

# Student Handbook

**2017-18**



civility faith character leadership integrity  
respect honor courage commitment service

commitment character leadership learning



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## FREQUENTLY CONTACTED NUMBERS

1-706-886-7299 – dial extensions

Academic Grades: Registrar	Ext. 5396
Bible/Theology Department	Ext. 5279
Business Administration Department	Ext. 5483
Campus Security and Parking: Campus Entry Station	Ext. 5444
Campus Security and Parking: Main Office	Ext. 5220
Career Development Center/Placement	Ext. 5304
Communication Department	Ext. 5270
Counseling Center	Ext. 5304
Counseling/Psychology Department	Ext. 5350
Director of Athletics	Ext. 5377
Global Ministries Department	Ext. 5252
Humanities/Natural Sciences Department	Ext. 5418
International Student Services	Ext. 5320
Internet Services	Ext. 5463
Leadership and Service	Ext. 5224
Mail Services Center	Ext. 5311
Ministry Leadership Department	Ext. 5355
Music Department	Ext. 5260
Office of Spiritual Formation	Ext. 5291
Residence Hall /Activities: Director of Housing and Residence Life	Ext. 5320
Scholarships: Financial Aid	Ext. 5435
Student Employment: Assistant Director of Human Resources	Ext. 5318
Student Government Association (SGA) Office	Ext. 5301
Student Health Services	Ext. 5304
Teacher Education Department	Ext. 5298
Transcripts: Registrar	Ext. 5243
Transportation: Maintenance Department	Ext. 5309
Vice President for Academic Affairs	Ext. 5250
Vice President for Enrollment Management	Ext. 5380
Vice President for Student Affairs	Ext. 5320

## **TOCCOA FALLS COLLEGE COMMUNITY COVENANT**

Toccoa Falls College is a Christ-centered community of learners, dedicated to “building character with intellect.” We exist to fulfill the mission of seeking and developing Christian servant leaders who will impact their world with the love and message of Jesus Christ. Because we have committed to walk in a manner worthy of our calling (Eph. 4:1), we as a community press on in the journey of conforming to the image of Christ (Rom. 8:29, II Cor. 3:18). We recognize that there are emotional, moral, social, physical, and intellectual components to this task and desire spiritual formation in each and understand that this process is essential to our mission and purpose.

To fulfill this commitment I agree that:

1. The command to love God and love each other is essential (Matt. 22:37-40).
2. Love for one another requires that we walk with and serve each other desiring God’s best for each other (Phil. 2:3-4).
3. The process of loving each other as Christ loves the church requires commitment to growth and maturation in our spiritual selves (Eph. 4:11-16).
4. The commitment to spiritual formation by definition happens with the participation of each member of the community: Board of Trustees, Administration, Faculty, Staff and Students.

Therefore, as a member of this learning community, I will commit to walk with others in a manner that is respectful of and sensitive to each person’s spiritual journey, to hold myself and others to the high standards of truth found in God’s Word, to extend grace and forgiveness when we fall, and to speak the truth in love with the goal of restoration (James 5:19-20).

## **OUR IDENTITY**

Toccoa Falls College is a private, Christian institution of higher education that has sought to create and encourage the kind of atmosphere in which quality Christian education can flourish. It is believed that the college should provide the student with precept and example from which a student can develop personal values within a biblical framework.

We believe that the application of biblical principles in the lives students will result in personal love and commitment to Christ, wholesome consideration for others, and a well-disciplined life.

Toccoa Falls College is an affiliate college of the Christian and Missionary Alliance denomination. The college functions under a Board of Trustees that sets policy and an administration and faculty that implement the policy.

Toccoa Falls College continues to focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives either in full-time Christian ministry or in ministry through their chosen employment. TFC currently has 25 majors and 38 minors in three different schools: Arts & Sciences, Christian Ministries, and Professional Studies.

## HISTORY

In the fall of 1907, Dr. Richard A. Forrest founded the Golden Valley Institute at Golden, North Carolina, to provide educational opportunities for young people in the South who had been educationally deprived. The institute offered general and biblical studies to prepare dedicated persons for Christian ministries and service.

Realizing the need to be nearer a railroad for easier access, on January 1, 1911, Dr. Forrest purchased the Haddock Inn and 100 acres of land including the beautiful Toccoa Falls, near Toccoa, Georgia. On October 19, 1911, the institute moved from Golden Valley to Toccoa. Reorganized and enlarged, Toccoa Falls Institute which had existed in embryo in Golden Valley became a reality. Since many early students of Toccoa Falls Institute had not had the opportunity for a secondary education, general and vocational high school courses were offered along with the two-year track of biblical and theological training.

Under the direction of Dr. Forrest, the school kept pace with the advancement of educational standards in the United States. In 1928, the State of Georgia fully accredited the Toccoa Falls High School. This established a cooperative relationship with the county educational system that continued until the academy closed in 1976.

In 1937, the two-year Bible Course was expanded to a four-year Bible college program by adding to the biblical and theological studies a number of courses in the field of general education. The Legislature of the State of Georgia chartered the college division in 1939 and authorized the institute to grant the degree of Bachelor of Arts in Biblical Education. In 1957, the college was accredited by the Association for Biblical Higher Education, formerly the Accrediting Association of Bible Colleges, and on December 13, 1983, by the Commission on Colleges of the Southern Association of Colleges and Schools.

During the history of the institution, there have been seven presidents: Dr. Richard A. Forrest, Founder; Dr. Julian A. Bandy; Dr. Kenn W. Opperman; Dr. Paul L. Alford; Dr. Donald O. Young; Dr. W. Wayne Gardner, and Dr. Robert Myers. In October 1975, in order to keep abreast of the current usage of terms, the Board of Trustees changed the name from Toccoa Falls Institute to Toccoa Falls College.

Dr. Forrest often referred to the school as a “tree of God’s planting.” The tree has expanded and has borne much fruit. It has also been severely tested on several occasions. In 1913, Haddock Inn, which housed all the school facilities, burned to the ground. In 1950, fire destroyed LeTourneau Hall, the women’s residence. In 1958, the music building burned.

The severest trial of all came on November 6, 1977, when the dam holding back the lake above the falls burst and 40 acres of water surged across the lower campus leaving in its wake 39 dead, 60 injured, and millions of dollars in property damage. When the news of the tragedy spread, thousands of people responded. Local, state, and federal agencies, churches, colleges, businesses, and private individuals gave personal, material, and financial aid. With their help the college recovered. God has been faithful. Though tried by fire and water, His “tree” continues to flourish. The larger story of Toccoa Falls is found in *A Tree God Planted* by Troy Damron.

## **MISSION STATEMENT**

The mission of Toccoa Falls College is to glorify God through seeking and developing Christian servant leaders who will impact their world with the love and message of Jesus Christ.

## **MISSION DISTINCTIVES**

Toccoa Falls College is an educational institution, a character-building enterprise, and a spiritual formation community, all integrated into a unique way of life. Its primary purpose is to glorify God through offering residential programs that prepare men and women for lives of personal fulfillment and Christian servant leadership to the church and the world. It also seeks to glorify God through offering non-residential Christ-centered programs to the community at large.

## **MISSION GOALS**

1. Spiritual: to orient, motivate, and lead students to emotional maturity, Christian commitment, and spiritual depth
2. Academic: to provide an understanding of the Bible as the basis for Christian life and thought within the context of the college statement of faith, and to introduce students to the cumulative knowledge of the ages
3. Intellectual: to stimulate students to develop inquisitive and creative minds that possess tools for critical analysis, and to motivate them for continuing intellectual pursuits
4. Moral: to provide the atmosphere, motivation, and support system for developing Biblically based lifestyles of wholesome attitudes and ethical principles
5. Professional: to produce graduates competent for Christian service to humanity in the areas of their individual choices

## **VISION STATEMENT**

Toccoa Falls College will be known as a premier Christian college that uniquely integrates biblical truth, academic excellence and intentional spiritual formation within a caring Christian community.

## **STATEMENT OF FAITH**

The Board of Trustees and faculty subscribe to the following statement of biblical doctrines, thus identifying Toccoa Falls College with the evangelical movement within Christianity. The Statement of Faith is traditional and stems from the foundation of the college. Toccoa Falls College is committed to teach and defend the historic and basic doctrines of evangelical Christianity:

- The verbal inspiration of the Holy Scriptures as originally given
- The existence and manifestation of one God in three persons—Father, Son, and Holy Spirit
- The incarnation and virgin birth of the Son of God

- The redemption of man by the vicarious death of Christ on the cross
- The bodily resurrection from the grave
- The fact that all men have sinned and consequently must be regenerated by the working of God's grace
- The fact of justification by faith
- The sanctifying work of the Holy Spirit in the believer producing holiness of life and power for service
- Practical faith in the sufficiency of Christ for spiritual, temporal, and physical needs
- The purifying hope of the Lord's imminent return
- The urgency of preaching the gospel to all mankind that men may be saved from eternal Judgment
- Toccoa Falls College, even though non-sectarian, is to be conducted according to the faith and teaching of the Christian and Missionary Alliance.

## **MOTTO**

*"Where Character is Developed with Intellect"*

## **ATHLETICS**

National Christian College Athletic Association (NCCAA), Division II in the following sports:

- Men's Basketball
- Women's Basketball
- Men's Soccer
- Women's Soccer
- Cross Country
- Men's Baseball (Division I)
- Women's Volleyball

## **COLORS**

Blue and Gold

## **PART I: SPIRITUAL LIFE**

The Office of Spiritual Formation (OSF) at Toccoa Falls College (TFC) seeks to create an academic and campus environment where students, staff/administration, and faculty can develop a robust understanding of Christian formation and engage in ongoing practices that nurture it. Simply stated, we want to become a community that continually explores and practices what it means to love God with all the heart, soul, mind, and strength, and to love others as we love ourselves (Matt 12:30-31). Since Christian formation is holistic in scope, the OSF is committed to shaping a college experience that places formation at the heart of both classroom and community life.

### **CHRISTIAN FORMATION IN THE CLASSROOM**

The Office of Spiritual Formation is committed to the idea that the classroom is a significant context for Christian formation.

**Foundations of Spiritual Formation** – Students are required to complete BSF103, preferably within the first year of enrolling at TFC. This course provides an introduction to the basic principles and formative practices of Christian formation that create the conditions for faithful life before God. Throughout this course, students are invited to open all of life to God's transformative work; specifically, Christian formation is the process of being transformed (with personal and corporate dimensions) into the image of Jesus (true humanity) Christ, our Savior and Lord, and to be fashioned anew by the ongoing work of the Spirit for faithful participation in the Father's redemptive mission in and for the sake of the world. One of the concluding goals of this course is to assist students in the development of an intentional plan for ongoing, Christian formation for their subsequent years at TFC.

**Integration of Faith & Learning** – Throughout their academic career, students are encouraged to participate and collaborate with professors/instructors to ensure the purposeful integration of faith and learning in the classroom with an eye towards faithful living in the world.

### **CHRISTIAN FORMATION IN THE COMMUNITY**

The Office of Spiritual Formation is committed to the idea that community experiences play a significant role in the Christian formation of our students.

**Worship** – Students are invited, on Tuesdays and Wednesdays from 10-10:50 in the morning, to gather together in Grace Chapel for an intentional experience of community worship. This is an experience that invites the community to listen and respond to the work of God in our midst through the communal worship practices of reading Scripture, prayer, musical expression, listening to inspiring messages from a diverse group of speakers, and response. Periodically, additional chapel experiences (e.g., special speakers, musical events/concerts, concerts of prayer, etc.) are scheduled on alternate mornings and evenings.

**Small Groups** – Students are invited, on Thursdays from 10-10:50 in the morning, to participate with peers in a Barnabas (B) Group. Our B-Groups are facilitated by some of our dedicated faculty, staff, and a few student leaders each week, and these groups provide a context where close, campus friendships can be forged, where spiritual growth can be nurtured, and where God’s grace can be experienced as we become the hands and feet of God for each other on this formational journey. Students are given the opportunity to choose a B-Group and facilitator at the beginning of the fall semester. If a student chooses to participate, a commitment to the group for a minimum of one full semester is both encouraged and expected.

**Mentoring** – Students are invited to participate in a Mentoring relationship *for the express purpose of Christian formation* with a staff/faculty member on campus. Applications for mentoring relationships must be received and approved by the OSF within the first 45 days of the semester.

**Fellowships** – Students are invited to join and participate in a weekly fellowship group. The Student Mission Fellowship (SMF) gathers on Wednesday nights in WM 104 and the Hmong Student Association (HSA) gathers on Thursday evenings, mostly in WM 104, and occasionally in other venues.

**Spiritual Formation Credits** – Due to the commitment to Christian formation at TFC and the formative power of these community experiences, students are expected each semester to earn a specified number of spiritual formation credits (SFCs).

- Full-time students (12 hours or more) who live on campus must earn 30 SFCs each semester.
- Full-time students (12 hours or more) who commute to campus from beyond a 15-mile radius must earn 30 SFCs each semester.
- Part-time students (7 to 11 hours) must earn 15 SFCs each semester.
- Students taking 6 hours or less are encouraged, but not required to earn SFCs.
- Students are responsible for scanning student ID cards or signing in (e.g., scanners are activated at 9:45 and deactivated at 10:10 for chapel experiences) to earn a SFC for participation in chapels, B-Group meetings, and fellowship gatherings. Attempts to cheat the attendance system by scanning cards and leaving the SFC experience before its conclusion will result in the removal of the SFC for that experience.
- Students can earn up to 5 SFCs each semester for participating in an approved mentoring relationship.
- Students can earn up to 5 SFCs each semester for watching worship experience videos on YouTube (<http://tinyurl.com/tfcchapel>) and submitting a one-page (double-spaced) reflection on the experience. The worship experience must be from the current semester.

- Students who fail to earn the requisite number of SFCs by the end of the semester are subject to a \$20 fine for each credit under the required amount (e.g., 25/30 credits – 5 X \$20 = \$100). Chapel fines are assessed at the conclusion of each semester and must be paid in full to resume classes the following semester.
- Students who experience persistent problems related to scanning id cards should stop by the Office of Spiritual Formation to assess if the id card is in good working order or defective and in need of replacement. Students are encouraged to visit the OSF or to contact [spiritualformation@tfc.edu](mailto:spiritualformation@tfc.edu) or [cstratton@tfc.edu](mailto:cstratton@tfc.edu) with any request, question, or concern. Students can obtain information and assistance with tracking SFCs in my.tfc.edu or by consulting with an Ambassador of Grace (AoG) on Tuesdays and Wednesdays from 9 to 9:45am in the OSF.
- For a full description of policies and procedures for how to earn SFCs, click on the Spiritual Formation FAQ (<http://www.tfc.edu/spiritualfaq>)

Although they do not qualify for SFCs, students are encouraged to maintain an ongoing practice of personal disciplines that nurture Christian formation (e.g., solitude, prayer, the study of Scripture, mission/evangelism, etc.). Students are encouraged to take advantage of sacred spaces set aside for personal and corporate times of prayer, reflection, and encouragement in residence halls, the beautiful outdoors, and the TFC Prayer Room. Furthermore, Christian formation requires participation in a local faith community. It is the expectation at TFC that all faculty, staff, and students attend, participate, and contribute to the life of a local Christian congregation of their choosing.

## **CHRISTIAN FORMATION IN MINISTRY & MISSION**

The Bible clearly tells us that spiritual maturation comes through ministry service (Eph. 4:11-16). As we involve ourselves in the Great Commandment to love God and others (Matt 22:34-40) and the Great Commission to make disciples (Matt 28:16-20), we experience victories and challenges that contribute to our own spiritual growth. Therefore, at TFC we not only encourage involvement in ministry, evangelism, and missions, we require participation in mentored Service and Outreach (SAO) experiences.

**Leadership and Service** – The Leadership and Service program at Toccoa Falls College equips students for lifelong leadership and service through partnerships with community organizations, local churches and other unique outreach opportunities. Every student at Toccoa Falls College will complete four SAO credits before they graduate. It is through these opportunities that students are able to explore and develop their gifts in order to serve Christ, help others, and experience personal growth. The variety of opportunities allow our students to fulfill their SAO requirements in settings that put feet and hands to what they are learning in the classroom. SAO credits will be reflected on their permanent transcript. Students must go through the registration process each semester they are involved in a particular SAO in order to receive credit.

TFC students are encouraged by the Director of Leadership and Service and their department advisor to register for service opportunities that are related to their course work and major. All approved SAO opportunities are listed on myTFC.edu at myResources. The Office of Leadership and Service actively seeks to collaborate with local community

organizations, the local church and the TFC campus community. There is an application process and an approval committee fOR ALL POTENTIAL PARTNERSHIPS.

**Mission Trips** – Although only Cross-Cultural majors are required to have a missions experience, TFC highly encourages all students to consider taking at least one mission trip during their time in college. We intentionally invite missions organizations to interact with students on campus and we often organize mission trips that involve our students.

**Internships** – Some of the departments on campus require summer or semester-long internships that call for students to live out Christian principles and to practice ministry skills in a real-life ministry context. These usually occur during the Junior or Senior year so that students can begin to practice what they have learned.

## **PART II: CODE OF STUDENT CONDUCT**

The Code of Student Conduct outlines behavioral standards developed by the College community for students and student organizations and the related procedures for addressing misconduct. Students and student organizations are responsible for actions that constitute misconduct and violate the Code of Student Conduct. Any student or student organization found responsible for misconduct may be subject to conduct sanction(s), condition(s), and/or restriction(s).

The Code of Student Conduct and related processes educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the College community. The discipline component of college life is to encourage accountability within our community and address misconduct from an educational perspective.

### **A. Disciplinary Authority**

The authority to enact and enforce regulations of the College is vested in the Board of Trustees. The responsibility for enforcing the regulations and imposing penalties is delegated to the President of the College and any College officials the President designates. The Office of the Vice President for Student Affairs is the principal agency for the administration of student discipline. The Vice President for Student Affairs and Housing and Residence Life shall implement the student discipline procedures. All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

### **1. Jurisdiction**

The College community has developed standards of behavior pertaining to students and to student organizations. Students and registered student organizations are subject to conduct action according to the provisions of the Code of Student Conduct. The College respects the rights and responsibilities of students and will consider each violation of college policy and each violation of federal, state and/or local law on a “case-by-case” basis and will further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

The Code of Student Conduct applies to behaviors that take place on College premises, at College-sponsored activities and events, and may apply to off-campus behavior when the Vice President for Student Affairs and/or the Director of Housing and Residence Life determine that the off-campus conduct affects a substantial College interest, such as situations where a student’s conduct may present a danger or threat to the health or safety of him/herself or others; situations that infringe on the rights of other students; situations causing significant disruption to the educational community or detrimental to the educational mission of the College. Proceedings under the Code of Student Conduct may

be carried out prior to, independent of, concurrent with or following civil or criminal proceedings.

## **2. Timelines**

It is recommended that reports of alleged violations of the Code of Student Conduct should be received by Housing and Residence Life within ten (10) College working days of the alleged incident to initiate conduct procedures. There is no time limit on reporting violations; however, the longer someone waits to report an offense, the more difficult it becomes to obtain information and evidence regarding the incidents. Incidents should be resolved within 60 days of notice regarding the incident, not including appeal. This timeline may vary depending on the availability of students to participate in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.

## **3. Notice**

Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to the student's official assigned Toccoa Falls College email address, or personally delivered to the student no less than five (5) College working days prior to the scheduled appearance. Failure of a student to receive notice does not prevent the conduct proceedings from being carried out. After proper notice has been given to the student, the Student Conduct Officer or designee may proceed with the review process and may issue a failure to comply code violation against the student. Students are advised to keep their most current local address, permanent address, email address and telephone number updated with College records.

## **4. Standards of Evidence**

The proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. The standard of proof used in College judicial proceedings is the preponderance of evidence or "more likely than not."

## **B. Misconduct**

### **1. Actions Against Members of the College Community and Others**

#### **a. Disruptive and/or Obstructive Conduct**

Intentional or reckless behavior that disrupts the normal operation of the College, its students, faculty and/or staff, including, but not limited to the disruption or obstruction of:

- i. Teaching
- ii. Research
- iii. Administration
- iv. Free flow of pedestrian or vehicular traffic on College premises

- v. Academic mission or pursuits
  - vi. Residential communities/dining facilities
  - vii. Social activities
- b. Harmful, Threatening, or Endangering Conduct  
Intentional or reckless behavior that harms, threatens, or endangers the physical or emotional health or safety of self or others, including but not limited to:
- i. Physical or verbal abuse or assault
  - ii. Threats  

Written or verbal acts that would cause significant distress or fear in a reasonable person or that a reasonable person would interpret as a serious expression of a threat or intent to inflict bodily harm upon specific individuals or groups of individuals.
  - iii. Intimidation  

An implied threat or act that causes a reasonable fear of harm in another.
  - iv. Romantic partner/relationship violence  

Violence or abuse, verbal or physical, by a person in a romantic relationship with another.
  - v. Bullying/cyber bullying
    - 1. Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically.
    - 2. Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.
  - vi. Stalking  

Behavior which includes, but is not limited to, knowingly and repeatedly engaging in conduct that the individual knows or reasonably believes the other person will regard as threatening or would cause a reasonable person to be fearful.
- c. Sexual Misconduct  

Nonconsensual conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience.

i. Sexual Harassment

Unwelcome verbal, written or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience.

ii. Nonconsensual Sexual Contact

Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes buttocks, breasts, mouth, genitals, groin area, or other bodily orifice.

iii. Nonconsensual Sexual Intercourse

Sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal.

iv. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit. Harassing behavior that includes, but is not limited to, invasion of sexual privacy, sexual voyeurism, recording another person engaged in a sexual act or other private activity, inducing another to expose his/her genitals or private areas, prostituting another student, and engaging in sexual activity while knowingly infected with an STD/STI.

d. Hazing

Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off College premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- i. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
- ii. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental

or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.

- iii. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- iv. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the College, or may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described above.
- v. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Housing and Residence Life.
- vi. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

NOTE: See State of Georgia current hazing law (G.S. 16-5-61) at <http://law.onecle.com/georgia/16/16-5-61.html>

e. Discriminatory Harassment

- i. Conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics that is sufficiently severe, persistent, or pervasive that it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the College's resources and opportunities.

f. Retaliation

Intentional, adverse action taken, absent legitimate non-discriminatory purposes, that harms an individual as

reprisal for filing or participating in a conduct process, grievance process, or other protected activity.

2. Alcoholic Beverages

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except in accordance with federal, state, local law, and/or Toccoa Falls College policy.
- b. Being under the influence of alcohol and/or intoxication as defined by federal, state, local law and/or Toccoa Falls College policy.
- c. Suspicion of being in possession of alcoholic beverages and/or under the influence of alcohol and/or intoxication as defined by federal, state, local law and/or Toccoa Falls College policy.

3. Narcotics, Drugs, Tobacco, E-Nicotine Delivery Systems

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Toccoa Falls College policy.
- b. Possession of drug-related paraphernalia, except in accordance with federal, state, local law, and/or Toccoa Falls College policy.
- c. Being under the influence of narcotics, drugs, medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Toccoa Falls College policy.
- d. Being under the influence of any tobacco or e-nicotine product.
- e. Use, possession, sale, delivery, manufacture or distribution of any tobacco or e-nicotine product.
- f. Suspicion of being in possession of drug-related paraphernalia and/or under the influence of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Toccoa Falls College policy.

4. Firearms, Weapons and Explosives

Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials on College premises except in accordance with federal, state, local law, and/or Toccoa Falls College policy

NOTE: See Housing and Residence Life for specific approved devices allowed in the residence halls.

5. Flammable Materials/Arson
  - a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by College officials.
  - b. Attempting to ignite and/or the action of igniting College and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of College premises.
6. Theft, Damage, Littering or Unauthorized Use
  - a. Attempted or actual theft of property or services of the College, other College students, other members of the College community, or campus visitors.
  - b. Possession of property known to be stolen or belonging to another person without the owner's permission.
  - c. Attempted or actual damage to property owned or leased by the College, littering on grounds owned or leased by the College, by other College students, other members of the College community, or campus visitors.
  - d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, myTFC account information and/or personal check, or other unauthorized use of personal property or information of another.
  - e. Alteration, forgery or misrepresentation of any form of identification.
  - f. Possession or use of any form of false identification.
  - g. Failure to meet financial obligations owed to the College, or components owned or operated by the College, including, but not limited to, the writing of checks from accounts with insufficient funds.
7. Gambling, Wagering, Gaming and/or Bookmaking  
Gambling, wagering, gaming and bookmaking as defined by federal, state, local laws, and/or Toccoa Falls College policy are prohibited on College premises involving the use of College equipment or services.
8. False Alarms or Terroristic Threats  
Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, or improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.

- 9. Unauthorized Entry, Possession or Use**
  - a. Unauthorized entry into or use of College premises or equipment including another student's room.
  - b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, College identification card or access code for use in College premises or equipment.
  - c. Unauthorized use of the College name, logo, registered marks or symbols.
  - d. Unauthorized use of the College name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the College.
- 10. Failure to Comply**
  - a. Failure to comply with reasonable directives and/or requests of a College official acting in the performance of his/her duties
  - b. Failure to present student identification on request or identify oneself to any College official acting in the performance of his/her other duties.
- 11. Abuse, Misuse or Theft of College Information Resources**

Unauthorized use of College information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions, conditions and/or restrictions pursuant to the Code of Student Conduct. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit College information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the College or retained as independent contractors. Usage of TFC information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to TFC IT Department policies, College policies, and other applicable laws. Abuse, misuse, or theft of College information resources includes, but is not limited to the following:

  - a. Unauthorized use of College information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access College information resources.
  - b. Use of College information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing

- programs, records, data, or software belonging to the College, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
- c. Using College information resources to violate Part II, Section B1 Actions Against Members of the College Community or Others.
  - d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to TFC information resources, compromising the privacy of another user or disrupting the intended use of TFC information resources.
  - e. Attempted or actual use of the TFC information resources for unauthorized political or commercial purposes, or for personal gain.
  - f. Access, creation, storage, or transmission of material deemed obscene (as defined by Title 16, Chapter 12, Article 3, Part 1 of the State of Georgia Code or other applicable laws). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department Head. Discovery of obscene material, including child pornography, on any TFC information resource must be reported to the Information Technology Office immediately.
  - g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the College or another user or destruction of the integrity of computer-based information using TFC information resources.
  - h. Attempted or actual use of TFC information resources to interfere with the normal operation of the College.
  - i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using TFC information resources.
12. Providing False Information or Misuse of Records
- Knowingly furnishing false information to the College, to a College official in the performance of his/her duties, or to an affiliate of the College, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.
13. Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation
- Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property.

**14. Violation of Published College Policies, Rules or Regulations**

Violation of any published College policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of:

- a. TFC Campus Security and Parking
- b. TFC Student Housing and Residence Life
- c. Intercollegiate Athletics

**15. Violation of Federal, State, Local Law and/or College Policy**

Misconduct which may constitute a violation of federal, state local laws, and/or TFC policy will be considered a violation of this policy, and will be investigated and adjudicated through the College conduct system and standard of proof. A lack of conviction in any criminal proceeding will not, in and of itself, serve as evidence in a College conduct proceeding.

**16. Abuse of the Discipline System**

- a. Failure of a student to respond to a notification to appear before a Student Conduct Officer during any stage of the conduct process.
- b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.
- e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- f. Influencing or attempting to influence the impartiality of a member of disciplinary body prior to and/or during the disciplinary proceeding.
- g. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- h. Failure to comply with the sanction(s), condition(s), and/or restriction(s) imposed by a Student Conduct Officer under the Code of Student Conduct or the Student Handbook.

**17. Violation of Residence Hall Policies**

**C. Reporting Allegations of Misconduct**

1. To file allegation(s) of misconduct against student(s) or student organization(s), individuals should complete an online incident report form. The written allegation should describe the action or behavior in question. Individuals may also file a report in person to Housing and Residence Life, located on the 2<sup>nd</sup> floor

of the Student Center. Housing and Residence Life also reviews reports submitted from the TFC Campus Security Department.

#### **D. Conduct Procedures**

##### **1. Initial Inquiry**

Upon notice of an alleged violation of the Code of Student Conduct, the Director of Housing and Residence Life will review allegations of misconduct or assign this task to a designated Student Conduct Officer. The conduct officer/investigator will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of the information. Incidents will not be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or complainant statement. If it is determined that the information reported does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. Unsupported allegations with no credible information will not be forwarded to a hearing. When an initial report of misconduct by a third party does not identify the victim or the victim is not available, the investigator will investigate the reported incident to fullest extent of the information available. When a Complainant is identified but is reluctant to participate in the investigative process and/or the student conduct process entirely, the College will make every attempt to follow the wishes of the complainant while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant does not want to participate in the investigative process, but has no aversion to the College pursuing conduct action with respect to the named Respondent, the College will proceed with the student conduct process to the extent of the information available. If the Complainant does not want the College to pursue the report in any respect, the College will investigate further only if there is reason to believe that a significant continuing threat to the campus community exists.

##### **2. Remedies & Resources**

###### **a. Remedies**

The College will take immediate action to eliminate hostile environments, prevent reoccurrence and address any effects on the victim and community. This includes immediate steps to protect complainants even before the final outcome of the investigations, including prohibiting the respondent from having any contact with the complainant.

These steps will attempt to minimize the burden on the complainant while respecting due process rights of the respondent. Remedies for students may include, but are not limited to counseling services, victim's advocate assistance, modifications to on-campus housing, modifications to parking permissions, and modifications to academic schedule, or recommendations to employment reassessments. Remedies will be evaluated on a case-by-case basis.

b. No Contact Orders

When initial inquiry indicates persistent and potentially escalating conflict between two members of the College community, a No Contact Order may be issued as a remedial, non-punitive deterrent to further conflict or situational complication. A No Contact Order will be issued by Housing and Residence Life or Vice President for Student Affairs via the student's official Toccoa Falls College campus mail/email.

The notice serves as an official directive that the student(s) have no contact with the other listed parties. Contact cannot occur in person, by telephone, email, text message or other electronic means of communication, or through a third party (other than an attorney). Should contact need to occur, the student should coordinate with Housing and Residence Life. This notice may also come with other information related to changes in class schedule or other restrictions to facilitate the no contact order. Failure to comply with the no contact order is considered retaliation and will result in disciplinary action, including possible suspension or expulsion. Violations of no contact orders may also result in immediate temporary suspension during the completion of the conduct process. The term of a No Contact Order is indefinite, unless otherwise stated in the Order.

c. Resources

Toccoa Falls College has a variety of resources to assist students involved in conduct processes or experiencing concerns related to other student conduct. Resources include, but are not limited to assistance in reporting criminal behavior to Campus Security, Stephens County Sheriff's Office, counseling services, medical assistance, academic support referrals, and other support services.

3. Notice

A student will be given notice of his or her involvement in an alleged violation of the Code of Student Conduct by receipt of a "Notice of Involvement" Letter.

When preliminary information indicates that certain, identifiable student(s) are associated with the reported incident, those student(s) will be asked to meet with a student conduct officer/investigator. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student's record to prevent further registration and transcript receipt. The administrative hold will remain until such time as the student conduct officer/investigator receives an appropriate response. Failure to comply with or respond to a notice issued as part of conduct procedure and/or failure to appear will not prevent a Student Conduct Officer from proceeding with disciplinary action. Likewise, failure of a student to respond to notification to appear may result in additional alleged violations and result in an allegation of Failure to Comply.

#### 4. Interim Actions

##### a. Immediate Temporary Suspension—Students

A student may be temporarily suspended pending completion of Conduct procedures if, in the judgment of the Vice President for Student Affairs, or on recommendation of a Student Conduct Officer/Investigator, the physical or emotional well-being of a student or other students or members of the College community could be endangered or if the presence of the student could significantly disrupt the normal operations of the College. The Vice President for Student Affairs or designee will notify the Director of Housing and Residence Life to initiate appropriate conduct procedures to address the disruptive behavior within five (5) College working days from the date of temporary suspension. Upon immediate temporary suspension, the student may no longer attend classes, use College services and/or resources, and is not allowed to be on campus until the conduct proceedings have been concluded. Any instances whereby the student should need to return to campus must be coordinated through Housing and Residence Life and TFC Campus Security. Conduct, on or off campus, that typically results in interim suspension:

- i. A significant and articulable threat to the health or safety of a student or other member(s) of the College community.
- ii. Sexual assault, other forms of sexual misconduct, stalking, and relationship violence that are creating a hostile environment for the victim and the remedy for the harassment requires temporary separation.
- iii. Criminal felony charges related to weapons, drugs, aggravated assault, and/or terroristic threats.

- iv. Severe disruption in the academic community related to erratic behavior, threats, property damage, and/or verbal aggression with another student, where the offending student is uncooperative with staff requests.
  - v. Violation of a No Contact Order
  - vi. Retaliatory harm, discrimination or harassment
- b. Immediate Temporary Suspension of Registration–Student Organizations
  - If it is determined that a student organization’s actions or activities are detrimental to the educational purposes of the College and/or not in accordance to the Student Handbook, that student organization will not be officially registered with Student Government Association. The registration of a student organization may be temporarily suspended while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the Student Handbook. The registered student organization will be afforded all due process guidelines as described in the Student Handbook. Conduct, on or off campus, of members of a student organization that typically results in interim suspension:
    - i. Violent or harassment-type hazing.
    - ii. Organization events and activities resulting in allegations against individual students that typically result in individual student interim suspension (outlined in Interim Actions 4a).
    - iii. Alcohol/drug policy violations during social events.

c. Withdrawal of Consent

i. Grounds for Removal

The Student Conduct Officer or another College agent acting in accordance with his/her duties may recommend to the Vice President for Student Affairs that the student have his/her consent to remain on the campus withdrawn if, in the judgment of the Student Conduct Officer and Vice President for Student Affairs, it is determined that:

- 1. The student has willfully disrupted the orderly operation of the premises, and
- 2. The student’s presence on the campus or facility constitutes a substantial and material threat to the orderly operation of the premises. If the Vice President for Student Affairs concurs with the Student Conduct Officer’s recommendation,

permission for the student to be on College premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) calendar days and a hearing must be held within these fourteen (14) calendar days to determine the student's status at the College. Permission to be on College premises must be coordinated through the Vice President for Student Affairs and the Campus Security. The Vice President for Student Affairs will notify all parties of the final decision using the written notification procedures outlined in Part II, A3 within five (5) College working days.

ii. Registration Flag Following Withdrawal of Consent

When a student is withdrawn under this section, an administrative hold will be placed on the student's readmission to the College. This administrative hold will remain on the student's records until the student is readmitted.

5. Student Rights & Responsibilities

Prior to the formal investigative process, a student will be provided the Student Rights and Responsibilities document. This document will be reviewed and signed by the student prior to an interview with the investigator /student conduct officer. The Student Rights and Responsibilities document informs the student of his or her rights to be exercised before and during the investigative process. Those rights include:

- a. Refrain from making any statement relevant to the investigation. Students have the right to refuse to participate in the investigation process, either in part or entirely. However, a student's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. Expressly, if a student does not provide information during the investigation, he or she will not be allowed to present new information during the hearing; similarly, if a student provides only limited information during the investigation (i.e., answering some of the investigator's questions but not others), then during the hearing, the student will only be permitted to speak to the information he or she provided, with no additional commentary.

The rationale for this policy is to prevent either party from presenting new evidence at the hearing that was available during the investigative process for the purpose of disadvantaging the

other party. (Note: see Pre-Hearing for details on inclusion of new, previously unavailable information after conclusion of the investigative process).

- b. Notification of the alleged misconduct.
- c. Know the source of the allegation(s).
- d. Know the specific alleged violation(s) prior to the Formal Hearing.
- e. Know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged violation(s).
- f. Be accompanied by an advisor at any appropriate student conduct proceeding or any other related proceeding. An “advisor” can be any one of the following: a member of the Toccoa Falls College community (faculty, staff, or student), a Victim’s Advocate, a parent or legal guardian, a relative, or in situations involving criminal legal proceedings, an attorney. An advisor’s role is that of support—he or she may not speak on behalf of the student and does not have an active, participatory role in the conduct process. The complainant and/or the student accused of alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any hearing unless authorized by a Student Conduct Officer.  
Students should select an advisor whose schedule allows attendance at the scheduled date and time for the hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of a Student Conduct Officer upon written request five (5) College working days in advance of the scheduled hearing date.
- g. To have the opportunity to respond to the allegation(s) and/or present information. In the event that you need additional time to gather information, please inform your conduct officer.
- h. Know that the standard of proof is a preponderance of the evidence. This differs from the standard of proof in a criminal legal proceeding—beyond a reasonable doubt. To make a finding under a preponderance of the evidence, it must be “more likely than not” that a certain behavior took place. In other words, if the evidence indicates that there is a 51% likelihood that a student violated the Code of Student Conduct, then that student should be found responsible.
- i. Know that the proceedings are not restricted by the Rules of Evidence that govern criminal and civil trials. This means that all evidence and information can be taken into consideration in

- evaluating a situation, regardless of the source or means used to acquire that evidence or information.
- j. Know that any statements made by the student, or student representing a registered organization, can be used during the proceeding.
  - k. Know that if it is discovered that the student made any false or misleading statement(s) during the student conduct process, that student will be subject to further disciplinary action under the Code of Student Conduct.
6. Formal Investigation
- A trained investigator /student conduct officer will conduct a thorough, reliable, and impartial investigation of the reported incidents including meeting with the party bringing the complaint to finalize the complainant's statement, interview witnesses, collect evidence, create timelines, and receive information from the respondent. When initial inquiry indicates a concurrent police investigation is occurring, the investigator/student conduct officer will, where possible, collaborate with Campus Security and/or the Stephens County Police Department during the investigation. Elements of this collaborative investigation may include the investigator coordinating with responding officers at the scene of the incident, joint interviews with police detectives, and evidence sharing. The investigator will never take physical custody of any physical or electronic evidence, but will work closely with the respective security/law enforcement agencies to inspect, analyze, and incorporate physical or electronic evidence into the Investigative report. Once the investigative process is complete, the investigator /student conduct officer will compile the relevant information and evidence, which may include a timeline of the event(s), statements from interviews , physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations. The student will have access to the compiled set of materials for his or her case at the Pre-Hearing phase, after the formal investigative process has concluded. In order to protect confidentiality, students will not be allowed to take a copy of the materials involved in the conduct issue.
7. Formal Allegations Assigned/Pre-Hearing

Formal Allegations will be assigned prior to the Pre-Hearing per the information and evidence gathered during investigation. Allegations are behaviors identified as Misconduct in Part 1B and are assigned for deliberation in the Formal Hearing by the Administrative Hearing Officer or College Discipline Committee to determine the student's responsibility for misconduct. An Allegation Letter will

be provided to the student in the Pre-Hearing Meeting or via other methods of notice. Students may indicate whether an Administrative Hearing or College Discipline Committee Hearing is preferred. However, the Student Conduct Officer/Investigator has the sole discretion in all cases to designate whether an Administrative Hearing or College Discipline Committee hearing will be held notwithstanding the student's preference.

In cases requiring a College Discipline Committee, the investigator/student conduct officer will share with the student(s) the names of those faculty, staff, and students trained for College Discipline Committees. Students will be given the opportunity to strike any member of the College Discipline Committee whose impartiality may be in question. Once the composition of the College Discipline Committee is set, the investigator/student conduct officer will schedule the Final Hearing no sooner than five (5) College working days from the date of the last Pre-Hearing. The five-day period can be waived by Housing and Residence Life upon consultation with the involved student(s).

Once formal allegations have been assigned, the student will be given notice of a Pre-Hearing Meeting scheduled outside of the student's academic schedule. Should students not participate in the Pre-Hearing, the conduct process may continue without their participation, including the Formal Hearing.

During this meeting, students will be given the opportunity to review documents or evidence to be used in the Formal Hearing. While students may identify errors in their statements at this point, they are not able to add additional information to the compiled documents during the Pre-Hearing unless that information, in the judgment of the investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Formal Hearing, the student should inform the investigator/student conduct officer immediately. If the new information is pertinent to the consideration of the case, the investigator/student conduct officer will determine whether the new information should be included or presented verbally during the Formal Hearing. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Formal Hearing.

## 8. Formal Conduct Hearings

After proper notice has been given to the student, the College may proceed to conduct either an Administrative or a College Discipline Committee Hearing and deliver a decision or recommendation respectively. The Administrative or College

Discipline Committee Hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should the student fail to attend the Administrative or College Discipline Committee Hearing, an Administrative Hearing Officer or the College Discipline Committee may consider the information and render an administrative decision or College Discipline Committee recommendation.

Hearings are closed to the public. Both the complaining and responding students have the right to be present at the Formal Hearing; however, they do not have the right to be present during deliberations. Arrangements can be made so that complaining and responding students do not have to be in the hearing room at the same time. To request changes in the scheduled hearing time, students should contact Housing and Residence Life no less than three (3) days prior to the scheduled hearing.

1. Administrative Hearing

An Administrative Hearing is the process of adjudicating allegations of violations of the Code of Student Conduct by an Administrative Hearing Officer. The assigned Administrative Hearing Officer makes the decision of responsibility and assigns sanctions, conditions, and restrictions as appropriate.

Written notification of the outcomes of the Administrative Hearing will be provided to the student within five (5) University working days of the conclusion of the Formal Hearing. Students may utilize Disciplinary Appeal Procedures in Part II, D10.

2. College Discipline Committee Hearing

A College Discipline Committee Hearing panel consists of five (5) committee members including faculty, staff and students. Availability may determine a different composition for the Hearing Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, students may be removed from the panel.

During the College Discipline Committee Hearing, a designated Committee Chairperson will facilitate the hearing process. Hearing proceedings, excluding the deliberations of the College Discipline Committee, will be recorded by the College.

The Investigator/Student Conduct Officer presents the

investigation report, evidence, witnesses, allegations, and questions for deliberation. The College Discipline Committee may question the investigator/student conduct officer, complainant, respondent and any witnesses. The complainant and respondent do not have the right to question each other nor witnesses directly but may do so through the investigator/student conduct officer. The complainant and respondent have the right to add or make additional comments about the facts of the case. Should new evidence be presented without prior discussion with the investigator/student conduct officer, the hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they are shared prior to the sanctioning phase of the hearing. In the event the chair of the hearing removes a student due to misconduct (complainant, respondent, or witnesses), the alleged misconduct will be forwarded to Housing and Residence Life.

Following the hearing, the College Discipline Committee will deliberate and will render a decision in regard to the alleged misconduct as well as decide any sanctions, conditions and/or restrictions if applicable. The chair of the College Discipline Committee will inform the Director of Housing and Residence Life in writing of the decision(s).

Outcomes of the College Discipline Committee will be provided to the student(s) in writing within five (5) College working days of the conclusion of the Formal Hearing. Students may utilize Disciplinary Appeal Procedures as outlined in Part II, D11.

#### 9. Conduct Outcomes/Findings (Sanctions, Conditions, Restrictions)

A Student Conduct Officer or the College Discipline Committee may impose sanctions, conditions and/or restrictions as a result of a Formal Hearing where the student is found responsible. The Administrative Hearing Officer and/or the College Discipline Committee may choose one or more options that appropriately address the conduct.

Implementation of the disciplinary sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Upon the judgment of the Director of Housing and Residence Life, Vice President for Student Affairs or designee,

some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

If the allegation involves a student organization, the Administrative Hearing Officer or College Discipline Committee may meet with a College staff member whose professional capacity involves the advising of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.

All records concerning a student or student organization related to the disciplinary process will remain on file in Housing and Residence Life for a minimum of seven (7) years from the date the case is completed through a Formal Hearing and/or disciplinary appeal procedures (see Part II, D10, Disciplinary Appeal Procedures).

a. Sanctions

Sanctions are defined as the primary outcome of the alleged violation. If a student or student organization is found responsible, the range of sanctions includes the following outcomes:

1. Disciplinary Reprimand:

The disciplinary reprimand is an official written notification using the notice procedures outlined in Part II, A3 to the student that the action in question was misconduct.

2. Disciplinary Probation:

Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with College policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the Code of Student Conduct during this period may result in additional sanctions, conditions and/or restrictions.

3. Deferred Disciplinary Suspension:

Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Further instances of misconduct under the Code of Student Conduct during this period may result in additional sanctions, conditions and/or restrictions.

4. Time-Limited Disciplinary Suspension:

Time-limited disciplinary suspension is a specific period of time in which a student is not allowed to participate in class or College related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript. Time-limited disciplinary suspension is noted on the student's transcript by the phrase "Administrative Withdrawal". Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the Student Conduct Officer may deny readmission to a student. On denial of a student's readmission, the Director of Housing and Residence Life or designee will set a date when another application for readmission may again be made.

5. Student Organizations:

Student organizations may also be subject to suspension of their organization's registration. Time-limited disciplinary suspension is a specific period of time in which a student organization's registration and privileges are suspended. Notification of disciplinary suspension of an organization will indicate the date on which the suspension begins and the earliest date the application for re-registration will be considered. The Student Conduct Officer may deny an organization's request for re-registration if the organization's misconduct during a period of suspension would have warranted additional disciplinary action. If the organization has failed to satisfy any sanctions, conditions, and/or restrictions that have been imposed prior to application for re-registration, the Student Conduct Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the Student Conduct Officer will set a date when another application for re-registration may be made.

6. Disciplinary Expulsion:

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the College. The status of expulsion will be shown permanently on the student's academic record, including the transcript or student organization's registration. Disciplinary expulsion is noted on the student's transcript by the phrase "Administrative Withdrawal." An administrative hold will be placed on the student record by the Director of Housing and Residence Life to prevent future registration.

b. Conditions

A condition is an additional component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:

1. Personal and/or academic counseling intake session.
2. Discretionary educational conditions and/or programs of educational service to the College and/or community.
3. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
4. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
5. Monetary assessment owed to the College.
6. Completion of an alcohol or drug education program.

c. Restrictions

A restriction is an additional component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will usually be time specific. Some examples of restrictions include, but are not limited to:

1. Prohibited access to College facilities, services, programs and/or prohibited direct or indirect contact with members of the College community.
2. Loss of privileges on a temporary or permanent basis.
3. Denial of participation in extracurricular activities.
4. Revocation of parking privileges.
5. Denial of eligibility for holding office in registered student organizations.

6. Withdrawal of College funding (Student Government Association, departmental, Student Fees, etc.)
    - d. Alcohol & Drug Violations  
Violations of Part II, sections B2 (alcoholic beverages) or B3 (narcotics or drugs) may result in notification to the parents/guardians of dependent students under the age of 21.
  10. Conduct Appeal Procedures  
A student may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by Housing and Residence Life by submitting a written petition to the designated appeal officer within five (5) College working days of receiving the written decision.  
The petition must clearly set forth the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal. The only proper grounds for appeal and the only issues that may be considered on appeal are as follows:
    - a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
    1. If the Director of Housing and Residence Life or designee determines that a material procedural or substantive error has occurred, he/she may return the complaint to the original hearing officer/committee with instructions for another hearing in light of the appellate findings. All hearing procedures under Part II, section D (Conduct Procedures) will be followed. The original hearing body will notify the student in writing of the outcome using the written notification procedures within five (5) College working days of the decision. This decision is final and may not be appealed. In those cases in which the error cannot be cured by the original hearing body (i.e., some cases of bias), the designated appeal officer may order a new hearing with either a new Student Conduct Officer or with a College Discipline Committee hearing with different members. If a new Administrative or College Discipline Committee Hearing is ordered, all hearing procedures under Part II, section D (Conduct Procedures) will be followed. The new hearing body or designee will notify the student in writing of the outcome within five (5) College working days of the decision. The decision of the new hearing body is final and may not be appealed.
    - b. The discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and

1. If the designated appeal officer determines that new evidence should be considered, he/she may return the complaint to the original hearing body to reconsider the new evidence, or may order a new Administrative or College Discipline Committee Hearing. If new evidence is considered, the original hearing body may increase, decrease, or otherwise modify the sanctions, conditions, and/or restrictions. The original hearing body or designee will notify the student of the outcome using the written notice procedures within eight (8) College working days of the decision. The decision is final and may not be appealed. If a new Administrative or College Discipline Committee Hearing is ordered, all hearing procedures under Part II, section D (Conduct Procedures) will be followed. The new hearing body or designee will notify the student of the outcome using the written notification procedures within five (5) College working days of the decision. The appeal decision of the new hearing body is final and may not be appealed.
- c. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.
  1. If the designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the director or designee may then increase, decrease or otherwise modify the sanctions, conditions, and/or restrictions instead of returning the case to the original hearing body or convening a new committee. The designated appeal officer will notify the student in writing of the outcome using the written notification procedures outlined in Part II, section D. within five (5) College working days of the decision. The decision of the designated appeal officer is final and cannot be appealed.

The designated appeal officer will review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final. If an appeal is granted, the results of the appellate process as outlined below will be final.

Housing and Residence Life shall make all reasonable efforts to timely notify the student(s) of the status of the appeal throughout the appellate process, and shall make all reasonable efforts to notify the students as to the result of the appeal within five (5) College working days after the final decision is rendered. The appeals officer's decision is final.

## **PART III: COMMUNITY STANDARDS AND OTHER POLICIES**

As a Christian institution, the college has sought to establish standards and policies based on scriptural, moral, and ethical principles. As a learning community, everyone accepts responsibility for his/her actions. The Division of Student Affairs seeks to encourage and assist students in maintaining high social standards. As a member of the college community, students agree to the following standards in addition to all policies listed in the Code of Student Conduct.

## **ALCOHOL AND OTHER DRUGS**

Toccoa Falls College prohibits the use, possession, and distribution of alcoholic beverages and/or controlled substances on or off campus. In order to further the College's commitment to provide a healthy, productive, and spiritual educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226); 49 Code of Federal Regulations, Part 40: Procedures for Workplace Drug and Alcohol Testing; 49 Code of Federal Regulations, Part 382: Controlled Substances and Alcohol Use and Testing, the College has established the following standard on alcohol and other drugs:

The college has zero tolerance for drug use/distribution with its students and reserves the right to use all legal means necessary to enforce its regulations and applicable laws, which includes involving local and state law enforcement in searches.

The use of alcohol and/or use of controlled substances can result in potentially life-threatening emergencies. Staff from within the Division of Student Affairs will determine decisions regarding the need for medical evaluation.

Controlled substances include, but are not limited to; marijuana, cocaine, cocaine derivatives, heroin, barbiturates, LSD, PCP, amphetamines, tranquilizers and inhalants.

**Note:** A student who receives a federal Pell Grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Grant must report the conviction in writing to the Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, SW, Room 3124, GSA Regional Service Building No. 3, Washington, D. C. 20202-4571. This report must be made within ten (10) calendar days of the conviction. Failure to report such a conviction may subject the student to suspension or termination of the Pell Grant and ineligibility for other types of federal financial assistance.

In accordance with the Federal Educational Rights and Privacy Act (FERPA) of 1974, as amended, the College reserves the right to contact parents or guardians when a student under the age of 21 violates the College alcohol or drug policies/laws.

## **Drug and Alcohol Abuse Programs**

The College encourages students with alcohol or drug-related problems to seek assistance. Student Health Services has confidential drug and alcohol counseling and programs available. Affected individuals may be referred to appropriate community agencies and organizations for assistance.

## **SEXUAL HARASSMENT**

Sexual harassment is not tolerated at Toccoa Falls College and interferes with a quality, hostile-free educational environment. It is also an illegal form of discrimination under Title VII of the Civil Rights Act (1964) and Title IX of the Educational Amendments (1972). Sexual harassment occurs in two forms:

1. Quid Pro Quo Harassment: When a person in power seeks to pressure someone to meet his or her sexual demands.
2. Hostile Environment Harassment: An environment becomes unpleasant due to repeated offensive behavior or comments made that threaten someone from receiving their education. This may involve sexual comments (even by phone, email, or instant messenger) or inappropriate touching even if on a one-time basis.

Students who are harassed in the above manner in any way should contact the Vice President for that division, the Division of Student Affairs, or Human Resources. The office records and takes action on any report received. This report must be in writing. Students also have the right to report incidents to local authorities and pursue appropriate legal action.

## **DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

Toccoa Falls College has zero tolerance for misconduct that includes domestic violence, dating violence, sexual assault, stalking, and other variations of sexual misconduct. Those behaviors are not tolerated and not welcome on our campus. The above mentioned behaviors cause unnecessary harm to all parties involved and are not congruent with the desired academic experience/outcomes for all Toccoa Falls College students. Those in violation of such policies are subject to campus conduct proceedings as well as other applicable local, state, and federal laws. These are concurrent processes and not dependent on one another for process timing and outcome. The campus conduct process is intended to be fair, just, and impartial for all parties involved.

TFC works to ensure all faculty, students, and staff involved in incidents of domestic violence, dating violence, sexual assault, and stalking are afforded crisis intervention assistance. When necessary, criminal authorities will be notified and cooperated with fully.

Educating the campus community is essential to ensure our environment is free of violence, abuse, retaliation, and other harmful behaviors. TFC prohibits retaliation by its employees, students, or other invested community members towards a person who is responsibly exercising his or her rights under any campus policy as well as local, state, or federal law, which includes Title IX (1972) and the Campus SaVE Act (2014).

### **Definitions**

The U.S. Department of Justice defines domestic violence, dating violence, sexual assault, and stalking in the following ways (as of August 2015):

#### *Domestic Violence*

Domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

### *Dating Violence*

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

### *Sexual Assault*

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

### *Stalking*

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

### *Consent*

Consent is an active understanding that is clear between all involved parties who are of sound mind without impairment to engage in an activity.

### **Prevention and Education**

TFC values environments that are filled with growth, development, accountability, and safety. Students can be reassured that an intentional and proactive effort is given to keep safe and secure buildings.

Educational efforts are geared towards eliminating all forms of misconduct that include domestic violence, dating violence, sexual assault, stalking and other forms of sexual misconduct. Educating the campus community through varied methods will include, but are not limited to; New Student Orientation, residence hall programming, student organizations, campus email communication, faculty/staff training. Assistance is given from the Stephens County Sheriff's Office and other partners. Additional information regarding the nature of these programs can be received from the Title IX Coordinator, Housing and Residence Life, Vice President for Student Affairs, Human Resources, and/or Stephens County Sheriff's Office.

Policies and educational outreach are reviewed annually to ensure prevention and awareness are as effective as possible.

### **Reporting An Incident**

Filing a report to address an alleged incident of domestic violence, dating violence, sexual assault, and stalking ensures that the behavior moves towards being stopped. Reporting is an action that is honorable and sends a strong message that the behavior was unwanted, unwarranted, inappropriate, and harmful. The College can better address the above mentioned behavior when all involved parties come forward to address the actions of misconduct. The Vice President for Student Affairs, Human Resources, Campus Security, the Counseling Center, and/or Stephens County Sheriff's Office are safe places to report an

incident. Reporting an incident can be done to an on campus resource and/or an off campus law enforcement agency. Housing and Residence Life/the Vice President for Student Affairs investigate incidents that have occurred on/off campus that potentially violate the Code of Student Conduct while criminal charges are handled through local/state/federal authorities. Whether reports are filed on and/or off campus, the investigation processes and subsequent determination of an outcome are independent of one another. Reporting an incident can be done in person or also via electronic form submission located in the Student Life section of the TFC website.

All victims of domestic violence, dating violence, sexual assault, and stalking are encouraged to preserve any form evidence that include, but are not limited to; text messages, chat/video messages through social media, email, clothing, recorded comments, or other video means.

### **Interim Measures**

In a proactive effort to protect the complainant and/or the College community after allegations of domestic violence, dating violence, sexual assault, stalking, or variations of sexual misconduct have arisen, interim actions may be taken. This response is possible whether or not a formal investigation is initiated by the College and/or complainant. Additionally, interim measures help ease the burden or discomfort of all parties involved. Possible action to secure a safe and hostile free environment include, but are not limited to a no contact order, housing relocation, academic course accommodation, transportation modification, employment assignment alterations, and/or other remedies or measures deemed necessary by the College. These measures are communicated to the victim in person or electronically. Violations of interim measures and/or directives by College officials could be viewed as a violation of the Code of Student Conduct and result in disciplinary action.

### **Impact Statement**

An impact statement allows a victim to voice the significance of the transpired event(s) from their own perspective and words. An impact statement is not required, but offered to the victim to be used as a means of expression. This statement can be made in writing to be presented verbally by the respective party or as a submitted document to be reviewed in the adjudication phase of the Administrative Hearing or the College Discipline Committee.

### **Investigation and Adjudication, Sanctions, Conditions, Restrictions, and Disciplinary Appeal Procedures**

All procedures regarding the disciplinary process can be found in Part II and are consistent with all other forms of misconduct.

### **Confidentiality and Notification**

Confidentiality of the victim will be protected from the public. Both the accused and the victim(s) will receive simultaneous notification of all campus disciplinary outcomes associated with the incident(s) and will be provided by College officials. In collaboration between the victim and the College, appropriate interim measures taken initially will continue until deemed unnecessary.

### **Reducing Risk and Warning Signs of Abuse**

Reducing risk in romantic relationships or platonic friendships helps students and

employees stay more safe and healthy. Listed below are a few options to reduce the risk that can compromise personal safety.

- Be wary of meeting unknown people with whom you have communicated with online in a physical location.
- Inform friends of where you are going.
- Awareness of how to express yourself in clear and understandable terms.
- Awareness of campus/community resources that can help.
- Avoid substances that can impair your judgment while also being in an unknown/unfamiliar location.
- Avoid locations that appear questionable or untrustworthy.
- Be aware of exit locations and opportunities to flee a situation.
- Visit with licensed counseling staff or others on campus or in the community to discuss challenges or concerns in relationships.
- Attend a personal safety course offered on campus or in the local community to learn basic self-defense tactics/strategies.

Warning signs can surface or evolve that can lead to non-healthy relationships. Listed below are examples of warning signs that may be characteristic of abuse (2014, Center for Relationships Abuse Awareness):

- Public criticism, humiliation from your partner in private or public.
- Nervousness around your partner.
- Being scared to disagree with your partner.
- Receiving pressure from partner for sexual activity.
- Lack of effective communication.
- Direct or indirect messages from your partner that indicate you are the one who should change to make things better.
- Violent or threatening behavior in public or private.
- Dismissal of demeaning comments with excuses of “being tired” or “joking.”

## **BYSTANDER POLICY**

Proactive intervention will serve the college in identifying students who may have the potential to either hurt themselves or others. If a student, faculty or staff member is a witness to a comment or action that is made which could lead to a violent act, either against themselves or the campus community, a report should be made at once to the Division of Student Affairs.

The bystander should contact the Vice President for Student Affairs within 24 hours and submit a confidential report of what they witnessed. The name of the bystander will be held in strictest confidence. The party who has been identified as being a possible risk would be interviewed by designated staff within the Division of Student Affairs. This would enable the college to give the assistance deemed necessary in preventing harm to themselves or others.

To be an effective bystander, consider engaging in one or more of the following ways:

- Be proactive and speak up for those who cannot speak for themselves.
- Assist those with seeking help to address the situation that occurred.
- Remember details related to the scene (gender, clothing, location, number of people involved, comments made, names and description of others in the area, sound of voice tones, etc.).
- Take seriously and advance the information provided to you as it deals with a misconduct issue, specifically if it relates to an area of sexual misconduct, stalking, dating violence, domestic violence and/or sexual assault.
- Learn more about being an effective bystander.

## **BULLYING**

Toccoa Falls College is a Christ-centered community with the intention of encouraging each other as a body of believers. With this focus, bullying behaviors will not be tolerated and are subject to disciplinary action under the Code of Student Conduct.

Bullying behaviors are about an imbalance of power where there is a deliberate intent to cause harm or distress. Bullying takes many forms, all of which will cause distress. These behaviors takes many forms which include: hitting, pushing, tripping, kicking, spitting, teasing, using offensive names, ridiculing, intimidation, exclusion and threatening to take someone's possessions.

Harassment includes hostile or intimidating verbal or written statements or symbols, physical threats or intimidating conduct that adversely affect the mental or emotional health of the individual or that interfere with a person's ability to function successfully in his or her academic work or social life. It also includes acts which are intended to insult or stigmatize an individual or group of individuals on the basis of perceived or actual personal characteristics.

## **DRUG-FREE WORK PLACE POLICY**

In compliance with the drug-free work place requirements of the Drug Free Schools and Communities Act (1989), the following policy is in effect for Toccoa Falls College:

1. Toccoa Falls College provides a drug-free work place for its students and employees.
2. The standards of Toccoa Falls College clearly prohibit the use, unlawful possession, or distribution of illegal drugs and alcohol by students and employees of the college.
3. The Director of Career and Counseling Services makes information for treatment, rehabilitation, or reentry programs available.

## **HUMAN SEXUALITY POLICY**

Human sexuality is an integral part of personhood, and is a gift from God. At TFC, we desire to respect, honor, and protect the gift of human sexuality provided by the Creator. As an institution desiring to be a Christian community, we seek to live life together under the authority of Christ, following His teaching and His life of compassion. The college affirms the biblical teaching that sexual intimacies are to be shared as God's gift within the context of a committed marriage relationship between a man and a woman, and to do otherwise is to distort the holiness and beauty that God intended. As members of a Christian community, we are admonished to avoid certain sexual activities held to be incompatible with God's will for our sexual integrity, including, but not limited to, fornication, sexual promiscuity, adultery, homosexual acts, homosexual behavior, public expression and/or promotion of a homosexual lifestyle, and viewing/participating in pornography.

At TFC, we strongly believe that Christian conduct is a lifestyle. However, we acknowledge that anyone can make decisions that bring about unintended consequences. In the event that an unmarried student should become pregnant, TFC will support, to the extent it can, the spiritual, emotional and physical well-being of those involved. As for enrollment, no student will be dismissed from TFC strictly due to pregnancy, but will be held to the behavioral standards outlined in the TFC Student Handbook and could be subject to the disciplinary process. If the affected student is currently living in an on campus residence area, he/she may have the option to move off-campus or be reassigned to another residence area on campus. TFC will assist the student and ensure proper confidentiality in accordance with TFC policy.

## **ACCEPTABLE NETWORK AND INTERNET USAGE POLICY**

Toccoa Falls College provides network and Internet service to all students through wireless network connections, academic labs, and library. The college provides this service primarily for academic pursuits and research. Students are obligated to demonstrate responsible behavior regarding the legal, ethical, and appropriate use of college network and Internet services. This is done to provide quality educational usage while protecting data, computers, networks, and the rights of third party software vendors. Misconduct associated with network and internet usage is included, in but not limited to; Part II, 11.

### **Guidelines**

The college established these guidelines to protect both the college and the network user. The college owns all network resources and user accounts.

Although the college allows recreational use of the Internet, the primary purpose of the Internet service is for academic pursuits. Students may not store or send harassing and

slanderingous messages and/or material. Students should not use E-mail for advertising, broadcasting unsolicited messages or annoying other users.

The college reserves the right to have an authorized staff monitor the Internet activity of its students, staff, and faculty, including the listing of sites visited. It also may limit or restrict access to objectionable material on the Internet.

### **Responsibilities**

- Respect the rights of others using campus information resources.
- Students must use information resources for legitimate instructional, research, administrative, or other approved purposes.
- Students are limited to using only authorized computers, data, and software. The college prohibits students from accessing others' data or software with the intent to read, browse, modify, copy, or delete files and software.
- Students are not allowed to degrade the performance of any of the campus computers systems by using large amounts of bandwidth for personal use. The college also prohibits using campus computers or networks to compromise other computers, networks, or to commit crimes or other unethical acts.
- Students are not allowed to obtain personal copies of copyrighted materials. This includes but is not limited to copyrighted text, graphics, music, movies, and videos.
- The college prohibits students from accessing and obtaining questionable material from the Internet. Examples include but are not limited to sexually explicit material, adult entertainment, drugs, racism, and hate groups.
- Students should keep computer accounts and passwords confidential. Failure to do so could compromise their accounts. Students should not leave a computer without logging out.
- Students should report any violations of the stated guidelines and responsibilities regarding computer access and security to the Information Technology Department immediately.
- All faculty, staff, and students are responsible for the legal and ethical usage of campus computers and user accounts.

### **DRESS STANDARD**

The following are general guidelines for all students. Some job specific duties or other opportunities may require students to remove piercings for safety reasons or cover tattoos.

- All clothes should be clean and in good condition.
- Pants should not have rips or tears above mid-thigh including patches.
- Messages or images on apparel should be consistent with the culture of the college.
- Footwear is required in public buildings.
- Pajama pants are inappropriate for public areas.
- Shorts, dresses, leggings, tights, and skirts should reflect modesty.
- Swimwear should reflect modesty and be worn in appropriate areas.

- No visible undergarments in public areas.
- Shirt coverage should be appropriate to campus culture and situations that require such.
- Length, size, and presentation of clothing should be in congruence with having respect and honor for one's body.

## **DANCE STANDARD**

The College recognizes God is praised through music and dance. Toccoa Falls College encourages freedom of expression through music and dancing that promotes a positive view of self, acknowledges cultural customs, and encourages accountability in social settings.

## **SOCIAL STANDARDS AND RELATIONSHIPS**

It is the desire of Toccoa Falls College that every relationship exemplify high standards in public and in private. Students are expected to develop a lifestyle that is marked by excellence in character, leadership and faith. It is the desire of the college that student relationships reflect behavior that is in harmony with biblical standards, reflects the love and spirit of Christ, and is uncompromising in its commitment to bringing out the best in others.

## **DATING RELATIONSHIPS**

While expressions of affection and love are normal and God given, it is expected that students reflect integrity, honor, and mutual respect and consent in their relationships. When engaged in a romantic/dating relationship, students should commit to abstinence and purity before marriage (e.g. sexual contact), awareness of the reflection on character that public displays of affection can have (e.g. prolonged intimate hugging and kissing), personal integrity and purity in relationship that avoids temptation and invites accountability (e.g. spending the night together), and demonstrate respect towards one another.

Students have access to on campus confidential counseling services for proactive education or assistance with relationship issues. Premarital and marital counseling are available for students and their spouses.

## **BEHAVIORAL WITHDRAWAL POLICY AND PROCEDURES**

A student is subject to behavioral or psychological withdrawal from the college if it is determined (by the counselors and/or Student Affairs staff) that the student exhibits behavior that warrants such action by:

- Posing a significant danger or threat of physical harm to themselves or the person or property of others, or
- causing interference with the rights of other members of the college community or to the activities or functions of the college or its employees, or
- The student's inability to meet the requirements of the college for continuing

admission and enrollment, as defined in the TFC Student handbook and/or the college catalog.

Student Affairs may invoke disciplinary measures as outlined above, or may refer the student for external evaluation at the discretion of the Vice President of Student Affairs. The procedure for outside evaluation is as follows:

- 1) The student is referred to a licensed psychiatrist or psychologist at student expense.
- 2) The Vice President for Student Affairs informs the student referred for evaluation in writing in accordance with this section. Students must complete the evaluation at the earliest date available to the evaluator after the receipt of the referral letter.
- 3) Any pending disciplinary action may be withheld or postponed until the results of the evaluation are reviewed, or at the discretion of the Vice President.
- 4) Failure to comply with the requirements of the referral may result in withdrawal, referral for disciplinary action, or both.
- 5) The Vice President will provide the healthcare evaluator with information concerning the student. The student will sign a release of information for Toccoa Falls College Division of Student Affairs to allow the Vice President access to the findings of the evaluator.
- 6) The Vice President will determine appropriate action based on information gathered, and will inform the student in writing of the action taken.
- 7) The student may appeal the decision of the Vice President of Student Affairs to the Faculty committee of Student Affairs within 24 hours of receipt of notification of actions taken.

## **INVOLUNTARY WITHDRAWAL POLICY**

TFC reserves the right to withdraw a student involuntarily from the college. Such an involuntary withdrawal is termed an “administrative withdrawal.” Reasons for this action may include, but are not limited to, the behavior of a student who:

1. Demonstrates an apparent threat of harm to self or to others.
2. Engages in activity that leads to significant property damage.
3. Fails, after due notice, to satisfy financial obligations to the college.
4. Neglects to satisfy health regulations, such as required immunizations.
5. Is not attending classes on a regular basis, indicating an attitude of apathy.

As a result of administrative withdrawal, the student will be removed from classes, vacate residence in college-owned housing, and is no longer considered an enrolled student. Before an administrative withdrawal is put into effect, the student will be given opportunity to appeal the decision. Involuntary withdrawal based upon matters related to Student Affairs may be addressed by means listed in Part II. Involuntary withdrawal based upon academic issues may be appealed to the Academic Discipline Committee as described under the heading “Academic Discipline Appeals” in the academic information section of the college catalog.

An administrative withdrawal renders the student ineligible for any refund of institutional

charges. Such a withdrawal could also incur additional financial responsibility for the student. Any amount of federal funds provided the student that would have to be returned to the government, depending on the time of the withdrawal, would become the responsibility of the student to repay the college. The student will not be allowed to apply for re-admittance for any subsequent term until the reasons for withdrawal have been resolved.

## **PART IV: STUDENT ENGAGEMENT**

### **STUDENT ORGANIZATIONS**

Information regarding the chartering of a new student organization is available in the Division of Student Affairs. To charter a new organization there needs to be a written document that would include a purpose, constitution and organizational structure. The document would be presented to the offices of Service and Outreach and the Student Government Association. With the approval of these offices and the Vice President for Student Affairs, the new organization can be chartered.

The Office of Service and Outreach and the Student Government Association must approve all socials and special events. The college's official event calendar is housed in the Division of Student Affairs and all student events must be placed on this calendar.

All organizations that need to use a college facility must contact the appropriate person who is in charge of the facility to determine its availability. All academic areas are under the Registrar's Office. The Division of Student Affairs, Student Government Association and the Office of Advancement must approve all fundraisers.

### **RECREATIONAL ACTIVITIES**

Toccoa Falls College is a wonderful to explore and engage in recreational activities that promote physical, emotional, and spiritual wellness. It is always recommended that students, visitors, and other members of the campus community use caution when exploring outdoors and seek guidance on areas that are unfamiliar. Students should be aware of the following:

- The college does not allow students to hike in restricted areas that have been designated such through campus communication and/or posted signage.
- The Division of Student Affairs must approve all bonfires.
- Only students, faculty, staff, and approved guests of the college may use the swimming pond, Lois DeLany Athletic Center, TFC cardio room, weight room, student center lounge, athletic fields and pavilion. Any exceptions to this must first be scheduled through the Division of Student Affairs.
- Those jogging in the evening or early morning should wear clothing that is reflective and can be seen in the dark.
- The college assumes no responsibility for accidents that may happen to students who violate hiking, swimming, and jogging regulations.
- Motorized bikes and all-terrain vehicles are not permitted on unpaved campus roads or trails.

### **CAMPING**

The college requires that students use sound judgment when planning a camping trip. It is advisable that students notify a housing staff member or other college official of any camping trip that is being planned. An indication of the general area where students will be is critical in the event of an emergency, inclement weather or in case students become lost

or disoriented.

## **SOLICITATION**

No one can make collections or campaigns for funds among students for any purpose except by permission of the Division of Student Affairs. Those wanting to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus will need to contact the Division of Student Affairs for approval.

## **STUDENT MEANS OF EXPRESSION**

This is an educational institution; it is not a vehicle for political or social action. It appreciates and endorses the fundamental right of expression, and fully protects and encourages the fair and reasonable exercise of this right by individuals. Because the right of expression is subject to abuse, the administration publishes this statement to make clear policy concerning such abuse:

Individuals associated with this institution represent a wide variety of viewpoints and attitudes: the college fosters free expression and interchange of differing views through oral and written discourse and logical persuasion. Demonstrations, marches, sit-ins, or noisy protests are not acceptable means to express one's viewpoint or attitude at Toccoa Falls College. However, approved petitions are an appropriate way to peacefully and respectfully express opinion.

The college expects administrators, faculty, other employees, and students to abide by these standards of conduct in promoting their views. Persons who are not so inclined should not attend or become associated with the institution, nor continue to be associated with it. Academic and administrative procedures protect individuals in their right of free expression, and provide for prompt and appropriate disciplinary action against those who abuse such rights.

The classroom is the domain of the professor, and the professor determines how to maintain free expression. With this authority comes the right to dismiss from the class any student who abuses the privilege of expression.

The Division of Student Affairs provides each student the opportunity to have a voice in the rules and regulations of the college. Students have the opportunity to make recommendations for changes using the "Issues of Concern" form. This form is available to any student through Student Affairs. The student may present to Student Affairs rules or regulations the student feels are in need of review through this form. Student Affairs strives to respond to each concern or refer the matter to the appropriate department.

Students should be aware that they have the right to address any policy and have it brought to the administration for review through the Student Government Association. This can be done either through their class officers or through their Student Government representatives.

## **STUDENT CONCERN AND COMPLAINTS POLICY**

We recognize that from time to time students may have concerns or complaints regarding a policy, experience, or a decision. Toccoa Falls College wishes to provide a clear and efficient way for these concerns or complaints to be presented to the proper office on campus. The following is a listing of common concerns and the appropriate office to direct comments to:

- Academic concerns = Office of Academic Affairs
- Billing or Financial Aid concerns = Office of Student Accounts
- Housing Issues or roommate concerns = Director of Housing and Residence Life
- Parking, safety or security concerns = Director of Campus Security
- Meal plans or food service concerns = Division of Student Affairs/Chartwells
- Racial or Sexual Harassment = Division of Student Affairs or Human Resources
- General concerns = Division of Student Affairs

If students are not certain where to go or how to go about issuing a complaint, appealing a decision, or seeking to promote change of a given policy, they are advised to bring any such issue to the Division of Student Affairs. When possible, Student Affairs will direct students to the appropriate office. When concerns can be resolved quickly, no formal record needs to be made. Students can choose to submit a formal written complaint with the Division of Student Affairs at any time by completing an “Issues of Concern/Complaint” form in the Student Life section at [www.tfc.edu](http://www.tfc.edu). Students may also issue an informal complain without a written record in instances where they simply want advice or direction on dealing with a concern or complaint. When concerns or complaints are first presented by a student’s parent, parents will be asked to encourage their student to present the concern or complain or write the appeal. Records of formal student complaints and resolutions will be kept by the office receiving the formal complaint.

**Note:** Students are advised to review the TFC Student Handbook regarding appeals of student discipline and the TFC Academic Catalog for academic appeals.

## **COLLEGE AND COMMUNITY RELATIONS**

Students in attendance at Toccoa Falls College are subject to all local, state, and federal laws and statutes. When a student is allegedly in violation of any civil laws, the college has the authority to investigate and determine if the college shall take any disciplinary action. The college may recommend discipline before the conviction of civil laws.

If there are announcements, articles or general news items to be communicated to the public regarding the college and college activities, the Office of Advancement must be notified prior to any publication. The responsibility of this office is to have knowledge of any communication representing the college, and to be of assistance when needed.

## **PART V: HOUSING AND RESIDENCE LIFE**

Residence Life partners with students to enhance their academic experience by cultivating spiritual maturity and personal development while promoting a Christ-centered community.

Living on-campus is a vital element in the Toccoa Falls College experience. It is within the residence halls that students find a safe and encouraging environment to grow academically, socially, and spiritually. Our residence halls are staffed with Resident Directors (RD's) and Resident Assistants (RA's) to promote building healthy, Christ-centered communities within each residence hall.

TFC requires all students to reside on-campus, unless students meet one of the exceptions listed in Living Off Campus section listed in Part V.

### **RESIDENCE LIFE STAFF**

It is the desire of the Residence Life Staff to build meaningful relationships with students and to see them excel academically, socially, morally, and spiritually during their time at Toccoa Falls College. Students are always welcome to share life and express concerns to any staff member. Housing and Residence Life is open from 8:30 AM-5 PM, and is located on the top floor of the Parkerson Student Center.

### **COMMUNITY LIVING COVENANT**

Living in community offers many opportunities and responsibilities. As a member of the TFC residential community we ask that students incorporate the values and standards of residential living into their personal life choices. While not a comprehensive list of residence hall and campus policies, this covenant clarifies some of the most important commitments we ask each student to make. The Community Living Covenant is an expression of integrity and virtue that should come forward in the actions of honorable men and women through the work of Christ in his/her life. As an engaged member of the residential community at TFC, you agree to the following:

*As a student in the Toccoa Falls College residence community, I voluntarily submit myself to all the guidelines and policies of the TFC Student Handbook and agree to uphold them with integrity and honesty. On top of this I commit to live by the following standards:*

- *I will be considerate of my roommates and neighbors in regards to noise, cleanliness, and shared use of space.*
- *I will seek peace in working through any conflicts that arise with my roommates and all other TFC students. I will do this in a direct manner with those involved.*
- *I will confront fellow TFC students who fall outside of the TFC Student Handbook, Residence Life policy, and/or laws of the state of Georgia.*
- *I will choose to build up, respect, and encourage all members of the TFC community.*
- *I will strive to be a person of integrity and self-control, truthful in speech, honest in conduct, and morally pure in both thought and action.*

## **FACILITIES**

Students are accommodated in various on campus housing options. Each student is provided with a twin bed, mattress, desk, chair, dresser, and closet space. Shared bathrooms are located on each hall. All residence areas have laundry facilities and a shared kitchen area. Wireless internet is provided to each of our students and the use of shared vacuum cleaners. Cable TV service is provided in the lounge area of LeTourneau, Fant,, and Forrest Halls as well as in the Terrace Commons.

Upperclassmen may choose to live in 3-4 bedroom terraces. Each terrace has a full kitchen, a private living area, two bathrooms, and standard bedroom furnishings and services.

## **ROOM SELECTION**

New students are assigned a room and roommate by the Residence Life staff based on the information provided on their *Housing Preference Form* during the application process. Returning students have the opportunity to choose a living community, roommate and suitemates during housing selection which takes place during the spring semester. During this process, students complete a Fall Housing Application and pay a \$100 deposit to reserve his/her space in housing.

## **ROOMMATES**

A significant component of the residential experience is to have a roommate. Roommates provide companionship, friendship, and accountability within the residence halls. The roommate relationship should be built on mutual respect and consideration. Students are expected to encourage one another, work through differences, and seek greater understanding through diverse backgrounds, cultures, and life experiences. It is important that students develop good communication skills to express their opinions and resolve conflicts in a manner that honors Christ. Resident Assistants (RAs) and Resident Directors (RDs) are available for coaching in this area, if needed.

## **CHECK-IN AND CHECK-OUT PROCEDURES**

All students must secure their room assignments and keys from Residence Life staff upon arrival to campus. Students are responsible to inspect their rooms at check-in and report any pre-existing damages or missing furniture on the *Room Condition Report*. Students will be held financially responsible for any damages to the residence hall and its furnishings upon move out.

Students must arrange a check-out time at the end of the semester with their Resident Assistant before moving out of the residence hall. The student must be present for this check-out, sign the *Room Condition Report*, and return the room key to a member of the Residence Life Staff before leaving the campus. Students who leave without properly checking out with a RL staff member, including failing to show for the checkout time or not completing checkout requirements at the scheduled time, will be fined according to the *Room Condition Report*. Room keys remain the property of the college and may not be copied. The college charges \$25.00 for each lost key.

Students are required to check out of the residence halls no later than 24 hours after their last final. All residence facilities close at 5:00 PM the following day of the last scheduled final exam. Exceptions are only made for graduating seniors, immediate family members of a graduating student, or students who are directly involved with the graduation ceremony. For students approved to remain for the above reasons, residence facilities will close at 5:00 PM on the day of graduation.

## **FURNITURE AND EQUIPMENT**

Additional furniture added by students, such as sofas or bookshelves, must be approved by the appropriate Resident Director. Students may be asked to remove furniture that is unsanitary or in disrepair. Students must furnish their own linens, pillows, blankets, and towels.

Due to Fire Code regulations, certain types of electrical appliances are not permitted in residence hall rooms and include, but are not limited to; toasters, grills, microwaves, space heaters, and hot plates. Fire regulations also prohibit the presence of any open flame or device that emits smoke, such as burning incense, candles, oil lamps, or kerosene lanterns. These interfere with the smoke detection devices and pose serious safety concerns to the larger community. Small refrigerators and coffee pots are permitted.

The College is not responsible for any personal items left in residence hall rooms. Students should monitor their personal belongings and should lock their doors when not present. Items found on campus should be turned in to the Division of Student Affairs or the appropriate Resident Director.

## **MAINTENANCE**

As soon as a maintenance concern becomes apparent in your room or community space, the RA of your floor, terrace or house should be notified immediately. This notification should take place in e-mail or written form. The RA will then report the issue to maintenance.

## **ENTRY INTO STUDENT ROOMS**

Student living space privacy is imperative to creating an environment of trust and comfortability. There are circumstances in which entering a student living space without authorization from the student is necessary. College personnel or other authorized persons may enter student rooms without permission of the student if there is a health or wellness concern as determined by authorized personnel as well as during scheduled breaks during the academic year; including, but not limited to Thanksgiving, Christmas, and Spring Break. If law enforcement, including K9 units, are on campus and have reasonable cause to inspect a room for narcotics, this also provides justification for unauthorized entry into student rooms.

## **ROOM DECOR**

Students are given considerable latitude in decorating their rooms. However, they may not use wallpaper, borders, paint, or tape on the walls, doors, ceilings, or windows. Items may be hung on doors and walls using white sticky tack only (no thumbtacks, nails, or any other item similar

in use). Ceiling lights should not be covered. Also, drop ceilings in Forrest should not have items hung. All decorations (posters, pictures, etc.) should adhere to the philosophy and values of the College.

## **CURFEW**

	<i>Freshmen/Sophomores</i>	<i>Juniors/Seniors</i>
Sunday – Thursday	12:00 AM	2:00 AM
Friday – Saturday	1:00 AM	3:00 AM

All campus building, lobbies, etc. will be closed at or before campus curfew. Students are expected to be in their residence after curfew. Exceptions to curfew may be approved by your Resident Director. Students should notify their RA or RD when leaving for the weekend or staying overnight off campus. Repeated violations of curfew standards could result in disciplinary action.

## **COLLEGE BREAKS**

The residence halls will remain open to students who are not able to leave campus for fall break, Thanksgiving break or spring break. All campus residences close during Christmas break.

## **DISTURBANCE POLICY**

It is important to be mindful of the community living environment of others in the residence halls. The college therefore seeks to provide an atmosphere that is conducive to study, sleep and fellowship. Quiet hours in all residence areas are 11 PM – 8 AM, daily, unless otherwise posted by Housing and Residence Life.

## **RESIDENCE HALL GUESTS**

Students are welcome to host friends in their rooms according to specific residence hall policies. The college prohibits members of the opposite gender from visiting rooms at any time except when there is an open hall event. The men and women living in the Terraces and Cottages are allowed to have guests of the opposite gender in their common living areas only. Exceptions may be granted by a RD for moving days. All guests must comply with residence hall policies. Children under the age of 14 may not spend the night in student residences, unless approved by the Resident Director.

## **PETS**

The only pets allowed to live in on campus housing are fish, which must be maintained in a fish tank 20 gallons or less. Violations of this policy may result in fines and cleaning charges. If a student has a documented disability with written/medical justification warranting a pet beyond the prescribed parameters, an exception could be made. Prior to approval, a request must be submitted to the Division of Student Affairs.

## **LIVING OFF CAMPUS**

Toccoa Falls College is proud of its history as a residential campus. This community environment is central to a TFC student's educational experience. Living and learning within your peer community offers opportunities for growth and development that simply do not exist on commuter campuses. To this end, TFC requires all students to reside on-campus, unless meeting one of the following exceptions:

- The student is living with an approved family member (this does not include cousins) within commuting distance (60 miles). Attach a letter from the family member/caregiver stating the student will be living at his/her residence.
- The student is married.
- The student is 23 years of age by the end of the semester of enrollment or has completed 8 semesters of college.
- The student is living with a staff or faculty member in their primary residence.
- The student is living at Paradise Mountain Ministries.

If a student does not meet any of the above criteria, but feels that living off-campus is essential, he/she should complete an Off Campus Housing Application and provide all necessary and requested information. Once completed and turned into the Division of Student Affairs, this form will be reviewed by the Student Affairs Appeals Committee. This committee is comprised of faculty, staff, and students and is charged with reviewing the appeal to then approve/deny the request. Students will be notified immediately after a decision has been made. Students may appeal the committee's decision directly to the Vice President of Student Affairs. This written appeal must be made in writing within 24 hours of the original decision being given to the student.

Students should not enter into lease agreements until they have received official written notification of their approval by Housing and Residence Life. Students must apply to live off-campus each new academic year and before the end of the term immediately preceding the semester desired to live off campus.

Students living off campus are responsible for the activities that occur in their residence. Violations of handbook standards may result in disciplinary measures that could include immediate loss of off-campus housing privileges.

## **MARRIED STUDENTS**

The College provides economical housing for its married students in the Burton E. Boykin Apartment complex, located on campus. Each unfurnished apartment has one or two bedrooms, one bath, a full kitchen, and access to laundry facilities. Water and trash services are provided at no cost. Electricity, cable and internet services are the responsibility of the tenant, if desired. Space is limited. Apartments are rented on a first come, first served basis through the Division of Student Affairs. The pet policy is listed above and is applicable for all on-campus residential students.

## **PART VI: CAMPUS LIFE**

### **ACADEMIC SERVICES**

#### **Center for Academic Success**

This office provides academic assistance to students through tutoring, academic advising, and testing accommodations. This office also provides limited services to students with documented learning disabilities. This office is located on the first floor of Earl Hall.

### **HEALTH AND WELLNESS SERVICES**

#### **Student Counseling Center**

Counseling services exists to support student success. The office provides supportive counseling for any area of life that prevents a successful experience while at TFC. We offer individual and group experiences, as well as consultation and referral services. All services are confidential. More information is available by calling extension 5304 or by emailing [health@tfc.edu](mailto:health@tfc.edu).

#### **Career Development Center**

Toccoa Falls College offers its students access to career development tools and access to job listings on its website. The career office assists with exploration of student talents and gifts, as well as helps to identify abilities, values, and interests that affect career choice. The office also assists with résumé preparation, mock interviews, and etiquette training for ease of transition into a job and career after graduation. Intentional effort is given to preparation for internships or other opportunities prior to graduation to ensure students are trained as best as possible prior to entering the workforce. Career services are located in the basement of Fant Hall.

#### **Student Health Services**

Toccoa Falls College maintains a Student Health Services office which is located on the lower floor of Fant Hall. During the semester, office hours are **Monday through Thursday, 8:30 AM – 5:00 PM and Fridays, 8:30 AM – 12:00 PM**. Over-the-counter medications and First Aid supplies are available in the Student Health Services office and from the Resident Assistants. If a student has a medical need outside of office hours, he/she should contact the Resident Assistant on duty. It is the student's responsibility to communicate with professors regarding classes missed due to illness.

We encourage students to have Health Insurance coverage while attending Toccoa Falls College. It is the student's responsibility to know the restrictions and guidelines of their specific plan.

### **CAMPUS SAFETY**

Campus safety is a priority and is continually evaluated to maintain a safety conscious community. TFC utilizes a variety mechanisms and systems to ensure student safety. These include, but are not limited to security cameras at the main entry and exit of campus, security personnel on duty 24 hours a day that also include patrols of campus property and

buildings, security padlocks guarding access into student residence areas, emergency alert notification system via email, text, phone, and computer desktops (faculty/staff), room locking systems in academic classrooms, campus safety training for active shooter, sexual assault, and other emergency response scenarios, as well as a tornado siren station.

## **ACADEMIC FACILITIES**

Regular office hours for all campus facilities are 8:30 AM to 5:00 PM unless otherwise specified.

### **Seby Jones Library**

The library is the focal point for assisting students with accessing and processing information in both print and electronic formats. It is strategically designed to meet a broad spectrum of academic and personal needs. A variety of seating options ranging from quiet carrels to group study areas are available to accommodate all types of activities. A coffee bar and café style tables provide a relaxed atmosphere on the first floor of the library. The reference staff on the second floor provides assistance with research, locating and evaluating information, citations, and class assignments. Students are encouraged to contact the reference staff for assistance.

Computers installed with both Mac and Windows software are located throughout the building. Wireless access and printers are available on both floors. All students are assigned a student account to log into the computers and a TFC email account. The student account username and password also allows them access to the myTFC portal (my.tfc.edu). All personal academic information, course pages, financial information, and email accounts are available via myTFC.

A help desk with trained workers is staffed during all open hours to assist with circulation and questions or problems accessing, using or printing information.

Media services are available at the library help desk. Staff are trained to assist students with media editing, application support, laminating, copying, scanning, and printing. Multimedia equipment for academic presentations is available for checkout. Students can checkout iPads for use in the library. The library is open 91 hours a week. Hours are as follows:

Monday – Thursday	7:45 AM - 11:30 PM
Friday	7:45 AM - 5:30 PM
Saturday	9:00 AM - 10:00 PM
Sunday	6:00 PM - 11:30 PM

*Exceptions are posted on the library door.*

## **DINING FACILITIES/MEAL PLANS**

### **Dining Hall**

Toccoa Falls College contracts with Chartwells to provide all food services for the college. It provides students with a well-balanced diet through a wide variety of menu choices. Students must provide their student I.D. card to enter the dining hall at each meal. Cards are non-transferable. The dining hall serves 3 meals per day, 7 days per week. Please see hours posted in the location and on the dining web site at <http://www.dineoncampus.com/toccoa/>. The meal style is all-you-care-to-eat within the dining hall. Students may not remove food from the facility.

Three (3) meal plans are available to residential students. The Unlimited Meal Plan provides all access dining 7 days a week and students can enter the facility on an unlimited basis during hours of operation. The 15 meals/week plan provide 15 meals per week. The 5 meals/week plan is a criteria-based plan and provides five (5) meals per week. In order to be eligible for the 5 meals/week plan, a student must meet one of the following qualifications:

- Senior (90 credits or more must be verified through the registrar's office)
- 22 years of age or older

If you have a medical reason to be on the five meal plan, you must submit justification from a licensed medical physician when you submit the 5 Meal Plan application to Housing and Residence Life. The medical justification must include a recommended diet the physician is requiring. Toccoa Falls Culinary Services have the options of either providing for those needs per the physician's specifications or allowing the student to be exempted from a meal plan entirely.

The college expects that those who dine in the dining hall will practice rules of good etiquette and appropriate behavior, and will cooperate fully with Culinary Services staff.

Off-campus students, faculty, and staff may purchase Eagle Bucks. Students may deposit any amount (minimum \$25.00) on their ID card and use it as a "debit" card at either the dining hall and Eagle's Nest. Each purchase is deducted from the balance and students do not pay sales tax on purchases. Add \$100 or more Eagle Bucks before drop/add of each semester, and receive 10% in bonus bucks. Eagle Bucks expire at the end of the semester for students, and are non-refundable.

### **Sack Lunches**

The Eagle's Nest provides bag lunches for students with verified schedule conflicts (e.g., Athletics, SAO academic or obligations). Such conflicts are verified through the Registrar's Office. Students may obtain request forms from TFC Culinary Services. Sack lunches are for students on the Unlimited and 15 meals/week meal plans. You must have your student ID with you to pick up your sack lunch.

- We ask that you give us a notice of a minimum of 2 business days for sack lunches.
- Please give 24 hour notice to cancel a sack lunch.

- If you have a regularly scheduled sack lunch and you miss two pick-ups, your regular lunch order will be cancelled until you speak with the Director of Culinary Services.
- All semester-long sack lunches end on exam week due to the change in class times.
- You cannot eat in the dining hall and request a sack lunch at the same time.

### **Commuter Meal Plans**

These meal plans are designed specifically to help commuting students enjoy all the choices of campus along with the flexibility their schedule demands. Prices can be found at <http://www.dineoncampus.com/toccoa/>.

**Commuter 35 Meal Plan**—This plan includes 35 meals for the semester in the main dining facility and \$100 in Eagle Bucks.

**Commuter 60 Meal Plan**—This plan includes 60 meals for the semester in the main dining facility and \$50 in Eagle Bucks.

### **Eagle's Nest**

The Eagle's Nest is located in the Parkerson Student Center adjacent to the dining hall and offers grilled favorites, deli sandwiches, desserts, snacks and hot and cold beverages, including Starbucks Coffee. Eagle Bucks, cash, Visa/MC are accepted.

## **ADDITIONAL FACILITIES**

### **Bookstore and Gift Shop**

Toccoa Falls Books & Gifts is the college bookstore and gift shop providing a wide variety of items for the Toccoa Falls College campus, regional community and tourists visiting Toccoa Falls. Our selection consists of TFC imprint gifts and insignia clothing, Christian books (including new releases, fiction, ministry aids, devotionals, etc.), Bibles, greeting cards and various gift items. We partner with several ministries in the U.S. and across the globe by carrying their handcrafted products and returning a percentage of the sales to the ministry. We are also the only licensed Eagle's Nest Outfitter retailer in Toccoa!

Toccoa Falls Books & Gifts is located inside Gate Cottage. Hours are Monday – Saturday from 10 AM to 5 PM.

Order your textbooks through TFC's official e-campus bookstore at:

<http://www.ecampus.com/tfc>. Ease of ordering and assurance of getting the correct textbook will help make your academic experience more enjoyable. Purchasing new, used, or renting makes ordering textbooks simple.

### **Lois Delany Athletic Center**

This facility includes a hardwood court for basketball and volleyball, weight room, a racquetball court, a training room, cardio room, dressing and locker rooms, athletic offices, and concession area. Students may attend all athletic events free of charge. Special tournament from the NCCAA or another approved function require students, faculty, and staff pay an admission charge. Students who wish to schedule certain events in the gym

must seek approval at the Athletic Office. The Athletic Office must also approve all scheduled events. Approval forms are available in the Athletic Office. Official athletic events, such as intercollegiate games, intramural competitions, and college team practices have scheduling priority.

## **Mail Services Center**

The Mail Services Center is located in the Parkerson Student Center. The window hours are Monday - Friday, 9:00 AM - 4:30 PM The Campus Mail Center sells stamps and provides UPS, FEDEX, and USPS shipping services. International packages being sent USPS weighing over 13 oz. must be processed at the post office in town. Any mail or packages brought to the Campus Mail Center after 4:00 PM will be shipped out the following day.

## **STUDENT ORGANIZATIONS**

### **Student Association**

Students enrolled at TFC make up the Student Association. Full-time students are voting members and part-time students are associate members.

### **Student Government Association**

Student Government Association (SGA) exists to serve the Student Association by acting as an avenue of communication between the students and administration. The SGA hosts socials, facilitates campus improvements, and equips student organizations to fulfill their responsibilities. The SGA is also the legislative and governing organization of the Student Association. The voting members of the Student Association elect the President and Vice President of the Executive Council. The President then appoints students to serve in the other positions on the Executive Council. The previous Executive Council must approve the new Executive Council appointments. The Vice President for Student Affairs represents the SGA to the administration. The SGA must approve the formation or existence of all student organizations. All student organizations must operate within the bounds of the SGA constitution. Each student organization has a voice and is held accountable to the SGA by providing student representatives.

### **Classes**

Each respective class provides an avenue for students to express their concerns and initiate legislation for the Student Government Association. Students are members of their respective academic classes according to the class standing requirements set forth in the current college catalog. Each class will choose an advisor from the administration, faculty, or staff.

### **AACC (American Association of Christian Counselors)**

The AACC exists to provide additional opportunities for further development within counseling and psychology. The members of this club will be challenged to learn, experience, and glean from an integrative framework of both Biblical truth and practical counseling with the overarching desire to help members pursue excellence in their own

counseling practice.

### **Atlanta Outreach Ministry (AOM)**

AOM seeks to impact lives through methods of lifestyle and friendship evangelism in the Atlanta community. By building into lives, AOM aims to share the gospel message and to exemplify the purity of God's love for all. The primary ministry strategies of the AOM are to purposefully initiate contact and remain faithful in maintaining relationships.

### **Drama Club**

The Drama Club will engage the general public through production and performance of plays and other drama related events, in order to enhance artistic awareness in the community and strengthen the college/community relationship. This club will seek to train members in the dramatic arts through educational events and practical applications.

### **History Society**

History Society at Toccoa Falls College exists to promote excellence within the academic discipline of history. The History Society will foster an intellectual environment enhanced by a broad understanding of human thought and activity across time and space. This association serves to facilitate an ongoing development of an intentionally Christian worldview through an engagement with the past.

### **HSF (Hmong Student Fellowship)**

HSF is an organization made up of students interested in the Hmong community. This club reaches out to the Hmong churches around the United States. The goal is to encourage believers, promote Toccoa Falls College, and deliver the Gospel of Jesus Christ to those we come in contact with.

### **Invisible Chains**

This club promotes awareness about the causes of domestic minor sex-trafficking, the victims, and their present struggles. This club intends to help organizations and their efforts to stop this problem.

### **Martial Arts Club**

This club ministers to students by allowing them a new avenue to build and maintain healthy bodies and provide a safe environment to be encouraged by others in their goals.

### **Outdoor Club**

The purpose of the Outdoor Club is to promote outdoor activities in a moral and Christian atmosphere for all who wish to participate. Membership is open to all students, faculty, staff, alumni, and their families.

### **Philosophy Club**

The Philosophy Club exists to provide students with the opportunity to gain higher understanding and wisdom of things both Godly and worldly through the engagement of their minds in discussion and experiences while in fellowship with others, and to be able to apply this understanding and wisdom to their lives.

### **Pre-Med Club**

This club aids fellow pre-med students and their goal of achieving and pursuing a career in medicine. This includes, but is not limited to: MCAT resources, AMCAS assistance, spiritual support, and to offer available resources such as potential volunteer experiences related to the field of medicine and physician shadowing.

### **Ratio Christi**

This is an apologetic club that promotes students to actively take part in the battle for the mind and to begin to reverse the prevalent trend towards secularism in the College by encouraging dialogue and stimulating discussion directed towards answering life's questions.

### **Student Government Association (SGA)**

The Student Government Association and its activities are an important part of the educational and social program and can be an opportunity for valuable leadership experience. It serves as the official liaison between the faculty, administration, and the student body. All students are encouraged to participate in this balanced program of activities.

### **Student Missions Fellowship (SMF)**

The SMF is a local chapter related to the Student Foreign Mission Fellowship of InterVarsity Christian Fellowship. It is a part of the National Association of Students seeking to know more about the spiritual and physical needs of the people of the world, the winning of these people to Jesus Christ, and their own involvement in God's plan to meet these needs. The active membership of SMF on campus consists of all those students who attend its organized functions and support its activities with their prayers and finances. Active members annually elect SMF officers. These officers are responsible for planning and conducting the Wednesday evening service and the weekly Missionary Prayer Bands.

### **Diverse Worship**

This student organization helps students to use and incorporate our God-given talents and abilities in worship and for worship.

### **Women's Intentional Ministries (WIM)**

WIM exists to go beyond the surface to deeper issues to discover, confront, and begin the process of healing. The desire is to open the doors of communication and be a safe haven and a heart of encouragement to the women of Toccoa Falls College. To assist in development

and growth WIM provides accountability, resources, referrals, education, and support to all interested women.

## **STUDENT MEDIA**

### **The Forrester**

The Forrester is the Toccoa Falls College yearbook. The Communication Department sponsors the publication. Any interested student who might want to work on this project should contact the chair of the Communication Department.

### **EagleVision**

EagleVision is a student-produced weekly “video magazine” that highlights important events and projects on the TFC campus. The production is under the direction of the Communication Department. Any interested student who might want to work on this project should contact the chair of the Communication Department.

### **The Talon**

The Talon is an electronic publication that offers students an opportunity to participate in the journalistic community by producing stories that are relevant to the TFC community. Students design and produce the Talon on a monthly basis under the direction of the Communication Department. Any interested student who might want to work on this project should contact the chair of the Communication Department.

## **ATHLETICS**

The college intends intercollegiate athletics and intramural sports to promote and maintain vigorous, sound, life-long health benefits. The TFC Screaming Eagles compete in the South Region of the National Christian College Athletic Association (NCCAA) in men and women’s basketball, soccer, and cross-country, men’s baseball and golf, and women’s volleyball. The NCCAA requires that all student-athletes must be enrolled full-time in good academic standing and earn 24 credit hours per academic year, as well as other regulations, to maintain academic eligibility for intercollegiate competition. Toccoa Falls College does not offer intercollegiate athletic scholarships.

All students may participate in the intramural sports program that offers competition in activities such as men and women’s basketball, flag football, soccer, softball, and volleyball. Intramurals are played between members of the student body in a competitive environment, but are not official intercollegiate athletic activities.

## **PART VII: CAMPUS PARKING & TRAFFIC REGULATIONS**

The Security Department is responsible for enforcing all parking rules and traffic laws on campus. Security Guards are on duty 24 hours a day, seven days a week. The Student Security Office is located in the MIC building. The entrance is located on the end of the building, near the loading dock.

The Security office phone extension is #5220. The Security Center (at the entrance of campus) is phone extension #5444. The Student Security Office hours are posted at the beginning of each semester.

It is the student's responsibility to become familiar with TFC vehicle regulations and campus parking rules. The rules and regulations have been adopted and are enforced to protect everyone who uses campus streets and parking areas. Any student operating a vehicle on any part of the campus is required to obey the laws of the state and the regulations of the college campus.

Having a vehicle at TFC is a privilege, not a right. The college does not accept any responsibility for loss or damage to any vehicle parked or operated on campus.

For those establishing residency in Georgia, new residents in the state must register their automobile within 30 days. Students can obtain registration and license plates in the Tax Commissioners Office at the Court House in Toccoa. Students must bring proof of liability insurance and title or registration card from out of state to register a car. Students must change their driver's license within 30 days. Students can obtain a booklet of rules from the Department of Motor Vehicles in downtown Toccoa.

### **MOTORIZED VEHICLES**

Toccoa Falls College maintains the right to make and enforce policies that affect the well-being of the entire college community. It is because of the concern for the safety of the student body that we must limit the vehicles that enter our campus, or use any part of it, to vehicles that are covered by insurance and have a valid license plate displayed. No one is allowed to ride or drive vehicles that are considered "off road" vehicles on any portion of the Toccoa Falls property. The college does maintain the right to use certain vehicles that are prohibited under this provision for official school use.

### **VEHICLE REGISTRATION**

There is no extra charge for a parking permit. The cost is covered under the general student fees explained in the TFC catalog. IF YOU BRING A VEHICLE TO TFC, YOU MUST REGISTER FOR A PERMIT.

1. All motorized vehicles, including motorcycles, that are operated on TFC property must have a current TFC Permit.
2. Permits are obtained by registering your vehicle online. The registration form is found online at [my.tfc.edu](http://my.tfc.edu). Registrations must be completed with 3 business days of the vehicle's first being on campus or following a change in license plate number. Registrations may be done on line before you arrive on campus and your permit will be waiting for you when you arrive.

3. The permit must be displayed at all times in the interior, lower, driver's side of the windshield. Permits issued in the fall semester are valid for the following spring semester.
4. The person who registers the vehicle is responsible for the vehicle and any/all citations issued to it.
5. In the case of having a temporary vehicle for 30 days or less, you may go to the Student Security Office to receive a temporary pass that will sit on the dashboard of your vehicle until you get a new permanent vehicle.

## **PARKING REGULATIONS**

1. All parking at TFC is reserved. Faculty, Staff, Students and Visitors have assigned parking lots or spaces. There are times (see below) that allow for exceptions to these regulations. However, during times of special events, Homecoming, Campus Preview, concerts etc. you may not be able to park in the reserved parking spots during the evening hours or on the weekends. You will be informed through a "campus message" on your email if an event required you to stay in your assigned parking lot/space. You are responsible to check your email. You will be held responsible for any citation/ticket you receive during these restricted times.
1. **ALL PARKING AT TFC IS RESERVED.** Your particular lot or space will be assigned to you when you arrive on campus. You are not allowed to park in any other lot or space on campus. (Exceptions are listed below)
2. Faculty and Staff spaces are marked with YELLOW paint, Faculty & Staff parking is reserved from 12:30 AM--5:00 PM, Monday -Friday. Students may use these reserved spots from 5:00 PM --12:30 am on weekdays and from 5:00 PM on Friday until 12:30 am on Monday.
3. Visitor parking is marked by RED paint. They are reserved 24 hours a day, 7 days a week for official visitors.
4. Student parking spaces are marked with White paint. They are reserved 24 hours a day, 7 days a week. Students are not allowed to park in any other student's parking lot other than their assigned lot/space, even on the weekends or after 5:00 PM.
5. Parking is not permitted in No Parking Zones. Any area that is not clearly marked for parking is considered a No Parking Zone. Striped areas are also No Parking Zones.
6. Parking is not permitted in Fire Lanes. Fire Lanes are marked with a fire Lane, No Parking sign.
7. No Parking in spaces designated for the President and Vice Presidents.
8. Students needing to access a postal box in the Mail Service Center can utilize five minute parking across from the Student Center.
9. Parking is not permitted in Handicap spaces unless you have a handicap permit. If you are temporarily handicapped due to an injury or special physical situation, consideration will be given to park closer to your classrooms. You must first obtain a temporary handicap parking permit from the campus nurse in Student Health Services.

## **VEHICULAR TRAFFIC SAFETY**

It is the policy of Toccoa Falls College to close the Hansen Road entrance on campus to the flow of all traffic no later than 5:30 PM weekdays and all day on weekends and holidays. Beginning at 6:00 PM each day, all vehicles entering on Kincaid Drive will be screened before the security gate is raised to allow entrance to campus.

1. Traffic is controlled and monitored by having the security gate in the down position each day beginning at 6:00 PM Once the security gate operator has seen a valid TFC vehicle identification permit on an incoming vehicle, that vehicle will be allowed to enter campus without delay or question. If a permit is not visible, the vehicle will be stopped and a determination made as to whether the driver and any passengers may enter. The driver's name will be requested as well as the desired campus destination before the vehicle is given the okay to proceed. On occasion it might be necessary to check the driver's identification first.
2. Beginning at curfew, 12:00 AM (midnight) weekdays, and at 1:00 AM on weekends, the gate to enter campus will remain down until all persons in all entering vehicles can be identified. Everyone in the vehicle will need a TFC ID or valid driver's license to enter campus. All names will be written down. This applies to all resident hall students, all married students, all faculty, all staff, and all other persons wanting to enter campus to reach their homes or the homes of those with whom they might be visiting. Likewise, at these same hours, the gate to exit campus will be placed in the down position and all traffic leaving campus will be identified and their names recorded.
3. Any vehicle that is on campus without a license plate may be towed off campus at the owner's expense.
4. Under normal conditions the speed limit posted on campus is 20MPH or 25MPH. However, no vehicle may be operated at any speed that is excessive for the conditions, which may result from weather, traffic congestion, or pedestrian traffic.
5. Traffic signs and signals, as well as directions from Security Guards, must be obeyed. Failure to obey traffic signs may result in a citation.
6. Operating a motorized vehicle in any area other than a street intended for motor vehicles is prohibited.
7. All accidents should be immediately reported to the Security Department.

## **TRAFFIC AND PARKING CITATIONS**

### **Violation & Fines:**

1st	Warning
2nd-5th involving student parking spaces	\$25.00 each
2nd-5th involving moving violations	\$25.00 each
2nd-5th involving visitor parking spot	\$50.00 each
2nd-5th involving faculty/staff parking spaces	\$50.00 each
2nd-5th involving No Parking zones	\$50.00 each
2nd-5th involving fire lanes	\$100.00 each

2nd-5th involving handicapped parking spaces	\$100.00 each
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After a 5th violation (or combination), you will receive a letter to meet with a college official.

6th-9th involving student parking spaces	\$50.00 each
6th-9th involving moving violations	\$50.00 each
6th-9th involving visitor parking spaces	\$100.00 each
6th-9th involving faculty/staff parking spaces	\$100.00 each
6th-9th involving No Parking zones	\$100.00 each
6th-9th involving fire lanes	\$100.00 each
6th-9th involving handicapped parking spaces	\$100.00 each

\*Traffic citation charges are subject to change at the discretion of Campus Security.

## **ENFORCEMENT**

1. All regulations are enforced 24 hours a day, 7 days a week, 365 days a year, even during fall/spring breaks and Winterim. Special occasions (athletic events, concerts, Campus Preview, weather conditions etc.) may require the Security department to impose parking and traffic changes. You will be notified through email by campus messenger. Not checking your email is not a valid excuse for an appeal.
2. If a student has been wrongfully ticketed and has not violated TFC parking and traffic policies written in this handbook, they may appeal the tickets within 7days of the issued citation before the fines are sent to Student Accounts. Citations can be appealed on line at my.tfc.edu by clicking “Forms on Line” and filling out the Citation Appeal form. Students may also come to the Student Security Office during posted office hours. You will be notified via email on whether or not the appeal has been accepted.
3. Students who are not willing to follow the policies regarding the use of their vehicle on-campus could receive a disciplinary referral to the Division of Student Affairs, which could result in loss of parking privileges.

## **PEDESTRIANS**

1. Pedestrians should yield the right-of-way to motorized vehicles, EXCEPT at a marked crosswalk. Pedestrian traffic should not endanger their safety or interfere with vehicular traffic by willfully walking or congregating in the streets. Motorized vehicles should come to a complete stop at all STOP signs yielding to pedestrians and drive defensively so as not to put any pedestrian in danger. At TFC we are a “walking campus”. Both the pedestrians and drivers should use extreme caution on campus to ensure the safety of all.

