in the course (aside from the assignments not completed). When a student has a non-academic reason for not completing one or more of the assignments for a course, including examinations, and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the instructor in person or in writing of the reason. Upon receipt of the reason, a grade of "I" is awarded at the discretion of the instructor. Conditions to be met for removing a grade of "I" are established by the instructor. The "I" must be removed by the end of the next term of enrollment or the Registrar's Office will change the "I" to "F." Without regard to enrollment, the "I" must be removed within one year or it will be changed to an "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. It is considered a final grade for Learning Support courses.
K	This symbol indicates that a student was awarded credit for the course by Examination (CLEP, AP, SAT II, or institutional examination).
NR	This symbol means that a grade was Not Reported.
S	This symbol indicates satisfactory performance.
U	This symbol indicates unsatisfactory performance.
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 withdrew from 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 Dean of Students office.
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	This symbol indicates 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 Dean, and Provost and Vice President for Academic Affairs. A final course grade may be changed only if there is unequivocal evidence that one or more of the following applies:

- It was a direct result of arbitrary and capricious conduct on the part of the instructor.
- 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.
- The grade was incorrectly calculated, or a clerical error occurred in recording the grade.

- A mitigating circumstance prevented the student from completing a final assignment or attending the final examination.

A student may file a formal challenge to a grade on any of the grounds listed above. The student must present positive, detailed, and specific evidence in support of his or her claim.

- The student must notify the instructor **in writing** no later than three days after the deadline for posting grades. The instructor must confer with the student and inform the student **in writing** whether he or she will change the grade within five days of receiving the student's notification. In the event Dalton State College no longer employs the instructor a student must notify the instructor's department chair or dean if the school does not have department chairs.
- If the instructor declines to change the grade or has not met the deadline, the student may appeal to the instructor's department chair or the dean if the school does not have department chairs. The department chair (or dean) will meet with the instructor and the student to mediate the appeal. The department chair or dean must notify the student with a decision, in writing, no later than one day after the mediation.
- If the student is dissatisfied with the department chair or dean's decision, he or she may submit the appeal with appropriate documentation to the Provost and Vice President for Academic Affairs.
- The Provost/VPAA or designee shall convene a meeting of an ad hoc Grade Appeals Committee as soon as possible to resolve the issue within two weeks of receiving the grade appeal. 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.

A student 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's handbook for further information.

Grade Appeals Committee

The ad hoc grade appeal committee shall consist of the following individuals:

- Provost and Vice President for Academic Affairs (VPAA) or designee.
- Dean of the school involved in the appeal.
- Vice President for Student Affairs and Enrollment Management or designee (non-voting member of the committee).
- 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.
- One student representative within the school but not in the program.

Note: 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 Provost and Vice President (or designee), the Dean, the Vice President for Student Affairs and Enrollment Services (or designee), and two additional committee members convene to review a grade appeal.

Meeting of the Grade Appeals Committee

The Grade Appeals Committee meeting shall be convened by the Provost and VPAA 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 decline to meet with the committee, the committee may determine cases based on the submitted written arguments and supporting documents alone.

The student shall have the right to use an advisor of his or her choosing (at his or her own expense) for 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 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.

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 Provost and 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 dean. If the committee determines that the grade should be changed, a Grade Change Form will be sent from the Office of the VPAA to the Registrar to process the grade change. The decision of the Grade Appeals Committee may be appealed to the President of the College.

GRADE REPORTS

Course grades are posted at midterm and the end of each semester, and students may access their grades on the student portal. Grades are not mailed to students. Students are encouraged to consult with individual instructors to determine their progress at any time during the semester.

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.
 - a. At least thirty (30) semester hours of upper-level course work but no less than 25% of the credit hours required for an undergraduate degree must be completed at Dalton State College, excluding credit-by-examination.
 - b. Thirty-nine semester hours of upper-level course work.
 - c. All major required courses and electives (excluding Area F unless otherwise stated) must be completed with a grade of C or higher.
2. Demonstration of a satisfactory knowledge of United States and Georgia constitution and history by passing POLS 1101 and HIST 2111, HIST 2112, or HIST 3930 at a University System of Georgia institution, Technical College System of Georgia institution, or selected private institutions in Georgia (see linked table (<https://www.usg.edu/curriculum/assets/curriculum/documents/>)).

TableofPrivateInstitutions.pdf)) or by passing an examination covering the material. Students who transfer POLS 1101 and/or HIST 2111 or 2112 from a non-USG/TCSG/selected private institution must pass an institutional exam on Georgia constitution and/or Georgia history to satisfy the State legislative requirements. These students can also retake the relevant courses to satisfy the requirements at Dalton State or other USG institution. Students opting to satisfy the Georgia history and/or Georgia constitution requirements through credit by examination will have three attempts on each exam to earn at least a 60 percent. Students must successfully complete the legislative requirements before applying for graduation or they must take POLS 1101 and/or HIST 2111 or 2112 in their final semester. Credit by examination for these requirements can be arranged through the College's testing center. For more complete information on the Georgia legislative requirements, see https://www.usg.edu/curriculum/georgia_legislative_requirements (https://www.usg.edu/curriculum/georgia_legislative_requirements/).

3. A grade of C or higher in ENGL 1101 and ENGL 1102.
4. A grade of C or higher required on all upper-level courses.
5. An institutional GPA of 2.0 (C) or higher.
6. 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.
7. 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.
 - a. At least twenty semester hours but no less than 25% of the credit hours for an undergraduate degree 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. Demonstration of a satisfactory knowledge of United States and Georgia history and constitutions by passing HIST 2111, HIST 2112 or HIST 3930 AND POLS 1101 at a University System of Georgia institution, Technical College System of Georgia institution, or selected private institution in Georgia (see the USG website for more information) or by passing an examination covering the material. Students who transfer HIST 2111 or HIST 2112 and POLS 1101 from a non-USG/TCSG/selected private institution must pass an institutional exam on Georgia history and/or Georgia constitution to satisfy the state legislative requirements. These students can also retake the relevant courses to satisfy the requirements at Dalton State or other USG institution. Students opting to satisfy the Georgia history and/or Georgia constitution requirements through credit by examination will have three attempts on each exam to earn at least a 60 percent. Students must successfully complete the legislative

requirements before applying for graduation or they must take HIST 2111 or 2112 and/or POLS 1101 in their final semester. Credit by examination arrangements for these requirements can be arranged through the college's testing center. For more complete information on the Georgia legislative requirements, see https://www.usg.edu/curriculum/georgia_legislative_requirements (https://www.usg.edu/curriculum/georgia_legislative_requirements/).

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 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.

DOUBLE MAJOR IN BACCALAUREATE PROGRAMS

Students enrolled in baccalaureate programs may seek a double major in the same degree (i.e. a Bachelor of Science with majors in Biology and Chemistry) by completing the requirements for the two separate majors simultaneously. A double major is earned when the requirements for the major in each of the two program areas are satisfied and the requirements for the degree are satisfied. It is sometimes possible to count the same course twice, once in each major, thus satisfying the major requirements. Double majors are only permitted in certain programs of study. Students seeking a double major must graduate with both in the same semester. One diploma will be issued for the degree conferred. Each major will be reflected on the student's official transcript. Students should be aware of the impact of Financial Aid.

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.

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.

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.

Honor	Description
BACHELOR AND ASSOCIATE DEGREE HONORS	
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	
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.

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.

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. When a course taken at Dalton State is repeated at Dalton State, the college will calculate the student's GPA using the highest grade earned. 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.

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 carry institutional credit.

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.

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.

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 Provost and Vice President for Academic Affairs.

TRANSCRIPTS

Please refer to the Transcripts (<https://www.daltonstate.edu/academics/registrar/transcripts/>) page on the Dalton State website for information regarding ordering official transcripts, fees and processing time, payment, and unofficial transcripts.

TRANSIENT STATUS

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

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 withdrawals must be initiated by the student by completing the form online. Guidelines and online form may be found here** (https://www.daltonstate.edu/wp-content/uploads/2023/12/Hardship-Withdrawal-Policy_May-2022.pdf). 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. Withdrawal from Dalton State College is effective on the date that the withdrawal is initiated.