



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
**COMMISSION ON COLLEGES**

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January 28, 2010

Dr. John O. Schwenn  
President  
Dalton State College  
650 College Drive  
Dalton, GA 30720

Dear Dr. Schwenn:

Please pardon the delay in my responding to your letter of September 14, 2009, in which you notified the Commission of several changes at the College.

Effective January, 2009, an off-campus instructional site was opened in Ellijay, GA. The City of Ellijay used a grant to remodel a vacated city library for classes. You are offering associate degrees at that location. **At what date will you offer 50% of a program's credits at that location?** Whenever 50% or more of a program's credits are available at an off-campus instructional site, our policies require notification at least six months prior to implementation and a prospectus for review and approval at least three months prior to reaching the 50% point. The outline for a prospectus may be found in Exhibit A of our *Substantive Change Policy*, available on our website, <http://www.sacscoc.org>. Please submit the prospectus and be sure to include the street address for the site in the prospectus.

You notified the Commission that, effective fall term, 2010, you will occupy a facility to complement the Career Academy in Whitfield County. Thank you for the information; we shall add it to your file. When you reach the point where 25% of a program's credits are available at the site, please note that our policies require notification prior to reaching the 25% point.

Finally, you closed the Catoosa Center in Ft. Oglethorpe, GA as of August 15, 2009. All classes have been moved to the main campus to better utilize resources. Over 94 percent of students enrolled at the site also took classes on the main campus. We accept the notification and require no additional information from you.

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/RER:efk

cc: Dr. John A. Hutcheson, Vice President, Academic Affairs