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March 16, 2020

Dr. Belle S. Wheelan President  
Commission on Colleges 1866 Southern Lane  
Decatur, GA 30033

Dear Dr. Wheelan:

During the week of March 9, 2020, Dalton State students and faculty were on spring break. On Thursday, March 12, 2020, the University System of Georgia announced that all 26 institutions in the System would suspend instruction for two weeks beginning Monday, March 13, 2020, based on guidance from the Governor's Coronavirus Task Force and the Georgia Department of Public Health. On Friday, March 13, 2020, Dalton State College was granted permission from the University System of Georgia to resume instruction in a Distance Learning format for all classes effective March 23. Therefore, this letter is to notify SACSCOC that Dalton State will suspend instruction for face-to-face classes the week of March 16 **and begin remote instruction on Monday, March 23.**

This letter is to notify the Commission of Dalton State's plans to continue instruction using remote instruction (distance learning) for all of our academic programs. Instruction will continue in remote delivery format through the remainder of the semester unless the current situation involving the COVID-19 changes. If there are subsequent changes in the length of time, the College will notify the Commission. Dalton State was initially approved to offer Distance Education by the Southern Association of Colleges and Schools on November 4, 2013 through the USG eMajor Consortium.

As the College moves forward with remote instruction:

- All classes will take place in either a synchronous or asynchronous format.
- Classes through the eMajor consortium will continue as usual in online format effective March 16, 2020.
- Classes originally scheduled in face-to-face formats will be transitioned to a remote instruction format and will begin operating in that format on March 23, 2020.
- Courses moving to the new format will contain the remaining required number of minutes of instruction per credit hour.
- All courses and assignments will assess the usual learning outcomes for the course.
- Any student that cannot complete the required minutes of instruction, as per DSC policy, will be given an Incomplete (I) and additional time to complete the courses

Please contact me via email if you have any questions or require any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Margaret H. Venable".

Margaret H. Venable, Ph.D.  
President

cc: Dr. Henry Codjoe, SACSOC Liaison  
Dr. Larry L. Earvin, SACSCOC Vice President  
Dr. Bruno Hicks, Dalton State Provost and Vice President for Academic Affairs