# Table of Contents

Toccoa Falls College Community Covenant .................................................................................................. 7  
Our Identity ................................................................................................................................................... 7  
History ........................................................................................................................................................... 8  
Mission Statement ........................................................................................................................................ 9  
  Mission Distinctives .................................................................................................................................. 9  
  Mission Goals ............................................................................................................................................ 9  
Vision Statement ........................................................................................................................................... 9  
Statement of Faith ...................................................................................................................................... 10  
Motto .......................................................................................................................................................... 10  
Athletics ...................................................................................................................................................... 10  
Christian Formation in the Classroom ........................................................................................................... 11  
  Foundations of Spiritual Formation ............................................................................................................ 11  
  Integration of Faith & Learning .................................................................................................................. 11  
Christian Formation in the Community ...................................................................................................... 11  
  Chapel ..................................................................................................................................................... 12  
  Small Groups ........................................................................................................................................... 12  
  Mentoring ............................................................................................................................................... 12  
  Fellowships .............................................................................................................................................. 12  
Spiritual Formation Credits .......................................................................................................................... 12  
Christian Formation in Mission & Ministry ..................................................................................................... 14  
  Service and Outreach .............................................................................................................................. 14  
  Mission Trips ........................................................................................................................................... 14  
  Internships .............................................................................................................................................. 14  
Academic Services ........................................................................................................................................... 15  
  Center for Academic Success .................................................................................................................. 15  
Academic Facilities .......................................................................................................................................... 15  
  Seby Jones Library ................................................................................................................................. 15  
Additional Facilities .......................................................................................................................................... 16  
  Bookstore and Gift Shop .......................................................................................................................... 16  
  Lois Delany Athletic Center ..................................................................................................................... 17
Mail Center ............................................................................................................................................. 17
Career Services ............................................................................................................................................ 17
Dining Services ............................................................................................................................................ 17
Dining Hall ............................................................................................................................................... 17
Sack Lunches ........................................................................................................................................... 18
Eagle’s Nest ............................................................................................................................................. 19
Commuter Meal Plans ............................................................................................................................ 19
Housing and Residence Life ........................................................................................................................ 19
Residence Life Staff ................................................................................................................................... 19
Community Living Covenant ................................................................................................................... 20
Facilities.................................................................................................................................................. 20
Room Selection ....................................................................................................................................... 20
Roommates ............................................................................................................................................. 21
Check-in and Check-out Procedures ....................................................................................................... 21
Living Off Campus ....................................................................................................................................... 21
Married Student Housing ............................................................................................................................ 22
Pedestrians .................................................................................................................................................. 22
Recreational Activities ................................................................................................................................ 23
Camping .................................................................................................................................................. 23
Security Department ................................................................................................................................ 23
Parking & Traffic Regulations .................................................................................................................. 24
Vehicle Registration ................................................................................................................................ 24
Parking Regulations................................................................................................................................... 25
Vehicular Traffic Safety ............................................................................................................................ 25
Traffic and Parking Citations ..................................................................................................................... 26
Traffic and Parking Enforcement ............................................................................................................. 26
Student Organizations ................................................................................................................................ 27
Wellness Services ........................................................................................................................................ 27
Student Counseling Center ..................................................................................................................... 27
Student Health Services ........................................................................................................................... 28
Frequently Contacted Numbers .................................................................................................................. 29
Conduct Authority

General Rights and Responsibilities

The Right to Fundamental Fairness

The Right to Review Records

In General, a Student has the Right to:

The College Reserves the Right to Notify Parents when Deemed Necessary

Jurisdiction

Student Defined

Standard of Proof

Academic Integrity

Academic Dishonesty

Plagiarism

Fabrication

Cheating

Roster Fraud and Attendance Deception

Conduct Action for Violations of the Academic Integrity Policy

Alcohol

Appliances

Arrest

Bullying

Bystanding

Candles/Open Flame

Curfew

Dance Standard

Discrimination and Disrespect

Disruptive Activity

Dress Standard

Drugs

Entry into Student Rooms

Failure to Comply

Fire Alarms/Safety Equipment
Furniture and Decorations................................................................. 41
Gambling .......................................................................................... 42
Guests .............................................................................................. 42
Harassment ..................................................................................... 42
Hazing ............................................................................................ 43
Inappropriate, indecent, or Derogatory Behavior or Language .......... 44
Interference or Obstruction of the Conduct Process ....................... 44
Internet Usage and Technology ..................................................... 44
Lying/Fraud .................................................................................... 45
Motorized Vehicles ........................................................................ 45
Noncompliance with a College Official ....................................... 46
Pets ............................................................................................... 46
Property Misusage .......................................................................... 46
Public Displays of Affection .......................................................... 47
Public Indecency ............................................................................ 47
Quiet Hours ................................................................................... 47
Retaliation ..................................................................................... 47
Sexual Behaviors ........................................................................... 47
  Pregnancy .................................................................................... 48
Skateboards, Rollerblades, Scooters, Bicycles, or Similar Modes of Transportation ............................................. 48
Solicitation/Student-Run Businesses ........................................... 48
Student Means of Expression ....................................................... 48
Theft ............................................................................................. 49
Tobacco/Smoking ........................................................................... 49
Unauthorized Entry, Possession, or Use ..................................... 50
Violence/Threats ........................................................................... 50
Weapons and Explosives .............................................................. 50
Sexual Misconduct/Title IX Policies ............................................ 51
  Prevention and Education ......................................................... 52
Reporting an Incident .................................................................. 52
Definitions .................................................................................... 53
Dating Violence / Domestic Violence
Nonconsensual Sexual Contact
Nonconsensual Sexual Intercourse
Sexual Assault
Sexual Harassment
Sexual Exploitation
Stalking
Statement on Consent
Being an Effective Bystander
Reducing Risk and Warning Signs of Abuse
Reporting
Reporting an Allegation of Violation of Policy
Timelines
Statement on Confidentiality
Policy on Student Withdrawals Pending Conduct Action
Statement of Reporting Party’s Rights
Statement of Responding Party’s Rights
Role of Advisors
Proceedings are Private
Allegation/Report and Preliminary Investigation
Amnesty
Interim Actions
Interim Suspension
Interim Restriction
Interim Remedies and Resources
Remedies
Resources
Notice of Allegations/Notice of Conduct Hearing
Student Conduct Hearings
Administrative Hearing
College Conduct Committee Hearing
Notes .................................................................................................................................................. 64
Findings .................................................................................................................................................. 64
No Finding ............................................................................................................................................ 64
Not Responsible ..................................................................................................................................... 65
Responsible .......................................................................................................................................... 65
Sanctions .............................................................................................................................................. 65
Sanctions, Individual Students ............................................................................................................... 65
Sanction Options .................................................................................................................................. 66
Sanctions, Student Organizations ......................................................................................................... 67
Conditions, Individual Students & Student Organizations ................................................................. 67
Restrictions, Individual Students & Student Organizations ............................................................... 68
Appeals .................................................................................................................................................. 68
General Guidelines ............................................................................................................................. 68
Grounds for Appeal ............................................................................................................................. 69
Procedures .......................................................................................................................................... 69
Administrative Appeals Hearing .......................................................................................................... 69
College Conduct Appeals Committee ................................................................................................. 69
Involuntary Withdrawal Policy ........................................................................................................... 70
Student Concern and Complaint Policy .............................................................................................. 71
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 cultivating a uniquely Christian learning community that integrates the pursuit of truth with godly character to produce graduates prepared both personally and professionally for service. 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, we 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 of 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 34 majors and 41 minors in four different schools: Arts & Sciences, Christian Ministries, Nursing, 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 cultivate a uniquely Christian learning community that integrates the pursuit of truth with godly character to produce graduates prepared both personally and professionally for service.

**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 Baseball (Division I)
- Men’s Basketball
- Women’s Basketball
- Men’s Soccer
- Women’s Soccer
- Women’s Volleyball
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.
CHAPEL

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 known as Chapel. 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.

For the Fall 2020 semester, students will be attending chapel services once a week, according to their assigned color.

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). For the Fall 2020 semester, the required SFCs are as follows:
• Full-time students (12 hours or more) who live on campus must earn 15 SFCs each semester.
• Full-time students (12 hours or more) who commute from within a 15-mile radius of campus are required to earn 12 SFCs each semester.
• Full-time students (12 hours or more) who commute to campus from beyond a 15-mile radius must earn 7 SFCs each semester.
• Part-time students (7 to 11 hours) must earn 7 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/tfchapel) 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 or jjbrown@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)

Spring 2020 SFC requirements will be determined and announced at a later date.

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, and the beautiful outdoors. 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 MISSION & MINISTRY

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.

SERVICE AND OUTREACH

The Service and Outreach (SAO) 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 courses before they graduate. It is through these opportunities that students are able to explore and develop their gifts and passions 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 courses will be reflected on their final transcript. To receive course credit, students must go through the registration process each semester that they are involved in an approved SAO ministry.

TFC students are encouraged by the Director of Student Engagement 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 Student Engagement actively seeks to collaborate with local community organizations, the local church and the TFC campus community. There is an application and approval process 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.
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.

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 & processing information in both print & electronic formats. It is strategically designed to meet a broad spectrum of academic & personal needs. A variety of seating options ranging from quiet study carrels to group study areas are available to accommodate all types of activities. A coffee bar & 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 & evaluating information, citations for class assignments. Students are encouraged to contact the reference staff for assistance.

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

A first floor help desk with trained workers is staffed during all open hours to assist with circulation & questions or problems accessing, using or printing information. Students are credited $50 printing allowance per semester. Media services are available at the library help desk. Staff are trained to assist students with media editing, application support, laminating, copying, scanning, & printing. Multimedia equipment for academic presentations is available for checkout. Students can checkout iPads for use in the library.

Usually the library is open 80+ hours/week. But due to restrictions related to COVID-19, library hours are shortened and may change through the year, so they are always posted on the library website & front door of the library. Tutoring help is available most evening hours with upper level students giving assistance in many subject areas including math, science, writing, etc.
The library maintains an active collection of over 1 million electronic & print resources that are available to all students, faculty, & staff. The OCLC DISCOVERY online catalog holdings includes a collection of over 350,000 e-books & over 55,000 print materials. Over 73,000 full-text journals and magazines are available through consortium agreements.

The library has agreements with vendors to provide electronic databases including GALILEO, FILMS ON DEMAND, CREDO REFERENCE, JSTOR, PROQUEST, EBSCO and STATISTA. The library is a member of Georgia’s Library Learning Online (GALILEO), a statewide resource sharing network used by all Georgia educational institutions provided through the University System of Georgia. GALILEO is an annual subscription-based service that provides the TFC community access to approximately 200 online databases [www.galileo.usg.edu]. Over 10,000 full-text journals and over 500,000 e-books are available to all library patrons through this resource.

As a member of Georgia’s Private Academic Libraries (GPALS) consortium, Toccoa Falls College students are provided full circulation privileges to 23 libraries throughout the state of Georgia and the University of Georgia. The University of Georgia at Athens allows TFC students, faculty, and staff to receive free UGA library cards and reference services. The TFC Library Director sends a letter verifying that the faculty, staff, or student pursuing a UGA library card is in good standing with the Seby Jones Library. This letter must be signed by the Director and the person seeking the UGA library card. In addition, interlibrary loan service (ILL), which allows the borrowing of books from libraries all over the United States (WORLDCAT), is available to all students, faculty, and staff for their research needs. Requests are made via a form online or through email [ill@tfc.edu]. Interlibrary loan services are advertised on the library website at https://tfc.edu/academics/library/.

In addition to those services and resources, these students also have an online librarian who provides them with services by email or phone and is also available with regular office hours Monday-Friday, 8:30am until 4:30pm. A new series of “Research Videos” are being produced specifically geared for online, residential & dual enrolled students to help with effectively searching the online resources. Print materials are available to be picked up or mailed upon request.

**ADDITIONAL FACILITIES**

**BOOKSTORE AND GIFT SHOP**

Toccoa Falls Books & Gifts, located inside the Toccoa Falls Visitors Center, provides a variety of items for the TFC Community and visitors to the Falls. Our selection consists of TFC apparel, imprint gifts, Christian books and Bibles, and Toccoa Falls memorabilia.

The Toccoa Falls Visitors Center and Toccoa Falls will be open Monday - Saturday from 10:00AM to 5:00PM and Sunday from 1:00PM to 5:00PM. Last admission to the Falls will begin at 4:45PM.
Textbook ordering can be completed through TFC E-Campus Bookstore at [www.tfc.ecampus.com](http://www.tfc.ecampus.com). For customer service or textbook questions, please call 859-209-6958 or email [bookstore@ecampus.com](mailto:bookstore@ecampus.com).

### 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 tournaments 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 CENTER

The Toccoa Falls Mail Center is located in the Parkerson Student Center. Window hours are Monday - Friday, 9:00 AM - 4:00 PM. The Campus Mail Center sells stamps, scantrons and other mailing supplies. UPS (United Parcel service) and USPS (United States Postal Service) shipping services are available along with prepaid label drop off service for UPS, FedEx, and USPS. USPS Express and International mail weighing over 13 oz. must be taken to the Toccoa Post Office to be processed. Any mail or packages brought to the Campus Mail Center after 3:00 PM will be shipped out the following day.

### CAREER SERVICES

Toccoa Falls College offers its students access to career development tools and access to job listings on its website. Career Services 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 is located on the 2nd floor of the Parkerson Student Center.

### DINING SERVICES

#### 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 [https://dineoncampus.com/toccoa](https://dineoncampus.com/toccoa). The meal style is all-you-care-to-eat within the dining hall.
Three (3) meal plans are available to residential students— the unlimited meal plan, 15 meal plan, and 5 meal plan. 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 has 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, wear a mask while in line or in the service area, practice social distancing, adhere to proper points of entry and exit, and cooperate fully with Culinary Services staff. A student id meal plan swipe or meal payment are required for entry into the dining hall. Cash will not be accepted at this location (though this policy may be subject to change in Spring Semester). Students may only remove food from the facility through the use of to-go boxes.

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 the dining hall and Eagle’s Nest. Each purchase is deducted from the balance and students do not pay sales tax on purchases. Please see details regarding additional incentives at https://dineoncampus.com/toccoa.

SACK LUNCHES

Sack lunches may be picked up in the dining hall for students with scheduling conflicts. (e.g., Athletics, SAO, or academic obligations). Students/Coaches may obtain request forms from TFC Culinary Services. Meal plans will be charged for the lunches. You must have your student ID with you to pick up your sack lunch or the id number must be provided to dining services in advance.

- We ask that you give us a notice of a minimum of 2 business days for group sack lunches. Individual orders may be placed same day.
- Please give 24-hour’s notice to cancel a group 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.

EAGLE’S NEST

The Eagle’s Nest is located in the Parkerson Student Center adjacent to the dining hall. It offers grilled favorites, Jack and Olive options, snacks, and hot and cold beverages- including Starbucks Coffee. Eagle Bucks, Visa/MC are accepted. Cash will not be accepted at this location (though this policy may be subject to change in Spring Semester).

The college expects that those who dine in the Eagle’s Nest will practice rules of good etiquette and appropriate behavior, wear a mask while in line, practice social distancing, adhere to proper points of entry and exit, and cooperate fully with Culinary Services staff.

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/.

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 (RDs) and Resident Assistants (RAs) 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 the Living Off Campus section found on page 21.

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 - 5:00 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. 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 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 whose behavior falls 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 Residence Life 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, students who are directly involved with the graduation ceremony, or summer residents. For students approved to remain for the above reasons, residence facilities will close at 5:00 PM on the day of graduation.

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 (parent, grandparent, or aunt/uncle) within commuting distance (60 miles). Attach a letter from the family member 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.
• The student has completed 8 semesters of college, post high school graduation.
• The student is living at Paradise Mountain Ministries after having lived on campus for 2 years.

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 Housing Committee. 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. Applications to live off campus must be submitted by March 1 (for the Fall semester) and November 1 (for the Spring semester).

Students should not enter into lease agreements until they have received official written notification of their approval by Housing and Residence Life.

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 STUDENT HOUSING**

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 in the Student Code of Conduct and is applicable to the married student apartments.

**PEDESTRIANS**

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.
RECREATIONAL ACTIVITIES

Toccoa Falls College is a wonderful place 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. Some of these locations may be closed this year due to COVID-19 restrictions.
- 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.

SECURITY DEPARTMENT

The Campus Security department is committed to maintaining a safety-conscious community. TFC utilizes a variety of mechanisms and systems to ensure student safety. These include, but are not limited to security cameras on campus, security personnel on duty 24 hours a day, 7 days a week.

Campus property and building are patrolled as well as a combined effort between the Resident Life and Security staffs to monitor access to the student residences areas. TFC uses an emergency alert system that sends emergency messaging to phone, text, and computer desktops (faculty/staff). A door barricade system is present in the academic classrooms. The TFC Security Department holds annual training for RAs, educating student leadership in active shooter training, tornado safety, resident hall evacuations and other emergency response scenarios. The goal of the Security Department is to create an atmosphere of awareness that encourages everyone to report situations that just don’t seem right.
PARKING & TRAFFIC REGULATIONS

The Security Department is responsible for the 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 Commissioner’s office at the courthouse 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.

VEHICLE REGISTRATION

Out of concern for the safety of the student body, TFC limits 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. 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 campus, 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. 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 online 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. You are not allowed to park in any other lot or space on campus. There are times (see below) that allow for exceptions to these regulations. 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.

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 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. There are some red FDC signs and some red striping indicating fire lanes.

7. Parking is not permitted 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 Director of the Academic Success Center.

VEHICULAR TRAFFIC SAFETY

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 residence 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 vehicle accidents should be immediately reported to the Stephens County Sheriff’s Department.

**TRAFFIC AND PARKING CITATIONS**

Violation & Fines:

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

After a 5th violation (or combination), you will receive a letter to meet with a college official.

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

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

**TRAFFIC AND PARKING 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.

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 7 days of the issued citation before the fines are sent to Student Accounts. Citations must first be appealed online 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.

STUDENT ORGANIZATIONS

Information regarding the chartering of a new student organization is available in the Division of Student Affairs. Students can complete the SGA Club Form to begin the approval process and to charter a new organization or club. Submission of the form must also include a club purpose statement, a constitution, and an organizational structure. The document is presented to the offices of Student Engagement 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 Student Engagement and the Student Government Association must approve all SGA club and organization events. All club events must be submitted to SGA through the SGA Event Proposal Form, which can be found on myTFC at MyResources. 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.

WELLNESS SERVICES

Services provided by the Counseling Center, Health Services, and Career Services are free to all TFC students.

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.
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.
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 Services Ext. 5320
Communication Department Ext. 5270
Counseling Center Ext. 5304
Counseling/Psychology Department Ext. 5350
Director of Athletics Ext. 5352
Global Ministries Department Ext. 5252
Humanities/Natural Sciences Department Ext. 5350
International Student Services Ext. 5320
Internet Services Ext. 5463
Student Engagement Ext. 5324
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. 5224
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. 5396
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
Code of Student Conduct
General Guidelines

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.

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 student conduct component of college life is to encourage accountability within our community and address misconduct from an educational and spiritual perspective.

Conduct regulations are set forth in writing in order to give students general notice of college policy regulating student conduct. These regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms.

The information listed here is either authored by Student Affairs or contains institutional policies for which Student Affairs has responsibility for communicating and/or enforcing. More information regarding academic policies or financial policies can be found in the Academic catalog.

CONDUCT 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 conduct. The Vice President for Student Affairs and the Director for Housing and Residence Life shall implement the student conduct procedures. All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

Though the College conduct process may, at times, work collaboratively with the College Campus Security department or local law enforcement authorities, the College conduct system should not be understood as analogous to the justice system used by criminal and civil courts. The conduct system at Toccoa Falls College serves to promote the personal and spiritual growth of students while protecting
the needs of the campus community. Conduct action at the College will normally proceed notwithstanding any civil or criminal proceedings.

GENERAL RIGHTS AND RESPONSIBILITIES

THE RIGHT TO FUNDAMENTAL FAIRNESS

The College is committed to a fundamentally fair conduct process. Each student alleged to have violated any policy will receive notice of the allegations and have a hearing before the designated College official(s). The College also allows for appeals, as outlined in the appeal procedures detailed in this Code.

THE RIGHT TO REVIEW RECORDS

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. A student conduct record is an educational record. Officers of the federal and state governments and representatives of accreditation agencies may have legal access to these files, as well as Toccoa Falls College officials who are required to perform duties which necessitate having access to these files. In addition, the College may disclose an education record to officials of another school in which a student seeks enrollment or intends to enroll, upon request of officials of that other school.

All records concerning a student or student organization related to the conduct process will remain on file in Housing and Residence Life for a minimum of seven (7) years from the date the student graduates or are no longer enrolled at the institution.

IN GENERAL, A STUDENT HAS THE RIGHT TO:

1. Inspect his/her educational records within 45 days of the day the College receives a written request from the student for access;
2. Require that the College obtain his/her prior written consent before releasing personally identifiable information;
3. Request that corrections be made to educational records if the student believes the records are inaccurate or misleading.

A student should submit to the Vice President for Student Affairs a written request that identifies the portion of their student conduct record that they wish to inspect. The Vice President for Student Affairs, or designee, will make arrangements for access and notify the student of the time and place where the records may be inspected.

A student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The
complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and it should be emailed to FERPA.Complaints@ed.gov or printed and forwarded to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S. W., Washington, DC 20202-8520.

THE COLLEGE RESERVES THE RIGHT TO NOTIFY PARENTS WHEN DEEMED NECESSARY

Toccoa Falls College will notify parents/legal guardians of students:

1. Who are under age 21, following the first violation of the TFC drug policy;
2. Who are under age 21, following the second violation of the TFC alcohol policy;
3. That are in a situation that is threatening to their own health or safety or that places another in a situation that is threatening to their health or safety, both the parents and any “emergency contact” may be notified. This may include any referral to any wellness center for alcohol or drug assessment.
4. When the Vice President for Student Affairs or designee determines that circumstances exist where it is in the best interest of the student and the College to notify the parent.

If it is deemed by the Vice President for Student Affairs or designee that it may be counterproductive to notify a parent, then these notification procedures may be altered as necessary.

JURISDICTION

This Code applies to all Toccoa Falls College students and covers any behaviors that take place on campus or off campus and may also apply to online actions when the Vice President for Student Affairs or designee determines that the online conduct adversely affects a substantial interest of the College. A substantial College interest is defined to include:

1. Any action that constitutes criminal offense as defined by federal or state or local law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
2. Any situation where it appears that the accused individual may present a danger or threat to the health or safety of him/herself or others;
3. Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
4. Any situation that is detrimental to the educational interests of the College; and/or
5. Any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College control (e.g. not on College networks, websites or between College email accounts) will only be subject to off-campus jurisdiction when those online behaviors can be shown to cause an on-campus disruption, when they demonstrate other policy violations, or engage in a true threat.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes
end, as well as during the academic year and during periods between terms of actual enrollment (even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student’s conduct even if the student withdraws or is dismissed from the College while a conduct matter is pending.

The College reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the College at the discretion of the Vice President for Student Affairs or his/her designee, as deemed necessary for the safety or well-being of the student or others. The College also reserves the right to alter this Code of Student Conduct, or any portion thereof, at any time. The current Code of Student Conduct supersedes all previous codes, and the policies expressed in the latest policy revisions will govern all student conduct issues.

**STUDENT DEFINED**

*Student* is defined as any individual for whom the College maintains student records and who:

- Has applied to, been accepted to, is enrolled in, or registered with an academic program of the College; or
- has completed the immediately preceding semester or term, is not presently enrolled, and is eligible for re-enrollment; or
- is on an approved leave from the College.

**STANDARD OF PROOF**

In all cases of alleged violations of Toccoa Falls College’s Code of Student Conduct, the standard of proof is the preponderance of the evidence (i.e., more likely than not). This standard is also employed when making determinations regarding interim restrictions/actions.
ACADEMIC INTEGRITY

According to the Scriptures, followers of Jesus Christ will be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37). It is expected that Toccoa Falls College students, faculty and staff understand and subscribe to the ideal of academic integrity and take full personal responsibility and accountability for their work.

ACADEMIC DISHONESTY

Academic Dishonesty is defined as intentional plagiarism, cheating, fabricating, or attempting to help others to be dishonest which includes, but is not limited to, roster fraud and attendance deception. Academic dishonesty also includes intentionally or knowingly helping, attempting to help, or soliciting another to commit an act of academic dishonesty. See TFC's current Academic Catalog for further information related to this policy.

PLAGIARISM

Plagiarism is defined in the MLA Handbook as the use of another’s ideas or expressions without proper acknowledgement. Plagiarism is not limited to word for word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious ethical and moral offense.

Examples of intentional plagiarism include, but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting or allowing someone to submit material for you, and submitting previously written material without the consent of the faculty member.

Toccoa Falls College views plagiarism as a serious offense. In addition, it is against the broader rules of scholarship within the North American scholarly community to use the ideas or words of another person without giving that person credit. Whether the other source is a textbook, another book, an article, a friend, a website, etc., students should indicate clearly that another source has been used and precisely what elements of the work being submitted are drawn from that source.

Ignorance or lack of clarity about what precisely constitutes plagiarism is not an excuse. All work submitted while a student at TFC must be one’s own.

FABRICATION

Fabrication is defined as falsifying or inventing any information, data, or citation, presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for
collecting or generating data as if they were gathered in accord with those guidelines, and failing to include an accurate account of the method by which the data were gathered or collected.

**CHEATING**

Cheating is defined as use of unauthorized notes, study aids, or non-approved sources for an examination, unauthorized alteration of a graded work after it has been returned and resubmission of that work for re-grading, and submission of another person’s work to meet requirements for a course.

**ROSTER FRAUD AND ATTENDANCE DECEPTION**

Roster fraud and attendance deception are intentionally or knowingly signing or otherwise indicating another student’s presence in a class when he/she is, in fact, not present. This is a form of “fabrication” or lying and constitutes academic dishonesty.

**CONDUCT ACTION FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY**

The Office of the Provost or its designee is the sole and final adjudicator of the application of this policy and hears any student appeals related to academic dishonesty; therefore, student conduct appeal procedures described in the Conduct Procedures section of this Code of Student Conduct do not apply in such cases. Findings related to academic integrity may be shared with the Office of the Vice President for Student Affairs and may be considered in student conduct proceedings.

All incidents of violations of academic integrity will be kept on record in the Registrar’s office.

**ALCOHOL**

All students must refrain from the possession, manufacture, or consumption of any alcohol or alcoholic products. Students are expected to comply with all state and local laws related to alcohol use in addition to the College’s alcohol policy. As previously described in the jurisdiction section, this policy is in effect year round.

The distribution of alcohol by students is permitted in employment roles only when the distribution is a secondary function of that position. Examples of unacceptable employment roles include, but are not limited to, bartending, or working at a liquor store.

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 policy.

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

Due to Fire Code regulations and general fire safety considerations, the use of electrical appliances that have high surface temperatures or that in any other way may create a fire or shock hazard are not permitted in student rooms. The following electrical appliances are not permitted in residence hall rooms: microwave ovens, hot plates, coil heaters, cookers, electric woks, fry pans, irons, toasters, indoor grills, or pizza makers. These types of appliances may be used in a designated kitchen area where there is a minimum of hazard.

Small refrigerators and coffee pots are permitted.

ARREST

Students in attendance at Toccoa Falls College are subject to all local, state, and federal laws and statutes. Students who are arrested by any law enforcement agency are required to inform the Vice President for Student Affairs within 72 hours of their release. Students arrested may be subject to College conduct processes when their conduct violates College policy. Failure to report this information to the Vice President for Student Affairs will result in a Failure to Comply charge and may result in further conduct action.

BULLYING

Bullying is offensive, intimidating, malicious, or insulting behavior involving the misuse of power that makes a person feel vulnerable, upset, humiliated, undermined, or threatened and is prohibited. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation. Bullying can take the form of physical, verbal, and non-verbal conduct.

Bullying takes many forms, all of which will cause distress. These behaviors include, but are not limited to, hitting, pushing, tripping, kicking, spitting, teasing, using offensive names, ridiculing, intimidation, exclusion, and threatening to take someone's possessions.

BYSTANDING

Complicity with or failure of any student to address known or obvious violations of the Code of Student Conduct is a violation of this policy. Some examples of violations of this policy include but are not limited to:

1. A student who is present while an alcohol violation is occurring, whether on or off campus;
2. Being present at an off-campus location in which a student is providing alcohol to minors;
3. A roommate/suitemate does not reveal to Residential Housing staff that his/her roommate/suitemate has an unauthorized person visiting and/or living in the residence halls;
4. A member of an organization who hears another member is repeatedly harassing another individual (e.g., hazing, general harassment, etc.) but does not intervene and/or report the conduct.

**CANDLES/OPEN FLAME**

Fire regulations 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.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire is prohibited unless expressly permitted by a College official. 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 is prohibited. Any bonfire on campus must be approved by the Office of Student Affairs and the TFC Fire Marshall.

**CURFEW**

<table>
<thead>
<tr>
<th>Freshmen/Sophomores</th>
<th>Juniors/Seniors</th>
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<tbody>
<tr>
<td>Sunday – Thursday</td>
<td>12:00 AM</td>
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<tr>
<td>Friday – Saturday</td>
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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 conduct action.

Due to safety concerns, students may not sleep or stay overnight in a vehicle parked in a TFC parking lot. Students found to be sleeping or staying past curfew in their vehicle may be subject to the student conduct process.

**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. Any dancing that is sexual in nature or does not reflect Godly character is prohibited.
DISCRIMINATION AND DISRESPECT

Toccoa Falls College values the image of God in His creation and consequently believes that respect should be shown at all times to all members of the TFC community. The College does not condone discrimination. TFC subscribes to and encourages the equal right of all to pursue excellence in their lives without discrimination according to these characteristics.

TFC conscientiously abides by nondiscriminatory practices in hiring and promotions. The College expects all students and faculty to remove from their behavior and speech habits, as well as from their thinking, all indication of bias. Discrimination amongst members of our community will not be tolerated.

All community members are expected to be attentive to all their forms of communication with others (spoken, nonverbal, written, electronic, etc.). Slander, gossip, lying, deception, obscenity, vulgarity, profanity, and all forms of disrespect are considered inappropriate and therefore disallowed.

DISRUPTIVE ACTIVITY

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College or of the College or its buildings, equipment, or facilities. Any form of expression that interferes with such activities and operations or invades the rights of persons is prohibited. Pranking or prank wars may be considered a disruptive activity.

Noncompliance with reasonable time, place, or manner restrictions on expression is considered a violation of this policy. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program or with the ability of others to profit from the class or program.

To remain in the vicinity of activity that is disrupting normal College functions when requested to leave by a College official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

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 to 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.

**DRUGS**

Students are expected to comply with all federal, state, and local laws. In compliance with the drug-free workplace requirements of the Drug Free Schools and Communities Act (1989), the following policy is in effect for Toccoa Falls College:

- Toccoa Falls College provides a drug-free workplace for its students and employees.
- All students must refrain from possessing, using, misusing, manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance. Controlled substances include both prescription medication, medical marijuana, and “street drugs.” Prescription medications must be used only by the person to whom they were prescribed.
- Paraphernalia associated with the use of illegal drugs is disallowed on campus.

As previously described in the jurisdiction section, this policy is in effect year round.

The College reserves the right to use all legal means necessary to enforce its regulations and applicable laws, which may include involving local and state law enforcement.

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 drug policy.

**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.

The College encourages students with 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.

**ENTRY INTO STUDENT ROOMS**
The College recognizes residents’ desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the College’s designated staff member reserves the right to enter a resident’s room at any time for the following purposes:

A. To determine compliance with all relevant health and safety regulations;
B. To provide cleaning and/or pest control;
C. To perform maintenance work;
D. To search for missing College property;
E. To silence unattended loud alarms, music, or disruptive devices;
F. When building lock down and inspection is required during a closing period;
G. To show vacancies without prior notification;
H. Where there is an indication of danger to life, health, and/or property;
I. Where there is a reasonable suspicion of a policy violation.

A room search by a designated TFC staff member is possible but rare. For such a search to occur, the conditions for room entry must exist and only staff members authorized by the Vice President for Student Affairs may search a room. Items that violate College or housing regulations may be confiscated.

A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the student may sign a release (or give verbal permission) to allow the room to be searched by law enforcement.

**FAILURE TO COMPLY**

In accordance with Scripture (Romans 13), students are expected to conform to local, state, and federal laws and authorities. Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. Failure to comply with these reasonable directives and/or requests may result in conduct measures.

**FIRE ALARMS/SAFETY EQUIPMENT**

Students may not intentionally sound a false fire alarm. Students may not tamper with, damage, disable or misuse fire safety equipment. Such action is considered a compromise of campus safety and is prohibited.

Students are required to evacuate any College building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by College staff. Students are not permitted on exterior fire escapes except in the event of an emergency.

**FURNITURE AND DECORATIONS**
Residence hall furniture may not be stored outside of its designated room or moved from one room to another. Furniture is not to be taken out of any common area on campus.

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.

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.

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.

GAMBLING

Gambling, wagering, gaming and bookmaking are prohibited. This includes activities that involve gambling for money or material possessions.

GUESTS

Students are welcome to host friends in their rooms according to specific residence hall policies. Guests must be registered with the hosting student’s Resident Advisor at least 24 hours in advance and may not stay on campus a total of more than three nights during a given semester. Guests may stay one night for free, but must pay a $10 fee (payable to the students’ RA or RD) for each additional night.

The college prohibits members of the opposite sex from visiting rooms at any time except when there is an open hall event. Exceptions may be granted by the RD for moving days. Children under the age of 14 may not spend the night in student residences, unless approved by the Resident Director.

All guests must comply with residence hall policies. Students are accountable for any and all violations their guests may commit while visiting them.

HARASSMENT

Harassment is serious, severe, or pervasive conduct, that is unwanted or offensive that has the purpose or effect of violating a person’s dignity or creating an intimidating, humiliating, hostile, or offensive environment and is prohibited. Harassment includes 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. Harassment 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.

Pranking or playing a practical joke on another person may be considered a form of harassment and can lead to injury, inappropriate behavior, and acts of retaliation that can be detrimental to the Toccoa Falls College community.

HAZING

Hazing is the 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 and is prohibited. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a conduct proceeding. Hazing includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
2. 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.
3. 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.
4. 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.
5. Any activity involving nudity or forcing students to dress in a degrading manner.
6. 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.
7. 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

INAPPROPRIATE, INDECENT, OR DEROGATORY BEHAVIOR OR LANGUAGE

Inappropriate, indecent, or derogatory behavior, language, music, or dress will not be tolerated. This includes but is not limited to the possession or display of pornographic or sexually suggestive material and derogatory racial/ethnic material in any form on university-owned property or personal property (e.g., vehicles, electronic devices, clothing, tattoos, etc.).

INTERFERENCE OR OBSTRUCTION OF THE CONDUCT PROCESS

Students are prohibited from the following as they relate to the conduct process:

- Discouraging or attempting to discourage an individual’s proper participation in or use of the conduct process.
- Influencing or attempting to influence the impartiality of a student conduct staff member prior to and/or during the conduct process.
- Influencing or attempting to influence another person to commit an abuse of the conduct process.

INTERNET USAGE AND TECHNOLOGY

Students are obligated to demonstrate responsible behavior regarding the legal, ethical, and appropriate use of TFC network infrastructure, computers, user accounts, and Internet services (information resources). Unauthorized use of TFC information resources is prohibited, and may be subject to criminal prosecution in addition to conduct sanctions, conditions and/or restrictions pursuant to the Code of Student Conduct. Students should report any violations of the stated guidelines and responsibilities regarding computer access and security to the Information Technology Department immediately.

TFC reserves the right to have 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. Users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to TFC I.T. Department policies, TFC policies, and other applicable laws. All information resources are property of TFC.

The college has established the following guidelines to protect both the college and the user(s). Students are expected to observe the following standards:

- 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. TFC prohibits students from accessing others’ data or accounts with the intent to read, browse, modify, copy, or delete files and software.

• Students are not allowed to degrade the performance of the TFC network by using large amounts of bandwidth for personal use and are not allowed to bring personal wireless routers, access points, or modems on campus.

• TFC also prohibits using campus computers or networks to compromise other computers, networks, or to commit crimes or other unethical acts.

• Students are prohibited from tampering or damaging any TFC owned network, server, device, or electrical equipment.

• Students are prohibited from intentional “spamming” of students, faculty or staff, or outside parties (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.

• Students are prohibited from accessing and obtaining questionable material from the Internet. Examples include but are not limited to sexually explicit material, racism, or hate groups.

• Students are not allowed to obtain copies of copyrighted materials. This includes but is not limited to copyrighted text, graphics, music, movies, and videos.

**LYING/FRAUD**

Lying or fraudulent behavior in, or with regard to, any transaction with the College, whether oral or written is prohibited. This includes, but is not limited to:

1. Knowingly furnishing false information to the College;
2. Altering or misusing documents;
3. Filing an allegation or report known to be without merit of cause, either with a College official or with a law enforcement agency;
4. Misrepresenting the truth before a hearing of the College;
5. Falsely reporting an emergency or terroristic threat in any form.
6. 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.
7. Possession or use of any form of false identification.

**MOTORIZED VEHICLES**

Out of concern for the safety of the student body, vehicles that enter our campus, or use any part of it, must be covered by insurance and have a valid license plate displayed. Electric vehicles, hybrids, and gasoline powered motor vehicles, including mopeds, scooters, and motorcycles, are to be parked,
stored, or driven only in designated areas. Students are not allowed to ride or drive vehicles that are considered “off road” vehicles on any portion of the Toccoa Falls property.

Reckless or unsafe driving and/or not adhering to speed limits, parking zones, etc. on campus are prohibited.

**NONCOMPLIANCE WITH A COLLEGE OFFICIAL**

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. Failure to comply with a request to meet and/or a directive of a college official, e.g., Campus Security Officer, Residence Life staff members, Faculty, Vice President, Maintenance worker, Dining Services staff, and/or Athletics staff may result in a charge for noncompliance with a college official and possible further charges. Failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered noncompliance with a college official.

**PETS**

The only pets allowed to live in on campus housing are fish, which must be maintained in a fish tank of 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 an emotional support animal or a service animal that goes beyond the prescribed parameters, an exception to this policy could be made. Further information about companion animal accommodations can be found in the Center for Academic Success.

**PROPERTY MISUSAGE**

Campus property should be respected at all times. All participants in acts of vandalism, including spectators, may be held financially responsible for damage and may be subject to the conduct process. Elevators should be used responsibly, including observing capacity limits. Students are expected to use appropriate manners in the dining hall; throwing food is not permitted.

Sports of any kind are not permitted inside campus facilities other than the gymnasium. This includes bouncing or throwing a ball, throwing a Frisbee, skateboarding, roller or in-line skating, bicycling, the use of water balloons, squirt guns, or water fights. Objects or liquids should never be thrown from the windows of College buildings. Students may be asked to limit the display of items visible through campus windows and may not post signs or other items on the outside of College buildings.

Students are restricted from accessing all building roofs, unfinished or locked basements, and any other locked portions of campus. Access to the top of the Falls is prohibited. Campus offices, classrooms, or other non-public areas of campus should not be entered or utilized without specific permission.
PUBLIC DISPLAYS OF AFFECTION

It is expected that students in any stage of a dating relationship reflect integrity, honor, and mutual respect and consent in their relationships. Efforts should be made to preserve the comfort of other community members in public common spaces. To this end, TFC community members are expected to use discretion when displaying affection publicly. While not an exhaustive list, students should refrain from the following: extended periods of hugging and kissing, sitting on or resting one’s head upon another person’s lap, or lying down together.

PUBLIC INDECENCY

Toccoa Falls college adheres to the Criminal Law of Georgia prohibiting public nudity (Georgia Code Section §16-6-8). Therefore, it is College policy that nudity outside of the student’s room or restroom is considered public nudity and will not be tolerated.

QUIET HOURS

Anytime individuals live together in a community, a reasonable level of noise is expected. However, loud or disturbing sounds such as, but not limited to, yelling, stereos, television, video games, bass, musical instruments, etc., which interfere with others’ ability to sleep, study, or work are prohibited.

The college 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.

RETALIATION

Retaliation is intentional, adverse action taken, absent legitimate non-discriminatory purposes, that physically, emotionally or mentally harms an individual as reprisal for filing or participating in a conduct process, grievance process, or other protected activity. Retaliation is considered a serious violation of College policy and will be treated as an issue of harassment or discrimination.

SEXUAL BEHAVIORS

The College expects all members of the community to refrain from any form of sexual immorality including, but not limited to, any form of extramarital sexual activity, adultery, promiscuity, touching of intimate parts above or below clothing, homosexual behavior, transgenderism, viewing/participating in pornography, or sharing sexual images of one’s self or others. Cohabitation is also not allowed.

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.
For information about our policies related to nonconsensual sexual misconduct, please see the Sexual Misconduct/Title IX section located on page 51.

**PREGNANCY**

The College strongly believes 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 conduct 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.

**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 is prohibited.

**SOLICITATION/STUDENT-RUN BUSINESSES**

No one can make collections or campaign 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. Students are not allowed to operate a business from their on-campus residence.

**STUDENT MEANS OF EXPRESSION**

Toccoa Falls College is an educational institution. Its primary aim is not to be a vehicle for political or social action. However, the College appreciates and endorses the fundamental right of expression, and fully protects and encourages the fair and reasonable exercise of this right by individuals. Our freedom of expression is not unlimited, but is constrained by the two great commandments of love for God and love for neighbor. For Christians, free speech needs to be brought under the Lordship of Jesus Christ.

With this freedom of expression comes a responsibility to welcome and promote the freedom of expression for all, including those in disagreement and/or opposition. Individuals associated with this institution represent a wide variety of viewpoints and attitudes; therefore, the college fosters free
expression and interchange of differing views through oral and written discourse, public assembly, and logical persuasion.

The freedom of expression at the College may include students organizing and participating in peaceful, respectful, and orderly public assemblies on College property to raise awareness and/or call on the community to pray. The following guidelines articulate how to organize an assembly:

1. A public assembly is expected to respect daily classroom instruction, spiritual preparation for worship outside and inside Grace Chapel before chapel begins, the day to day business of campus staff, student residences, and the general life of the College; it does not include the right to engage in conduct that disrupts the College’s operations and/or private living space; violates local, state, and/or Federal law; or endangers the safety of others.

2. Any public assembly should expect a counter public assembly to be organized as a dissenting voice to engage the campus from a different perspective at the same time and in the same general location.

3. Organizers should appoint a spokesperson to collaborate with any Student Government Association member and a Student Affairs Director or the Vice President for Student Affairs to enhance cooperation and communication in light of these guidelines before the assembly occurs.

4. The designated time and place for any student organized public assembly must be predetermined in collaboration with any full-time Student Affairs Director or the Vice President for Student Affairs.

Public assembly organizers and/or participants who disregard the guidelines outlined in this document may subject themselves to legal action by the Toccoa Falls Sherriff’s Department (if local, state, and/or Federal law is violated).

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.

THEFT

Theft, shoplifting, or borrowing items without permission either on or off campus will not be tolerated. This includes removing food, condiments, dishes, or utensils from the dining hall.

TOBACCO/SMOKING
Smoking and the use of any tobacco products are prohibited. Possession of pipes (including hookahs) and tobacco paraphernalia are prohibited. Electronic cigarettes and vaporizers are also prohibited.

The distribution of tobacco by students is permitted in employment roles only when the distribution is a secondary function of that position.

### UNAUTHORIZED ENTRY, POSSESSION, OR USE

All students are prohibited from the following:

1. Unauthorized entry into or use of College premises or equipment including another student’s room.
2. 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.
3. Unauthorized use of the College name, logo, registered marks, or symbols.
4. 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.
5. Unauthorized use of on-campus laundry facilities by commuting or other non-residential students.

### VIOLENCE/THREATS

The College prohibits physically violent, aggressive, threatening, or self-destructive conduct. This is behavior that causes harm to a person or damage to property, causes fear for an individual’s safety or the safety of others, or poses a substantial threat to or otherwise endangers any person’s physical or emotional wellbeing. This policy is in effect whether the behavior was intentional or reckless. Conduct that creates hazardous conditions for persons is also prohibited. This policy includes harm to self or others.

### WEAPONS AND EXPLOSIVES

The unauthorized possession or use of firearms or weapons of any other kind including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives with blades longer than two inches (with the exception of knives intended for kitchen use), hunting bows/arrows, or explosive or noxious materials on College premises is prohibited.

The College reserves the right to further determine the definition of a "weapon" and may prohibit other devices on an individual basis. Items used aggressively or for violent purposes are prohibited and may constitute a violation of this policy.

The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion, or similar means is prohibited. Possession of anything in the nature of fireworks, explosives, or chemical explosives is prohibited on any property
owned or operated by the College or at off-campus College sponsored events without prior College authorization.

Constructing mock explosive devices or issuing a bomb threat is prohibited.

**SEXUAL MISCONDUCT/TITLE IX POLICIES**

Toccoa Falls College is committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. TFC prohibits domestic violence, dating violence, sexual assault, and stalking. TFC will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to TFC are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by TFC or otherwise related to TFC or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs.

The purposes of this policy include:

1. Prohibiting all forms of sexual misconduct. Sexual misconduct policies are defined below.
2. Creating a work environment that is free from sexual misconduct.
3. Encouraging good faith complaints when sexual misconduct has occurred.
4. Providing options for addressing and resolving complaints of sexual misconduct.

Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so that TFC can take prompt corrective action. TFC will take prompt corrective action against any sexual misconduct by or against its community members. All TFC community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action may range from a written warning to dismissal.

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Preserving evidence may be necessary for the proof of criminal sexual misconduct or to obtain a protection order. In an emergency, call 911 (if on campus, dial 9 for an outside line) or call the Office of Campus Security at 706-886-6831 x5299. In order to initiate TFC’s
response and resolution process under this policy, you or another person must notify the Title IX Coordinator or a Title IX Investigator.

### 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, unwelcomed sexual contact, 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 TFC has employees who are trained to investigate Title IX 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 visiting my.tfc.edu and filling out the Incident Report Form.

All victims of domestic violence, dating violence, unwelcomed sexual contact, 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.
All Title IX procedures will follow the most recent guidelines issued by the Department of Education in 2020.

**DEFINITIONS**

Sexual misconduct is nonconsensual conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student’s educational experience. The following categories of sexual misconduct are prohibited at the College:

**DATING VIOLENCE / DOMESTIC VIOLENCE**

Domestic violence and dating violence are 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.

Domestic violence and dating violence are defined as violence committed by a person who is a family member or 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.

**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 inner thighs, buttocks, breasts, mouth, genitals, groin area, or other bodily orifice.

**NONCONSENSUAL SEXUAL INTERCOURSE**

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

**SEXUAL ASSAULT**

Under Georgia law, sexual assault is

- Sexual contact
- Between two people
- Involving either person’s genital area, groin, inner thighs, buttocks or breasts
- For the purpose of sexual gratification
• With or without the person’s ‘consent.’

Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

SEXUAL HARASSMENT
Sexual harassment is unwelcome verbal, written, or physical conduct of a sexual nature that is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively interferes with a quality, hostile-free educational environment. It is 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.

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.

STALKING
Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. Stalking behavior includes, but is not limited to a person who

1. follows, monitors, or pursues another, whether in person or through any available technological or other means;
2. repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues;
3. makes or causes the telephone of another repeatedly or continuously to ring;
4. repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies; or
5. broadcasts or publishes (electronically or otherwise) the picture, name, address or telephone number of a person protected by a restraining order knowing the person is likely to be harassed or intimidated by others.

**STATEMENT ON CONSENT**

Toccoa Falls College promotes the belief that sex is reserved for marriage. However, consent is not just reserved for intercourse or other sexual activity. Individuals must seek consent for any and all physical activities that involve touching someone else. Georgia laws on sexual offenses do not define the term ‘consent.’ However, the State of Georgia defines "without consent" as a circumstance in which "a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another." O.C.G.A § 16-1-3(19).

At Toccoa Falls College, consent is defined as affirmative, knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in each stage of the activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). It is the responsibility of each person to obtain affirmative consent for each act of sexual contact. A current or previous sexual relationship or encounter is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue and, if that happens, the other person must stop immediately. A minor below the age of consent according to state law cannot consent to sexual activity.
This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

**BEING AN EFFECTIVE BYSTANDER**

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.

**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.”
REPORTING

The College will investigate any and all reports of alleged violations of the Code of Student Conduct or any College policy. The College is required to report all allegations of sexual assault, violent crimes, and hate crimes to local law enforcement. However, under State law, the Reporting Party may request that the report not identify the Reporting Party or the Responding Party.

REPORTING AN ALLEGATION OF VIOLATION OF POLICY

Anyone who believes the Code of Student Conduct or a College policy has been violated should contact one of the following:

- Abigail Davis, Vice President for Student Affairs and Title IX Coordinator, Parkerson Student Center, Office A-9, 706-886-6831 ext. 5326, abdavis@tfc.edu
- Katie Thorne, Director for Housing and Residence Life, Parkerson Student Center, Office A-7, 706-886-6831 ext. 5224. kthorne@tfc.edu
- Mary Kaye Ritchey, Director of Human Resources and Title IX Deputy Coordinator, Business and Administration Office, 706-886-6831 ext. 5238, mritchey@tfc.edu
- Campus Safety: 706-886-6831 ext. 5299, security@tfc.edu

Students can also contact a Resident Director (RD) or a Resident Assistant (RA) to report a violation of policy. If students do not want to make a report in person, students can fill out an online form to report a policy violation by visiting my.tfc.edu and filling out the Incident Report Form.

TIMELINES

It is recommended that reports of alleged violations of the Code of Student Conduct should be received by the Office of the Vice President for Student Affairs 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.
STATEMENT ON CONFIDENTIALITY

In some cases, the anonymity of a reporting party may not be possible. In cases where this is requested, the Investigator, Vice President for Student Affairs, or designee will take all steps to protect a victim of discrimination. Should a reporter or reporting party’s identity need to be disclosed, all efforts to place them on notice will be made.

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, campus health service providers, a sexual assault victim advocate, off-campus rape crisis counselors, domestic violence resources, state assistance agencies, and members of the clergy who will maintain confidentiality. Confidential employees at Toccoa Falls College include:

A. Amy Marshall, LCSW, Director of the Counseling Services, 706-886-6831 x 5349, amarshall@tfc.edu
B. Ricky Z, LAPC, NCC, Counselor, 706-886-6831 x 5307, rickyz@tfc.edu
C. Jordan Brown, Director of Spiritual Formation, 706-886-6831 x 5291, jjbrown@tfc.edu
D. Rick Flateau, MS, ATC, Athletic Trainer, rick_atc@yahoo.com

POLICY ON STUDENT WITHDRAWALS PENDING CONDUCT ACTION

Toccoa Falls College does not permit a student to withdraw if that student has a complaint pending for violation of the Code of Student Conduct or any College policy. Should a student decide to leave and not participate in an investigation and/or hearing, the process will nonetheless proceed in the student’s absence to resolution and that student will not be permitted to return to the College unless all sanctions have been completed.

STATEMENT OF REPORTING PARTY’S RIGHTS

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as the Counseling Center, the Wellness Center, and Office of Spiritual Formation).
- To experience a safe living, educational, and work environment.
- To have an advisor or advocate during this process.
- To possibly receive amnesty for some student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To full participation in any process whether the injured party is serving as the reporting party or the College is initiating an investigation.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible.
STATEMENT OF RESPONDING PARTY’S RIGHTS

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as the Counseling Center, the Wellness Center, and the Office of Spiritual Formation).
- To experience a safe living, educational, and work environment.
- To have an advisor or advocate during this process.
- To be free from retaliation.
- To have allegations heard in substantial accordance with these procedures.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome when permissible, in writing.

ROLE OF ADVISORS

The student may be advised by any person of his or her choosing during any meeting or hearing, but the advisor may not participate directly, except for those functioning as Advisors in Title IX cases. Advisors in Title IX cases will play an active role in the live hearing portion of the process.

PROCEEDINGS ARE PRIVATE

All persons present during a hearing or participating in an investigation are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearings and investigations are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advisors/advocates.

In hearings involving more than one responding party or in which two reporting parties have accused the same individual of substantially similar conduct, the standard procedure will be to hear the allegations jointly; however, the Vice President for Student Affairs and/or Title IX Coordinator may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each allegation and each responding party.

ALLEGATION/REPORT AND PRELIMINARY INVESTIGATION

Upon receipt of an allegation of a violation of the Code of Student Conduct or a College policy, the appropriate administrator or individual designated by the Vice President for Student Affairs/Title IX Coordinator will conduct a preliminary investigation to determine whether there are sufficient grounds to believe that a violation of the Code of Conduct occurred. The conduct officer/investigator will inquire, gather, and review information about the reported student misconduct allegation 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 reporting party’s statement. This investigation may include discussion with faculty, staff or students. Interim actions or restrictions (see Interim Actions section) may be imposed at this time.

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 reporting party 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 reporting party while weighing the interests of the campus community and the possibility of a continuing threat. If the reporting party does not want to participate in the investigative process but has no aversion to the College pursuing conduct action with respect to the named responding party, the College will proceed with the student conduct process to the extent of the information available. If the reporting party 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.

**AMNESTY**

In cases of intoxication, alcohol poisoning, an overdose, or adverse reaction to drugs, health and safety are the College’s primary concerns. Individuals are strongly encouraged to call for medical assistance for themselves or others who may be in danger. No student seeking medical treatment for alcohol or drug use will be subject to College conduct action for the sole violation of using alcohol or other drugs so long as the student completes all education and counseling programs recommended by the College. This policy extends to a student seeking help for another student.

When there is a question of sexual abuse or assault in a situation involving alcohol or drugs, the student who was sexually abused or assaulted, or a student that intervenes to prevent a sexual assault or otherwise assists a victim or potential victim of sexual assault, will not be subject to the conduct process under the College’s alcohol and drug policies.

**INTERIM ACTIONS**

The College may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of a substantial disruption to the normal operations of the College. In all cases, the subject of the interim action will be given an opportunity to be heard by the Vice President for Student Affairs or designee on the necessity of the restriction within three business days of the issuing of the restrictions. These actions may include, but are not limited to:

**INTERIM SUSPENSION**
A student/organization that is suspended on an interim basis is subject to all of the same restrictions as if he/she/it had been suspended as a final sanction.

**INTERIM RESTRICTION**

These restrictions may include, but are not limited to: restricted access to facilities, housing and/or events, no contact orders with specific individuals, or any other restrictions deemed necessary by the Vice President for Student Affairs, or designee, to be necessary to achieve the goals stated above. (NOTE: TFC will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.)

*Altering any of these restrictions may be predicated on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Vice President for Student Affairs or designee.

**INTERIM REMEDIES AND RESOURCES**

**REMEDIERS**

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 reporting parties even before the final outcome of the investigations, including prohibiting the responding party from having any contact with the reporting party or working with professors when both parties are enrolled in the same class.

These steps will attempt to minimize the burden on the reporting party while respecting due process rights of the responding party. 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, modifications to academic schedule, or recommendations to employment reassignments. Remedies will be evaluated on a case-by-case basis.

**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.

**NOTICE OF ALLEGATIONS/NOTICE OF CONDUCT HEARING**

If, as a result of preliminary investigation, the appropriate administrator or designated staff member determines that conduct action should be initiated, the student will receive proper notice of a conduct
hearing sufficiently in advance to afford the student a reasonable opportunity to prepare a response. Notice will be sent via the student’s email, letter in campus mailbox, and/or be hand delivered.

Notice will include the following:

- Specific alleged violations of policy(s); and
- The place and time of the hearing, or a request that the student arrange a time within a specified time period.

Based on the information gathered throughout the conduct process a student may be charged with additional policy violations than were stated in the initial notification letter.

### STUDENT CONDUCT HEARINGS

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

Hearings are closed to the public. Both the complaining and responding students have the right to be present at the Conduct 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.

### ADMINISTRATIVE HEARING

An administrative hearing conducted by one hearing officer is the most common way a student conduct case is adjudicated. Generally, the hearing officer will be the same person that conducted the preliminary investigation. During the hearing, the student has the right to hear and present information related to the conduct process and the allegations against him or her. Based on information learned in the hearing, the hearing officer and/or investigator will make a finding of responsibility and assign sanctions, if necessary.

### COLLEGE CONDUCT COMMITTEE HEARING

A College Conduct Committee Hearing panel consists of three to five committee members which may include 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 Conduct Committee Hearing, a designated Committee Chairperson will facilitate the hearing process.

In cases requiring a College Conduct Committee, the investigator/student conduct officer will share with the student(s) the names of those faculty, staff, and students trained for College Conduct Committees. Students will be given the opportunity to strike any member of the College Conduct Committee whose impartiality may be in question.

During the committee meeting, the Investigator/Student Conduct Officer presents the investigation report, evidence, witnesses, allegations, and questions for deliberation. The College Conduct Committee may question the investigator/student conduct officer, reporting party, responding party, and any witnesses. The reporting party and responding party do not have the right to question each other nor witnesses directly but may do so through the investigator/student conduct officer. The reporting party and responding party 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 (reporting party, responding party, or witnesses), the alleged misconduct will be forwarded to Housing and Residence Life.

Following the hearing, the College Conduct 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 Conduct Committee will inform the Vice President for Student Affairs, or designee, in writing of the decision(s).

Outcomes of the College Conduct Committee will be provided to the student(s) in writing within five (5) College working days of the conclusion of the Formal Hearing.

NOTES:
Should a student fail to schedule and/or attend an Administrative Hearing or a College Conduct Committee Hearing, a determination is made about his or her involvement without his or her input, and the student’s right to appeal is forfeited.

FINDINGS
Following the hearing, the hearing officer or the College Conduct Committee will submit finding[s] and recommended sanction[s], if appropriate. The College will endeavor to reach a decision within 60 business days of its receipt of an allegation of a violation of the Code of Student Conduct. The student will receive, in writing, the decision via email, campus mailbox, or hand delivery.

NO FINDING
In these cases, the Hearing Officer or the College Conduct Committee has made a determination that the responding party is in no way involved in a violation of policy. The responding party’s name will be cleared for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to any appeal.

**NOT RESPONSIBLE**

In these cases, the Hearing Officer or College Conduct Committee has determined that insufficient evidence exists for a finding of responsible for any of the allegations. Parties may appeal the finding by following the appeal procedure outlined in this Code. Upon a decision on appeal or expiration of the appeal period, the case is closed and a record of the decision is retained.

**RESPONSIBLE**

The Hearing Officer or College Conduct Committee determines that sufficient evidence exists for a finding of Responsible for a violation of any College policy. Parties may appeal the finding by following the appeal procedure outlined in this Code. Upon a decision on appeal or expiration of the appeal period, the case is closed and a record of the decision is retained.

**SANCTIONS**

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

Implementation of the conduct sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a conduct appeal has expired or until the conduct 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 conduct appeal process.

If the allegation involves a student organization, the Administrative Hearing Officer or College Conduct 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.

**SANCTIONS, INDIVIDUAL STUDENTS**

The following College-wide conduct sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct. All sanctions may be imposed either singularly or in combination.
The purposes of imposing sanctions are twofold: one, to protect the College community from behavior which is detrimental to the community and/or the educational mission of the College; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student’s willingness to recommit him/herself to behaviors that fall within the Code of Student Conduct of the College and are consistent with the mission and values of the College. Other factors that may affect the sanctions are:

1. The nature, severity of, and circumstances surrounding the violation;
2. An individual’s conduct history;
3. Previous complaints or allegations involving similar conduct;
4. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
5. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code;
6. The need to remedy the effects of the actions that were in violation of the Code on the victim and/or the community.

SANCTION OPTIONS

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:

EXPULSION

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. Conduct 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.

SUSPENSION

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 suspension will be shown on the student’s academic record, including the transcript. Suspension is noted on the student’s transcript by the phrase “Administrative Withdrawal”. Notification of 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 conduct 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.

**Deferred Suspension**

Deferred suspension is a period of time where a 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.

**Probation**

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.

**Written Warning**

An official reprimand that makes the misconduct a matter of record in the student’s educational record. Any further misconduct could result in further conduct action.

**Sanctions, Student Organizations**

Student organizations may also be subject to suspension of their organization’s registration. Suspension is a specific period of time in which a student organization’s registration and privileges are suspended. Notification of 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 conduct 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.

**Conditions, Individual Students & Student Organizations**

A condition is an additional component of a conduct 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. Accountability, Mentoring, or Discipleship with a designated TFC employee.
3. Discretionary educational conditions and/or programs of educational service to the College and/or community.
4. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
5. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
6. Monetary assessment owed to the College.
7. Completion of an alcohol or drug education program.

REstrictions, Individual Students & Student Organizations

A restriction is an additional component of a conduct 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.)

APPEALS

GENERAL GUIDELINES

The following guidelines apply to the appeal process:

1. Any party to a complaint (the Reporting Party or Responding Party) may submit an appeal to the individual designated in the decision letter. That individual will serve as the appeal officer or will organize a College Conduct Appeals Committee. The Vice President of Student Affairs will assign an Appeal Officer which was not involved in the original investigation and hearing.
2. All sanctions coming from the original hearing are to be implemented while an appeal is pending, unless a request for a stay of sanctions, or postponement, has been requested in writing and that request has been granted. Submit a request for a stay of sanctions to the appeal officer designated in the decision letter.
3. The presumptive stance of the Appeal Officer is to be that the original hearing body was correct in its initial finding. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.
4. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation from the original hearing and pertinent documentation regarding the grounds for appeal.

5. The Appeal Officer or Committee may at his/her discretion request information from the original Hearing Officer or Committee. In rare cases, the Appeal Officer will interview persons involved in the original hearing and investigation.

**GRUNDS FOR APPEAL**

A student may appeal the findings or sanctions from the original hearing if:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. There is new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the appeal. Refusal to provide responses during a hearing precludes use of this ground for appeal.
3. The sanctions fall outside the parameters of institutional norms.

**PROCEDURES**

Students should submit a typed letter of appeal to the designated appeal officer within five business days of the date on the decision letter. Students will have only one opportunity to appeal. Students who did not schedule and attend the original hearing forfeit the right to appeal a decision.

The appointed Appeals Officer, or his/her designee, reserves the right to determine if an appeal will be presented to the Student Conduct Appeals Committee or remain an administrative appeal. Upon review of the case, the appeals officer or appeals committee may:

1. Affirm, modify, or reverse the findings of responsibility.
2. Affirm or modify, either to increase or decrease, the sanctions imposed.

**ADMINISTRATIVE APPEALS HEARING**

Administrative appeal hearings are most common and are adjudicated by one Appeal Officer. The Appeal Officer will endeavor to provide the student with a decision within 30 days of receipt of the filing of the appeal. The decision will be communicated to the student via email, letter in campus mailbox, hand-delivered letter, phone, or combination of these means. The decision of the Appeal Officer is final.

**COLLEGE CONDUCT APPEALS COMMITTEE**

The College Conduct Appeals Committee consists of a represented group of College faculty, staff and students selected by the Vice President for Student Affairs or his/her designee. The College Conduct Appeals Committee may establish rules and guidelines, as appropriate, for any given hearing but does
not have the authority to interpret or modify College policy or the Code of Student Conduct. The decision of the College Conduct Appeals Committee is final.

**IN Voluntary 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. Fails, after due notice, to satisfy financial obligations to the college.
3. Neglects to satisfy health regulations, such as required immunizations.
4. 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 will no longer be considered an enrolled student. Involuntary withdrawal based upon matters related to Student Affairs may be addressed by appealing to the Vice President for Student Affairs. 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. A student may not appeal his or her withdrawal for failure to satisfy financial obligations as multiple opportunities will be available prior to the withdrawal.

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.
STUDENT CONCERN AND COMPLAINT 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:

- Academic concerns = Office of Academic Affairs
- Athletic concerns = Athletic Office
- Billing or Financial Aid concerns = Office of Student Accounts
- Housing Issues or roommate concerns = Office of the Director of Housing and Residence Life
- Parking, safety or security concerns = Office of Security
- Meal plans or food service concerns = Chartwells Food Services Office
- Racial or Sexual Harassment = Division of Student Affairs or Human Resources
- Technology concerns = Office of the Director of Information Technology
- Online Program or Dual Enrollment concerns = Office of the Dean of Online & Dual Enrollment
- General concerns = Office of Student Affairs

If students are not certain where to go or how to issue a complaint, appeal a decision, or seek to promote change of a given policy, they are advised to bring any such issue to the Student Affairs Office. When minor concerns can be resolved quickly, no formal record needs to be made. Students can choose to submit a formal written complaint with the Student Affairs Office at any time by completing an “Issues of Concern/Complaint” form. Students may also issue an informal complaint 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 complaint or write the appeal.

Records of formal student complaints and resolutions will be kept by the office receiving the formal complaint, with a master storage in the Office of Student Affairs. This office will track the complaints by ensuring that the relevant office closed the appeal, which will come by communication from the relevant office in the list above to Student Affairs.

NOTE: Students are advised to review the TFC Student Handbook regarding appeals of student discipline and the TFC Academic Catalog for academic appeal policies. Questions? studentaffairs@tfc.edu

For those students who are not satisfied with the way TFC resolved the complaint, they should contact the Georgia Nonpublic Postsecondary Education Commission: https://gnpec.georgia.gov/student-complaints.