



*Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097*

Deadline for submitting this Profile: January 14, 2005

INSTITUTIONAL PROFILE FOR GENERAL INFORMATION AND ENROLLMENT DATA FALL 2004

General Instructions

Before **completing** the Fall 2004 Profile, please

- Carefully** read all directions
- Assign responsibility for the completion and accuracy of the form to the Accreditation Liaison.

Before **returning** the completed Fall 2004 Profile, please review the last page of this document to ensure that checklists are complete. Return one complete set (printed and bound copy) of current catalogs (undergraduate, graduate and professional) with your Profile (signed original). Thank you for your prompt attention.

Please direct questions about this profile to Ms. Donna Barrett at dbarrett@sacscoc.org or (404) 679-4501, ext. 574.

SECTION ONE: General Information

Part I:

A. Institutional Information

1. Institution's Official Name	Dalton State College
2. Institution's Mailing Address <i>(Include street address, city, state, zip code. If institution has P.O. Box number, also include street address used for express mail.)</i>	213 North College Drive
	Dalton, GA 30720-3797
3. Main Switchboard Telephone Number	706-272-4436
4. Institution's home Web Site Address <i>(Do not include http://)</i>	www.daltonstate.edu
5. Institutional Governance or Control <i>(Private Not-For-Profit; Private For-Profit; or Public)</i>	Public
6. Institutional Religious Affiliation <i>(please provide complete name)</i>	
7. Calendar System <i>(semester, quarter, or other unit)</i>	Semester
8. Name of Governance System <i>(if applicable)</i> <i>(If public, Include name of governing board system, not state coordinating board)</i>	University System of Georgia

Part II:**A. Chief Executive Officer**

9. Name	Dr. James A. Burran
10. Title	President
11. Office Mailing Address (street, city, state, zip code)	213 North College Drive
	Dalton, GA 30720-3797
12. Telephone Number	706-272-4438
13. Fax Number	706-272-2550
14. E-Mail Address	jburran@em.daltonstate.edu

B. Chair of the Governing Board

15. Name	Mr. Joel O. Wooten
16. Mailing Address (street, city, state, zip code)	105 Thirteenth Street
	Columbus, GA 31902
17. Fax Number	706-323-2962
18. Term of office as Chair (Indicate ending date of term)	1/01/06

C. Institution's Accreditation Liaison

The Commission asks each institution to appoint an Accreditation Liaison to serve as a contact person with the Commission, supervise the completion of all institutional profiles, serve as a resource person for the institution's internal review process and work with all follow up associated with that review, serve as a resource person for information on accreditation standards and policies, and work with the institution's commission staff to coordinate all visits. This person should be an employee of the institution and not a consultant hired to assist with the institution's review in accord with the *Principles for Accreditation*.

As Accreditation Liaison, this individual will be contacted by Commission staff if questions arise during the review of this document. Therefore, the Accreditation Liaison should be knowledgeable about the information used to complete this Profile and should attest to its accuracy by completing "Signatures of Verification" on the last page of this document.

19. Name of Accreditation Liaison	Dr. John A. Hutcheson
20. Title	Vice President for Academic Affairs
21. Office Mailing Address (<i>Include street address, city, state, zip code</i>)(<i>If a P.O. Box number is the current mailing address, also include the street address used for express mail.</i>)	213 North College Drive
	Dalton, GA 30720-3797
22. Telephone Number	706-272-4421
23. Fax Number	706-272-2670
24. E-Mail Address	jhutcheson@em.daltonstate.edu

SECTION TWO: Enrollment Information (for FTE and Headcount)

A. Instructions for calculating FTE

Please report your institution's enrollment for the 2004 **fall term** in the right-hand column. When tabulating the total, **include all degree and non-degree students, wherever instruction occurs**. This applies to students enrolled in course work delivered at the main campus, off-campus sites, branch campuses, and course work delivered electronically. For the purpose of Commission use, please use the following definitions for your computation of FTE and **not your institution's definition**.

A full-time undergraduate student is one who is enrolled for 12 or more credit hours.

A full-time post-baccalaureate/graduate student is one who is enrolled for 9 or more credit hours.

For-Credit, Full-Time Undergraduate and Post-Baccalaureate Students

1. Total <u>number</u> of full-time undergraduate students (those taking 12 or more credit hours):	1,765
2. Total <u>number</u> of full-time post-baccalaureate (master's or doctoral programs, or other for-credit programs) students (those taking 9 or more credit hours):	0

For-Credit, Part-Time Undergraduate and Post-Baccalaureate Students

3.a. Total <u>hours</u> of all undergraduate students carrying fewer than 12 credit hours (definition of part-time student): _____ 14,681 _____ (hours)	
b. Divide the total hours in 3a by 12, rounding to the nearest whole number:	1,223
4.a. Total <u>hours</u> of all post-baccalaureate students (master's or doctoral programs, or other for-credit programs) carrying fewer than 9 credit hours (definition of part-time student): _____ 0 _____ (hours)	
b. Divide total hours in 4a by 9, rounding to the nearest whole number:	0
5. Total	
Total of lines 1, 2, 3b, and 4b:	2,988

Non-Credit

6.a. For <u>each</u> non-credit course offered <i>in the 2004 fall term</i> , multiply the total number of contact hours for the course (as determined by your institution) by the total number of students enrolled in the course. Add resulting figures for all non-credit courses (See example below).	42,501
b. Divide combined total in 6a by 168 if your institution is on a semester or trimester system (12 hours/week x 14 weeks), <u>or</u> by 120 if your institution is on a quarter system (12 hours/week x 10 weeks). Round the quotient to the nearest whole number	253

Total

7. Total of lines 5 and 6b:	3,241
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Example for calculating 6a above:

An institution has five non-credit courses. Course one has 17 students and 20 course contact hours; course two has 11 students and 15 contact hours; course three has 10 students and 15 contact hours; course four has 16 students and 5 contact hours; and course five has 14 students and 10 contact hours.

Calculation for Part 6a.	Students	Contact Hours			
Course one:	17	x	20	=	340
Course two:	11	x	15	=	165
Course three:	10	x	15	=	150
Course four:	16	x	5	=	80
Course five:	14	x	10	=	<u>140</u>

Calculation Total for Part 6a. = 875

B. Instructions for calculating Enrollment Headcount

Using your institution's definition, please report in the right hand column your enrollment headcount for the **2004 fall term**. When tabulating the total, **include all degree and non-degree students, wherever instruction occurs**. This applies to students enrolled in course work delivered at the main campus, off-campus sites, branch campuses, and course work delivered electronically.

Number of students taking courses for credit:

1. Total number of students enrolled as Full-Time Undergraduate Students	1,765
2. Total number of students enrolled as Full-Time Post-Baccalaureate Students	0
3. For-Credit, Part-Time Undergraduate Students	2,487
4 For-Credit, Part-Time Post-Baccalaureate Students	0
5. Total number of students enrolled for credit courses (Total of lines 1-4)	4,252
All Students enrolled in <u>non-credit</u> courses (<i>total number enrolled in all non-credit courses</i>)	2,730

SIGNATURES OF VERIFICATION:

We certify that the information provided in this Profile is correct.

_____ Signature of Chief Executive Officer	_____ Date
_____ Signature of Accreditation Liaison	_____ Date

COMPLETION CHECKLIST :

- Are all sections of this Profile complete?
- Have the Accreditation Liaison and Chief Executive Officer provided signatures for verification?

RETURN CHECKLIST:

- The original signed copy of this Profile. (Retain a copy for your records)
- One (1) complete set of current catalogs (undergraduate, graduate and professional). (printed and bound only)

Return this completed Profile and all required materials to:

**Commission on Colleges
ATTN: Institutional Profiles
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097**

DUE: January 14, 2005