



TOCCOA FALLS  
COLLEGE

*School of Graduate Studies*

**2022-2023 ACADEMIC CATALOG**

## ACCREDITATION & MEMBERSHIP



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Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate, Bachelor, and Master degrees. Questions about the accreditation of Toccoa Falls College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Toccoa Falls College is a member of the Council for Christian Colleges and Universities  
Contact the CCCU at  
321 Eighth Street, NE  
Washington, DC 20002  
(202) 546-8713

The baccalaureate degree program in nursing at Toccoa Falls College is accredited by the Commission on Collegiate Nursing Education  
665 K Street NW, Suite 750  
Washington, DC 20001,  
(202) 887-6791

Toccoa Falls College is approved by the Professional Standards Commission of the State of Georgia, to award Bachelor degrees in Teacher Education.  
Contact the PSC at  
1452 Twin Towers East  
Atlanta, GA 30334  
(404) 657-9000

Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music to award Bachelor degrees in Music.  
Contact NASM at  
11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190  
(703) 437-0700

### DISCLAIMER

The provisions of this catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Toccoa Falls College.



# Welcome to Toccoa Falls College

We wholeheartedly welcome each of you to Toccoa Falls College, where the waters of Toccoa (meaning “beautiful” in the Cherokee language) flow timelessly, reflecting the eternity and beauty of our Creator. For well over 100 years, TFC has been developing intellect and character of students just like you, to prepare them personally and professionally for service. We welcome you to partake in this transformative academic journey, truly experiencing what it means to love the Lord your God with all your heart, soul, and **mind** (Matt. 22:37).

Our campus is beautiful not only because of the surrounding nature God has bestowed on us, but also because of the unique community found here. During your graduate years at TFC, you will be inspired, challenged, and empowered to pursue your dreams. Our highly qualified, caring professors and dedicated staff are ready to guide you throughout your academic endeavors. Whatever your interests, we are confident you will find a major or program to provide excellent preparation for what God has in store for your life. We pray that TFC will be an instrument God uses in an incredible way for your academic, spiritual, and social development.

This catalog has been prepared specifically with you in mind. It is divided into four sections. The first section includes the Academic Calendar, General Information, Admissions, Financial Information, Graduation Requirements, Academic Policy & Procedure, the Seby Jones Library, Student Support Services, Contact Information, and Reporting Forms (pp. 1-29). The second section describes the Master of Arts in Organizational Leadership program with course descriptions (pp. 30-36), the third section describes the various counseling graduate programs with course descriptions (pp. 37-49). The fourth section contains a directory of the Board of Trustees, Administration, and Faculty (pp. 50-52). Make this catalog your second-best friend because planning, organization, and time management are important keys to student success.

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# GRADUATE STUDIES ACADEMIC CALENDAR 2022-2023

## FALL SEMESTER

### AUGUST

01	Fall Semester Student Account Payment Deadline
01	Fall Semester Pre-registration/Schedule Change Deadline
22	Graduate Student Welcome Webinar, 7:00 PM EST
22	First Day of Classes—Fall Session A
22	Drop/Add begins—Attendance Check-In
24	Drop/Add ends at 5:00 PM EST; Last day to enter classes

### SEPTEMBER

15	Fall Session A Midpoint; last day to withdraw failing without penalty
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### OCTOBER

12	Fall Session A Classes End
13-14	Fall Break
17	First Day of Classes—Fall Session B
19	Drop/Add Session B ends at 5:00 PM EST
24	Registration for Spring Semester begins

### NOVEMBER

10	Fall Session B Midpoint; last day to withdraw failing without penalty
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### DECEMBER

02	Spring Semester Pre-registration/Schedule Change Deadline
02	Application for Graduation due, if anticipating completing in Summer 2023
08	Fall Session B Classes End

# ACADEMIC CALENDAR 2022-2023

## SPRING SEMESTER

### JANUARY

- 17 First Day of Classes—Spring Session A
- 17 Drop/Add begins—Attendance Check-In
- 19 Drop/Add ends at 5:00 PM EST; Last day to enter classes

### FEBRUARY

- 10 Spring Session A Midpoint; last day to withdraw failing without penalty

### MARCH

- 10 Spring Session A Classes End
- 13-17 Spring Break
- 20 First Day of Classes—Spring Session B
- 27 Registration for Summer and Fall Begins

### APRIL

- 13 Spring Session B Midpoint; last day to withdraw failing without penalty

### MAY

- 01 Summer Session Student Account Payment Deadline
- 01 Summer Session Pre-registration/Schedule Change Deadline
- 10 Spring Session B Classes End
- 12 Baccalaureate (7:30 PM)
- 13 Commencement (10:30 AM)

# ACADEMIC CALENDAR 2022-2023

## SUMMER SESSION

### MAY

- 19 First Day of Classes—Summer Session
- 19 Drop/Add begins—Attendance Check-In
- 20 Drop/Add ends at 5:00 PM EST; Last day to enter classes

### JUNE

- 15 Summer Session Midpoint; last day to withdraw failing without penalty

### JULY

- 13 Summer Session Classes End

### AUGUST

- 01 Fall Semester Student Account Payment Deadline
- 01 Fall Semester Registration/Schedule Change Deadline

## GENERAL INFORMATION

Toccoa Falls College, an independent, nonprofit educational institution, educates men and women for vocational Christian ministries as well as professional occupations. Toccoa Falls College is an affiliate college of the Christian and Missionary Alliance denomination. Graduates serve in places of Christian leadership throughout the United States and in most nations of the free world. The College functions under a Board of Trustees that sets policy and an administration and faculty that implement the policy.

Toccoa Falls College is nestled on the edge of the Piedmont Plain and the foothills of the Smoky Mountains. The campus is in the center of 1,100 acres of forest, mountains, and streams, and on the edge of the Chattahoochee National Forest. Located on campus is the famous Toccoa Falls which is higher than Niagara Falls. The Cherokee Indians named the falls, Toccoah, meaning beautiful.

## 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 to 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 M. 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 dormitory. 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. The story is recounted in the book *Dam Break in Georgia: Sorrow and Joy at Toccoa Falls*. God has been faithful. Though tried by fire and water, His "tree" continues to flourish.



The College has always maintained a fellowship with evangelical Christian organizations. Dr. Forrest was associated with the Christian and Missionary Alliance for over half a century. He pastored the First Presbyterian Church in Toccoa for 25 years and upon his retirement became pastor-emeritus. An evangelist of national reputation, he preached regularly in churches of many different denominations and personally desired that the ministry of Toccoa Falls College be as broad as the wide fellowship of Christian believers. His heartwarming biography is told in the book, *Achieving the Impossible--With God*, by Lorene Moothart. The larger story of Toccoa Falls is found in *A Tree God Planted*, by Troy Damron.

## TODAY

Now in our second century, 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 secular employment. TFC currently has 30 majors and 41 minors in four different schools: Arts & Sciences, Christian Ministries, Nursing, and Professional Studies.

In 2020, the College added the Division of Graduate Studies with its first program, the Master of Arts in Organizational Leadership. In 2021, the College launched a Master of Arts in Marriage and Family Therapy to continue our pursuit of preparing Christian leaders and professionals to influence the world wherever God places them. As the Division of Graduate Studies grew, additional degrees, concentrations, and certificates were added, as described in this catalog. The Division of Graduate Studies officially became the School of Graduate Studies on October 6, 2022.

## MISSION

### 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

## **MOTTO**

“Where Character is Developed with Intellect”

## **STATEMENT OF FAITH**

Toccoa Falls College shall teach and defend the historic and basic doctrines of evangelical Christianity such as:

- 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;
- 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; and
- The urgency of preaching the gospel to all mankind, that men may be saved from eternal judgment.

The said College, even though non-sectarian, is to be conducted according to the faith and teaching of the Christian and Missionary Alliance.

## **COMMUNITY STANDARDS**

Toccoa Falls College is a private, Christian professional institution 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.

The College expects its faculty, staff, and students to maintain personal conduct which is spiritually and morally constructive—thus glorifying the Lord in all things.

The student should understand that attendance at Toccoa Falls College is a privilege granted only to those who desire to work together in the carrying out and attaining of the aims of a Christian college.

When a student is accepted, there is implied an agreement to be diligent in studies and employment and to obey the student handbook regulations. The administration reserves the right to request any student to withdraw who is considered to be out of harmony with the spirit of the College. It is expected that the conduct of each student will give evidence of Christian standards of honesty, morality, and courtesy.

The policy of the College in promoting spiritual growth and the pursuit of learning is best summed up in these words: Be diligent to present yourself approved to God as a workman, who does not need to be ashamed, handling accurately the word of truth (2 Timothy 2:15, NASB).

The leaders of Toccoa Falls College believe that the application of biblical principles in the lives of the faculty and

the students will result in personal love and commitment to Christ, wholesome consideration for others, and a well-disciplined life.

### **MODIFICATION OF REGULATIONS**

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. Toccoa Falls College reserves the right to change any provision or requirement at any time within the student's term of attendance.

## GRADUATE ADMISSIONS INFORMATION

### MASTER'S DEGREE ADMISSIONS REQUIREMENTS

The College encourages applications from students interested in the evangelical Christian perspective and curriculum at Toccoa Falls College and who demonstrate a commitment to its philosophy of education. Toccoa Falls College seeks evidence of Christian commitment and character, as well as the capacity and desire to learn, in accepting students for admission.

### ADMISSIONS REQUIREMENTS

Successful applicants to all Master's programs must submit:

1. Transcripts showing completion of an undergraduate or graduate degree from a regionally accredited college, university, or program and evidence of meeting one of the following stipulations:
  - A cumulative undergraduate grade point average (GPA) of 2.75 or better (3.0 for MAMFT) on the last degree-bearing transcript, OR
  - A cumulative graduate grade point average (GPA) of 3.0 or better on the last transcript from an accredited graduate degree program, OR
  - A combined score of 300 for the verbal and quantitative sections of the Graduate Record Examination (GRE) taken after 8/1/11
2. A completed application, along with a \$50.00 non-refundable application fee.
3. A current résumé or curriculum vitae.
4. Personal Faith Narrative and Statement of Intent.

Toccoa Falls College does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Admission to the College does not constitute automatic continuation in future semesters. The College reserves the right to refuse admission or continuation to any student. Any student who intentionally withholds pertinent information or falsifies such information may be required to withdraw from the College.

### MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY

In addition to the general admissions requirements, applicants to the Master of Arts in Marriage and Family Therapy must fulfill the following requirements:

- A cumulative undergraduate or graduate grade point average (GPA) of 3.0 or better on the last degree-bearing transcript.
- At least six earned credit hours in Psychology or Counseling, or acceptable equivalent.
- Three recommendations, at least one from a professor and one from a supervisor/professional.

Formal acceptance into the MAMFT program occurs at the conclusion of the first semester of enrollment upon recommendation of the faculty.

### ACCEPTED WITH SPECIFICATION

Students who do not meet the standards for admission may be admitted to Toccoa Falls College Graduate Studies programs with specification. Students seeking acceptance with specification must submit a written appeal to the Graduate Studies Appeal Committee, chaired by the Director of Graduate Studies, addressing why they should be accepted, including all extenuating circumstances. If an appeal is accepted and admission with specification is granted, specification graduate students are limited to 6 attempted credits. The College will remove the specification for those who complete their coursework with a minimum institutional GPA of 3.0 when a review of

their academic record occurs after attempting 6 credits.

For students admitted with specification,

- Acceptance occurs after achieving the minimum-standard GPA.
- Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA.

Students who are withdrawn from the College will be neither academically nor financially responsible for any future courses for which they may have been pre-registered and may reapply in 12 months for reconsideration.

## **DEFERRED ADMISSIONS**

Students who cannot provide sufficient admissions documentation may be deferred until complete and acceptable documentation is provided. Students currently attending a course will be permitted to complete the course but will not be registered for any additional coursework until officially admitted.

## **DENIED**

Students who do not meet the admission requirements of the College will not be accepted.

## **NON-DEGREE SEEKING STUDENTS**

The College offers single course registration to applicants who are not interested in enrolling in and completing a specific program of study. The same policies and procedures governing regular admission to the College apply to non-degree seeking students. The College furnishes grades and transcripts for courses taken.

1. Non-Degree seeking graduate students may take a maximum of 18 credits (up to 6 courses). Exceptions to this policy require approval from the Vice President for Academic Affairs, or designee.
2. If additional credits are needed, students must enroll in a degree or certificate program.

Graduate-level credit earned may later be applied toward a degree program at Toccoa Falls College, provided the student applies for admission and is accepted to the College. Applications for admission will be evaluated on an individual basis.

## **AUDITING**

Graduate studies courses may be audited with the approval of the Director of Graduate Studies and subject to available space. Applicants who wish to audit a course for personal enrichment must complete a Graduate Application Form, pay the \$50 application fee, submit official transcripts showing completion of at least a bachelor's degree, and pay the auditing fee. A student may not change to audit status, or from audit status to for credit status, after the end of the Drop/Add period.

## **ACADEMIC STANDARDS FOR ATHLETIC PARTICIPATION**

Occasionally graduate students may be eligible to participate in TFC athletics based on remaining cumulative semester eligibility. As a member of the National Christian College Athletic Association (NCCAA), Toccoa Falls College student athletes are required to maintain certain standards. Students should be aware of the required academic standards upon application to a graduate program.

Graduate student athletes must be enrolled in a minimum of 9 semester credit hours, as considered full-time for graduate study. The student athlete may not be on any form of academic restriction or probation, meaning they will have no grade below a B- and will maintain a minimum 3.0 cumulative grade point average. TFC student athletes on academic discipline are not eligible to participate in games or travel to away games as per NCCAA regulations. Further information concerning the academic standards and athletic eligibility of the NCCAA may be



obtained from the TFC Athletic Director.

## **INTERNATIONAL STUDENT ADMISSION**

International students may be citizens of the United States with foreign academic credentials, permanent residents of the US, or non-resident students who must study from their home country. Toccoa Falls College cannot issue paperwork for graduate students to obtain a student (F-1) visa. The following details the requirements for international student admission.

## **INTERNATIONAL STUDENT APPLICATION PROCEDURES**

In order to be considered for admission, international students must meet the standard Graduate Admissions Requirements with the following stipulations and provisions:

1. Official College and/or University Transcript(s): Official transcripts (written in English or translated, if not in English) of the student's college or university work must be sent directly from the college or university to Toccoa Falls College.

TFC will consider three-year international bachelor degrees for admission into graduate level programs. The acceptance of three-year international bachelor degrees is contingent upon the student's foreign credential evaluation (from a TFC approved evaluation agency). The evaluation must indicate that: "The degree prepares the student for graduate level studies" OR "Given the relatively high proportion of coursework completed in the major field of study, the foreign degree program has prepared this student to meet minimum graduate admission eligibility standards." If the evaluation indicates that the three-year bachelor degree does not prepare the student for graduate level studies, the student must complete a degree equivalent to a US bachelor degree prior to entering a graduate program. The following countries will be considered for three-year bachelor degrees: Bologna Process participating countries, Australia, Canada, New Zealand and India (Bachelor in Commerce only).

2. English Language Proficiency Documentation: Since all instruction, reading, and research is in English, it is essential that all international students be able to understand and speak English fluently. In light of this, the College requires for graduate admission a paper-based TOEFL score of 575, computer-based TOEFL score of 233, or an Internet-based TOEFL score of 90 for students whose native language is not English, or whose primary language of instruction on the undergraduate level was not English. A student's TOEFL requirement may be waived if s/he has scored above the minimum score for acceptance on either the GMAT or GRE.

It is highly recommended that international students applying to TFC should submit an application at least four to six months prior to the desired date of enrollment.

## **EVALUATION OF FOREIGN TRANSCRIPTS**

This policy applies to both undergraduate degrees for admission and credits students have earned at foreign institutions and wish to transfer to TFC. In order to accurately and consistently evaluate foreign credentials, Toccoa Falls College requires all international college or university transcripts be evaluated by a College-approved evaluation service. Among others, College-approved evaluation services include those agencies that are members of, or affiliated with, the National Association of Credential Evaluation Services (NACES) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). Toccoa Falls College will not accept any student for graduate study or award any transfer credit from foreign credentials without an evaluation from an approved evaluation service. The fee for evaluation is the responsibility of the student.

## **MASTER'S DEGREE TRANSFER POLICIES**

For the Master of Arts in Organizational Leadership, the College may accept up to 9 graduate credits from regionally accredited colleges, universities, and programs, provided the work is equivalent to and aligns content-wise with a Toccoa Falls College graduate level course, has been earned in conjunction with the completion of a 500 level or higher course, was not used to earn another degree, and has a grade of B or better. Up to 20 credit hours of approved previous study may be accepted into the Master of Arts in Marriage and Family Therapy. Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a general guide in determining acceptability.

## **CROSS-CREDITING OF MARRIAGE AND FAMILY THERAPY COURSES**

Toccoa Falls College undergraduate students with a 3.0 GPA may appeal to the Chair of their department and the School of Graduate Studies during their Senior year to enroll in and receive credit as major or open electives for up to four (4) designated MAMFT courses. Qualifying courses are determined by the School of Graduate Studies. Students should complete a Graduate Studies application and will pay additional fees as determined by the College. Upon successful completion of these MAMFT courses, they could be counted toward the required 60 credit hours for graduation once a student has been fully accepted into the MAMFT program.

## **CROSS-CREDITING OF MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP COURSES**

Toccoa Falls College undergraduate students with a 2.75 GPA may petition to the Chair of their department and the Director of the School of Graduate Studies during their Senior year to enroll in and receive credit as major or open electives, for up to two (2) designated MAOL courses. Qualifying courses are determined by the School of Graduate Studies. Students should complete a Graduate Studies application and will pay additional fees as determined by the College. Upon successful completion of these MAOL courses, they could be counted toward the required 33 credit hours for graduation once a student has been fully accepted into the MAOL program.

## FINANCIAL INFORMATION

2022-2023 TUITION & FEES	
Graduate Tuition	\$ 510.00/credit hour
Audit Tuition	\$ 220.00/credit hour
Books	\$ 200.00/estimate per graduate course
Application Fee	\$ 50.00/one-time

### GRADUATE APPLICATION FEE

Toccoa Falls College requires all applicants to pay a non-refundable, non-transferable \$50 application fee.

### GRADUATE TUITION

Graduate tuition for the 2022-2023 academic year is \$510 per credit hour.

### AUDIT FEE

The charge to audit a graduate course for the 2022-2023 academic year is \$220 per credit hour.

### COURSE FEES

Specific courses may have an additional fee associated with them.

### PAYMENTS

Students must reconcile all charges no later than the payment deadline for the semester. Students can reconcile their account balances by paying the balance in full via cash, check, e-check, credit card, or registering for the NELNET payment plan. Online payment may be made by accessing [tfc.edu/makepayment](http://tfc.edu/makepayment).

### REFUND FOR WITHDRAWALS

Refunds for withdrawals from college will follow the policy outlined in the Student Financial Services section of the Toccoa Falls College Catalog. There is no refund for individual course withdrawals after the Drop/Add period.

### RETURNED CHECK CHARGE

The College charges \$15.00 for each check a student submits to the College that the bank returns to the College for insufficient funds. Students who have two bad check incidents will lose their check writing privileges at TFC for six months.

## **MASTER'S DEGREE GRADUATION REQUIREMENTS**

### **MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP DEGREE GRADUATION REQUIREMENTS**

1. Completion of a minimum of 33 earned graduate credit hours, of which the final 24 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale) with no more than two Cs and no grade lower than a C.
3. All financial obligations must be met before degree is granted or transcript released.
4. Submission of an application for graduation.
5. Completion of any other degree requirements of the graduate or concentration program in which they are enrolled. These may include: earning the total number of credits required by the program of study, meeting content requirements, and submitting any capstone activities.

NOTE: Credits used for one graduate degree/program may not also be applied to a second graduate degree/program.

### **MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY GRADUATION REQUIREMENTS**

1. Completion of a minimum of 60 earned graduate credit hours, of which the final 40 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale). No grade lower than a B-.
3. All financial obligations must be met before degree is granted or transcript released.
4. Submission of an application for graduation.
5. Successful completion of 700 supervised practicum/internship hours.

NOTE: Credits used for one graduate degree/program may not be applied to a second graduate degree/program.

### **MASTER OF ARTS IN COUNSELING MINISTRIES GRADUATION REQUIREMENTS**

1. Completion of a minimum of 42 earned graduate credit hours, of which the final 28 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale). No grade lower than a B-.
3. All financial obligations must be met before degree is granted or transcript released.
4. Submission of an application for graduation.
5. Successful completion of 200 supervised internship hours.

NOTE: Credits used for one graduate degree/program may not be applied to a second graduate degree/program.

## **GRADUATE CERTIFICATE IN MARRIAGE AND FAMILY COUNSELING AND GRADUATE CERTIFICATE IN TRAUMA THERAPY REQUIREMENTS**

1. Completion of a minimum of 15 earned graduate credit hours according to the Graduate Certificate courses required.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale). No grade lower than a B-.
3. All financial obligations must be met before the certificate is granted or transcript released.
4. Submission of an application to complete the program with a Graduate Certificate.

NOTE: Credits used for one graduate degree/program may not be applied to a second graduate degree/program.

## **TIME LIMITS FOR COMPLETING A DEGREE**

Master of Arts in Organizational Leadership, and Master of Arts in Counseling Ministries students must complete all degree requirements within four (4) years of the date of enrollment in the first class after the student is admitted to the program.

Master of Arts in Marriage and Family Therapy students must complete all degree requirements within six (6) years of the date of enrollment in the first class after admission to the program.

Graduate Certificate students must complete all certificate requirements within three (3) years of the date of enrollment in the first class after admission to the program.

A student may appeal for an extension due to extenuating circumstances.

## **APPLICATION FOR GRADUATION**

All candidates for graduate degrees or certificates are required to submit an Application for Graduation to the Graduate Studies Office before the end of the semester prior to the semester of graduation to allow time for the Registrar to complete a degree audit. This would normally be at the end of the fall semester for those anticipating completion in the summer. No student will be placed on the prospective graduation list until this application is on file in the Registrar's Office. There are four possible conferral dates each year (mid-January, early May, late July, and early December). There is one commencement ceremony each year in early May. All grades must be posted prior to the desired graduation date.

## **COMMENCEMENT PARTICIPATION**

Commencement exercises are held in early May. All graduates are encouraged to participate in the commencement activities following the completion of the program of instruction and all graduation requirements. At the graduate level, there are no Latin designations for honors. Since there is no ceremony in July, students with one or two courses (a maximum of six credits) outstanding may participate as candidates for graduation in the May ceremony provided they are registered at Toccoa Falls College for the outstanding courses (the six-hour limit would include courses which are in progress) and have an approved plan to complete their program by July 31 of the same year. A student may not participate in two commencement exercises for the same degree.



## MASTER DEGREE ACADEMIC POLICIES AND PROCEDURES

### ACCREDITATION AND MEMBERSHIPS

Toccoa Falls College is incorporated under the laws of the State of Georgia as a four-year undergraduate and graduate college and is authorized by the Georgia State Legislature to grant the baccalaureate and master's degrees.

Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate, Bachelor, and Master degrees. Questions about the accreditation of Toccoa Falls College may be directed in writing to the Southern Association of College and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21, Reston, VA 22090: telephone (703) 437-0700), an institution accrediting body recognized by the Council for Higher Education Accreditation. The Teacher Education and Music Education programs are approved by the Professional Standards Commission of the State of Georgia, and graduates are eligible for teacher Certification upon graduation. Toccoa Falls College is accredited for the Baccalaureate degree program in Nursing by the Commission on Collegiate Nursing Education (665 K Street NW, Suite 750, Washington, DC, 20001).

In addition, the College is listed by the United States Department of Education in the directory of Accredited Institutions of Higher Learning, approved for the training of veterans and certain of their dependents, approved by the State Department of Vocational Rehabilitation and approved by the United States Department of Justice for the training of foreign students.

Toccoa Falls College holds full membership with the Council for Christian Colleges and Universities as well as membership in a number of regional and national professional organizations in order to maintain the highest of standards, strengthen itself, and keep abreast of current developments in educational trends.

### ACADEMIC SESSIONS

Toccoa Falls College operates on the semester system. The regular fall and spring semesters for residential undergraduate students are fifteen weeks of class plus an additional period for final examinations. Winterim is a two-week accelerated term in early January for all new freshmen and transfer students. Additional courses are offered during Winterim for other students. The summer term is made up of two four-week sessions in May, June, and July. Online courses are offered in both semester-long and shorter eight-week sessions within each semester.

Graduate Studies programs are all offered through asynchronous online study, mostly as eight-week sessions according to the schedule for Fall Sessions A and B, and Spring Sessions A and B. Some courses are also offered in an eight-week long Summer session.

Occasionally, graduate program courses are delivered in a semester-long format in order to allow students greater flexibility in completing their studies within a specific timeframe.

The Master of Arts in Marriage and Family Therapy program requires four courses be taken in a hybrid format with online pre-work, on-campus residency for 3-5 days (usually weekends), and online post-work.

### REGISTRATION AND SCHEDULING

#### ENTERING CATALOG

The Graduate Studies Catalog, which is current during the first term the student is enrolled and attending as a degree-seeking student, contains the academic program requirements that the student is to follow. That catalog

will remain open to the student as long as the student maintains continuous enrollment (up to four years) until the student either graduates or does not re-enroll for one or more terms. After a break in enrollment, the student is required to apply for re-admission and returns under the current academic catalog. Students may choose to meet the requirements of a newer catalog by submitting a "Request for Change of Catalog" form. In all instances, students carry full responsibility for completing their own program of study.

### **ACADEMIC LOAD**

A full-time load at the graduate level is considered at least 9 semester hours during the regular fall and spring terms. Students may register for a maximum of 12 semester hours in a regular semester, except when enrolled in an additional semester-long course (e.g., LED 683 Developing Research in Leadership, sixteen-week Spring semester). A full-time load in the summer term is 5 semester hours.

### **REGISTRATION**

Online registration is available for continuing students through myTFC Self Service during the posted dates for the Schedule Selection period. The College charges a \$25 late registration fee to students who register after the Registration period. The College does not accept late registrations after the last day of the Drop/Add period.

### **DROP/ADD PERIOD**

Graduate students may drop and add courses during the first three days of an academic session. Students should consult the published calendar for specific dates. Students may not add new courses after the end of the Drop/Add Period.

### **NO-SHOW POLICY**

Graduate students must check-in to all courses via a standard Check-In activity within the designated Drop/Add Period for the respective course. If a graduate student fails to complete a Check-In activity by the end of business day (5:00 PM Eastern Time) of the Drop/Add Period deadline, the student is given 24 hours to communicate/respond to the Graduate Studies Office stating their intent to participate in and complete the course. If the graduate student fails to notify the Graduate Studies Office of intent within the 24 hours following the deadline, the student will be dropped from the course. All courses finalized as "No-Shows" will be treated the same as a dropped course and have no academic or financial penalty apart from removal from the course.

### **DIRECTED STUDY**

Directed study is a regular course of study taken outside the normal class period with content and requirements very similar to those prescribed for the regular class. When a particular course is required for graduation and the enrollment is not sufficient to constitute a regular class, arrangements for individual instruction via directed study may be required. Directed studies place a heavier burden on the student to take responsibility for their own course material and learning experience. The College considers directed study hours as part of the normal course load.

### **COLLEGE CREDIT REQUIREMENTS**

The final two-thirds of a master's degree must be completed through Toccoa Falls College.

### **VOLUNTARY WITHDRAWAL FROM COURSES**

Withdrawals after the Drop/Add period of any academic session note whether the student was passing or failing on the transcript. Students must return a completed course withdrawal form to voluntarily withdraw. The last day to withdraw from a class without academic penalty is the midpoint of the session. Students who withdraw failing after the midpoint receive an "F." Withdrawal grades are calculated as hours attempted.

## **ADMINISTRATIVE WITHDRAWAL FROM COURSES**

Toccoa Falls College reserves the right to withdraw a student involuntarily. An administrative withdrawal results in the student's removal from course(s) and assignment of a failing grade (FX) for the course(s). An administrative withdrawal renders the student ineligible for any refund of institutional charges. Withdrawal grades are calculated as hours attempted. Reasons for administrative withdrawal may include, but are not limited to, the behavior of a student who:

- Is not regularly entering the graduate course page, actively participating in online coursework, and responding to emails in a timely manner, indicating an attitude of apathy
- Demonstrates an apparent threat of harm to self or others
- Engages in an activity that leads to significant property damage
- Fails, after due notice, to satisfy financial obligations to the College
- Violates standards of the academic policies in this Handbook.

## **WITHDRAWAL FROM THE PROGRAM**

To withdraw from the program, students must notify the Director of Graduate Studies by completing a Graduate Program Withdrawal Form. Prior to withdrawing from the program, students should contact Student Accounts to clear their account.

## **APPLICATION FOR RE-ADMISSION FOLLOWING WITHDRAWAL FROM THE PROGRAM**

Should a student desire to re-apply to a graduate program following a student-initiated withdrawal from the program, it is required that s/he submit an Application for Re-admission to the graduate program. In addition to the Application for Re-admission, the student must also submit a current resume, a \$50 non-refundable application fee, and official transcripts from any school attended since s/he was last enrolled in that graduate program. Re-admission will be based upon a review of all re-admission materials by the Admissions Committee. Should the time between withdrawal and re-admission be such that the program requirements have changed, the student would be admitted under the new requirements and any deficiencies must be satisfied.

## **ADMINISTRATIVE WITHDRAWAL FROM THE PROGRAM**

Should a student not re-enroll for the next semester without completing a withdrawal form, that student may be administratively withdrawn from the program. In addition, a student who has been administratively withdrawn from courses may also be administratively withdrawn from the program due to the severity of the case. Before an administrative withdrawal is put into effect, the student will be given the opportunity to appeal the decision. Administrative withdrawal based on matters related to violations of academic policies or academic issues may be appealed to the Graduate Appeals Committee. Should such a graduate student decide at some time to continue the program, it would be necessary to appeal to reapply to the program. Appeals must be approved by the Director of Graduate Studies before the student would be allowed to continue.

## **REPEATING A COURSE**

Repeating a course for the purpose of improving a grade is possible. At this level, courses may only be attempted twice. A repeated course with the corresponding grade will appear on the student's academic transcript after the course is completed, but only the last grade earned will be used in calculating the student's cumulative grade point average. Tuition costs for the repeated class are the responsibility of the student.

In accordance with the graduation requirements for the Master of Arts in Organizational Leadership, no more than two "Cs" are allowed in the course sequence. Students enrolled in the Master of Arts in Marriage and Family Therapy, Master of Arts in Counseling Ministries, and the counseling certificates are required to earn a B- in all courses. Any grade of C+ or lower must be repeated.

## GRADES AND ACADEMIC STANDING

### GRADING POLICIES & PROCEDURES

Students access their grades online using Self Service within the myTFC website. The Registrar's Office posts final grades as faculty members submit them at the end of each session. All courses adhere to the following grade scale:

LETTER GRADE	PERCENT	QUALITY PTS	
A	94-100	4.0	A – Superior work
A-	90-93	3.7	B – Above average or good work
B+	87-89	3.3	C – Average work
B	83-86	3.0	D – Below average or poor work
B-	80-82	2.7	F – Failing work or withdrawn failing after mid-term
C+	77-79	2.3	AU – An audited course
C	73-76	2.0	I – Incomplete (given in cases of illness or extreme circumstances; if incomplete work is not completed within the prescribed limit, the grade becomes FX)
C-	70-72	1.7	FX – Failed to make up incomplete work or unofficial withdrawal from college
D+	67-69	1.3	TR – Transfer coursework
D	63-66	1.0	W – Withdrawn from an audited course or failed to attend at least 60% of the audited course
D-	60-62	0.7	WP – Withdrawn passing (non-punitive)
F	0-59	0.0	WF – Withdrawn failing (used prior to mid-point; non-punitive)

### INCOMPLETES

Students may request an "incomplete" from the instructor if an emergency or other extreme circumstance prevents completion of coursework by the end of the semester. The instructor will obtain and submit the proper form to the Registrar's Office for approval if the instructor supports the request. The normal deadline for an incomplete is 30 days. If special circumstances warrant, an extension may be given. Instructors must use another form, also obtained from and submitted to the Registrar's Office, for an extension. When the incomplete is made up, the instructor will issue the final grade using the Change of Grade form. The College issues an "FX" automatically to students who do not finish the course requirements by the deadline or the extension granted.

### SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate satisfactory academic progress toward completion of their program of study in order to maintain eligibility for enrolling in classes. The standard for academic progress requires that students must maintain a cumulative grade point average of 3.0 or higher with no more than two Cs and no grade lower than a C for the MAOL, and no grade lower than a B- for the MAMFT, MACM, CMFC, and CTT.

### ACADEMIC DISHONESTY

#### PLAGIARISM AND CHEATING

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the APA Manual as the act of presenting the words, ideas or images of another person as your own without giving proper credit. Plagiarism is not limited to word-for-word copying: it includes any false

assumption of authorship, including paraphrasing lines of reasoning from printed sources and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious 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 members. In graduate studies, since a student relies heavily on published scholarly material, it is increasingly important to avoid any appearance of plagiarism, and APA standards for giving proper credit for both general ideas and direct quotes should always be followed. It is also considered “unethical to fabricate citations and/or reference entries” and to “hire someone else to write a paper (contract cheating)” (APA, 2020, p. 256).

Should an instructor discover that a student has intentionally or unintentionally plagiarized any portion of a submitted assignment, s/he will immediately notify the Director of Graduate Studies and appropriate disciplinary action will be taken. This will include a failing grade for the assignment and possibly an automatic “F” for the entire course. This grade shall take precedence over a course withdrawal received by the Registrar’s Office on the same day or later than the instance of academic dishonesty.

Graduate students may also be dismissed from the entire program. Any modification of the above disciplinary action will be considered only if the student files an appeal to the Graduate Appeals Committee through the Graduate Studies Office.

### **INACCURATE INFORMATION**

Graduate students who knowingly submit inaccurate, misleading, and/or falsified documents, which would include, but is not limited to, plagiarism in a course or the omission of information and/or documents during the admission process will be referred to the Director of Graduate Studies. Such actions constitute grounds for dismissal.

### **ACADEMIC DISCIPLINE**

#### **ACADEMIC WARNING\***

Should a graduate student’s cumulative GPA fall below the 3.0 graduation requirement, the student will be placed on Academic Warning for the following semester. A student on Academic Warning may be limited to 9 credit hours during the next semester of attendance. The Academic Warning status may be removed after the semester of Warning if the cumulative GPA meets the 3.0 graduation requirement.

#### **ACADEMIC PROBATION\***

Should a student on Academic Warning fail to meet the 3.0 cumulative GPA graduation requirement at the end of the semester of Academic Warning, the student will be placed on Academic Probation. A student on Academic Probation may be limited to 6 credit hours during the next semester of attendance. The Academic Probation status may be removed after the semester of Probation if the cumulative GPA meets the 3.0 graduation requirement.

### **ACADEMIC DISMISSAL**

Should a student on Academic Probation fail to meet the 3.0 cumulative GPA graduation requirement at the end of the semester of Academic Probation, the student will be placed on Academic Dismissal.

### **ACADEMIC DISCIPLINE APPEALS**

A student on Academic Dismissal may appeal to apply for re-admission after an absence of one semester but will be re-admitted only upon the approval of the Graduate Appeals Committee, comprised of the Vice President for Academic Affairs, the Director of Graduate Studies, the Director of IR/IE, and one graduate faculty, the decision of which is final. If re-admitted, the 3.0 cumulative GPA graduation requirement must be met by the end of that semester in order to avoid permanent dismissal.



## **NOTE ON REPEATING COURSES TO RAISE GPA**

Refer to the “Repeating a Course” section in the Policies and Procedures section of the Graduate Catalog.

\*If the term GPA of the semester on discipline is 3.0 or above yet is not sufficient to raise the cumulative GPA to 3.0 or above, the student will remain at the same level of discipline for that semester or until the cumulative GPA is brought up.

## **RECORDS**

### **TRANSCRIPTS**

The Registrar’s Office keeps the permanent record of all credits earned by each student on file. The College does not issue transcripts unless the student fulfills all financial obligations owed to the College. The Registrar’s Office issues transcripts only upon receipt of a written request signed by the student.

### **PRIVACY RIGHTS**

In accordance with FERPA, the Family Educational Rights and Privacy Act of 1974 as amended, Toccoa Falls College guarantees any student who is or was attending Toccoa Falls College the right of access to inspect and review their educational records, subject only to certain specific exceptions. With other limited exceptions, any employee of Toccoa Falls College will not disclose personally identifiable information from educational records to any third party without the written consent of the student.

The College guarantees each student an opportunity to challenge the accuracy of information contained in any file or record that the student may access, including the right to a hearing if so requested. Each student also has the right to file a complaint directly with the U.S. Department of Education whenever the student believes the rights afforded the student by the College policy or the Family Educational Rights and Privacy Act have been violated. Students can obtain copies of the complete College policy statement on student education records from the Registrar’s Office.

### **REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION**

The Registrar’s Office provides forms to request non-disclosure of directory information at fall registration. The Registrar’s Office uses the form to carry out student desires regarding the release of directory information from education records. Forms are effective only for one year; therefore, students must renew this form each fall.

### **RECORDS RETENTION POLICY**

The transcript is the permanent historical record of the student’s academic performance at Toccoa Falls College. It contains the semester-by-semester record of enrollment in courses, grades awarded, and degrees conferred. The Registrar’s Office permanently retains the transcript in the student’s file. The student’s file also contains supplemental material associated with admission to TFC, enrollment, and graduation. Examples include petitions for an exemption to policy, degree audits, evaluations of transferred work, and miscellaneous correspondence. The office destroys these supplemental materials five years after the student’s last day of attendance.

## **STUDENT COMPLAINTS AND APPEALS**

### **COMPLAINTS**

We recognize there are times that students may have concerns or complaints regarding a policy, experience, or decision. Toccoa Falls College School of Graduate Studies wishes to provide a clear and efficient way for these concerns or complaints to be presented to the proper office on campus.

A graduate student should contact the Graduate Studies Office when they would like to file a formal complaint. If necessary, the Graduate Studies Office may direct students to a more appropriate office. Minor concerns may be resolved quickly, such that no formal record needs to be made. 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. However, students can choose to submit a formal written complaint with the School of Graduate Studies by completing a “Graduate Student Issues of Complaint/Concern” form.

Complaints may be lodged using the online form found in the Graduate Student Resource Center. The Graduate Studies Office will respond to all complaints within 48 hours. Should unsatisfactory resolution be given to any complaint, the issue may be elevated to the Vice President for Academic Affairs or the Vice President for Student Affairs, as appropriate.

Any student who is not satisfied with the way TFC resolved the complaint should contact the Georgia Nonpublic Postsecondary Education Commission: <https://gnpec.georgia.gov/student-complaints>.

## **MAMFT AND COUNSELING FACULTY CONFLICT OF INTEREST STATEMENT**

Drs. Heather and Fred Gingrich, have spent all of their adult professional lives successfully working together in six institutions in Canada, the Philippines and the US. They believe they do better professionally together than alone. In counselor training programs, the hope is that they model some of the advantages and strengths of a balanced, healthy working and personal relationship.

While there are many advantages to having both Dr. Fred and Dr. Heather Gingrich as graduate counseling faculty at TFC, there may be times when this is a potential problem for students or employees of the College. For instance, if a student has Dr. Heather as an instructor and has a situation with her that needs some outside perspective and intervention, typically a student would discuss this with Dr. Heather and then, if not resolved, with the Program Director, who, for the MAMFT is Dr. Fred. However, since this is a possible conflict of interest situation, the following process is suggested.

Should a student have a concern about any aspect of the combined or individual work of Dr. Fred and Dr. Heather Gingrich at Toccoa Falls College, they should first discuss it with that person personally (i.e., apply the principles of Matthew 18). The next step would be to talk with the Director of Graduate Studies. A formal complaint or appeal can also be made to the Graduate Appeals Committee using the appropriate form in the Graduate Student Resource Center.

It is the desire of the Graduate Studies School to be as transparent as possible. As such, Dr. Fred Gingrich, in his MAMFT/CM Program Director role, does not evaluate or supervise Dr. Heather Gingrich in any capacity, nor vice versa. Their direct supervisor is the Director of Graduate Studies.

## **GRADE APPEAL PROCESS**

Students who have concerns related to academic courses (grading, assignments, class policies, course material, etc.) should first discuss the matter with the course professor. If no agreement on the matter can be achieved, the student may consult with the Director of Graduate Studies. If the matter is still unresolved, the student may present the issue to the Vice President for Academic Affairs. The Vice President for Academic Affairs may choose to refer the matter to the Graduate Appeals Committee. Students must submit all appeals and rationale in writing to the instructor within 14 days of the last exam day of the semester in question. Grade changes submitted after this period must have the approval of the Director of Graduate Studies.

## **TITLE IX**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are both forms of sex discrimination prohibited by Title IX.

Toccoa Falls College is committed to providing an environment of learning, living, and working that fulfills the human spirit and promotes a healthy environment for its students and employees. Sexual misconduct includes but

is not limited to, sexual assault, sexual harassment, stalking, domestic violence and sexual exploitation committed by Toccoa Falls students, staff or faculty and will not be tolerated. This applies to a variety of campus environments that include academic, athletic, residential and College-sponsored programs, as well as the online learning environment. If you believe you or others have been sexually harassed, assaulted or subjected to sexual misconduct by a TFC student or employee, you are strongly encouraged to seek assistance. We want to help. The Title IX Coordinator wants to provide help and support for both the complainant and the accused. Our first priority is our campus community while also being in full compliance with directives provided by the United States Department of Education (DOE) and the Office for Civil Rights (OCR).

### **CONTACTING THE TITLE IX COORDINATOR**

Any student or TFC employee (or applicant) who has concerns about sex discrimination or sexual misconduct should proactively seek the help of the Title IX Coordinator. Use the following guidelines to help determine if you should seek assistance.

- You desire to understand what measures or options exist if an episode of sex discrimination or sexual misconduct has occurred (sexual assault, sexual harassment, stalking and domestic violence).
- You are unsure about how to proceed if you have been directly or indirectly involved in a situation involving any of the above situations.
- You become aware of an incident that could necessitate a College inquiry/investigation.
- You seek to bring calm or decreased intensity to a situation that has reached a level you didn't anticipate and feel administrative intervention could help.
- You have questions about TFC's policy or procedures involving incidents of sexual misconduct.

## SEBY JONES LIBRARY

### Library Help Desk

(706) 886-7299 x5346

[www.tfc.edu/library](http://www.tfc.edu/library)

### Library Staff

Selina E. Slate, M.L.I.S.

Torri L. Beck, M.L.I.S.

### GENERAL INFORMATION

The Seby Jones Library, a two-story building located in the middle of campus, is the primary center for academic research at Toccoa Falls College. The library provides members of the College community with resources for their intellectual, spiritual, and cultural development. The library's total learning resources include access to over 1,000,000 volumes (paper and electronic), over 73,000 electronic periodical subscriptions, and over 3.4 million scholarly reference articles. Also available are over 39,800 e-videos and over 1.5 million statistical research reports. Library Orientation sessions are held at the beginning of each semester for all new students.

### ONLINE LIBRARY RESOURCES

The library's online catalog link can be accessed remotely from any location. The library's webpage [<https://tfc.edu/academics/library/>] and the Library section of the Graduate Student Center in the Graduate Course Pages provide access to an array of library services including: searching the library's catalog, searching library databases, checking your library account, renewing materials online, requesting an interlibrary loan, asking a reference question, reading the library's collection of electronic resources, as well as making suggestions for improving library services. Access is available 24 hours/day all year long.

Importantly, 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 [<http://www.galileo.usg.edu/>]. Over 73,000 full-text journals and magazines are available to all library patrons through this resource. The library also has agreements with various vendors to provide electronic databases including Films on Demand, Credo Reference, JSTOR, PROQUEST, EBSCO and Statista for graduate students.

For counseling students, an important resource that has been made available is Psychology.net, a counseling video library database. Also, the Journal of Marital and Family Therapy has been added to the TFC digital library database.

### EXTERNAL LIBRARY RESOURCES

As a member of Georgia's Private Academic Libraries (GPALS) consortium, Toccoa Falls College students are provided full circulation privileges to 23 other academic 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. Upon request, the TFC Library Director will send a letter verifying that the TFC graduate student desiring a UGA library card is in good standing with the Seby Jones Library.

Additionally, the interlibrary loan service (ILL), which allows the borrowing of books from libraries all over the United States (WORLD CAT), is available to all students, faculty, and staff for their research needs. Requests are made using an online form or via email [[ill@tfc.edu](mailto:ill@tfc.edu)]. Interlibrary loan services are advertised on the library website at <https://tfc.edu/academics/library/>.

## **RESEARCH ASSISTANCE**

The reference staff offers individual assistance with library research including instruction on using the Internet, locating library resources and searching online databases. Online reference help is available through email, on course pages, and by phone during posted hours. A variety of Subject Seminars are available on campus each semester which graduate students may attend.

## **MEDIA AND TECHNOLOGY**

The library provides access to 60 Windows and Mac computers for student use. Video cameras and iPads are also available for checkout for use within the building. Equipment for listening, viewing, and editing media is provided. DVDs and CDs are available for listening, viewing or checkout. The library also provides laminating services and materials for making bulletin boards. A color copier, scanner, and printers are available for student and faculty use.

The IT department supplies and maintains the permanent projection equipment in campus classrooms. The library provides portable multimedia projectors and other media equipment for checkout to faculty, staff and students for campus use. Workshops are offered periodically to assist students in using technology and in producing and editing media.

## **CIRCULATION SERVICES**

Graduate students may check out books from the library for a period of two weeks with renewal privileges if needed. DVDs circulate for three days. Students may renew materials up to three times at the Help Desk, by phone, or via the library webpage. Fees for lost materials include the replacement cost plus a processing fee. Fines are charged for overdue materials. Brochures with basic library policies and procedures are available in the library and on the library's webpage.

## STUDENT SUPPORT SERVICES

We realize studying online as an adult along with many other responsibilities can be quite challenging, however, our goal is to ensure the success of each of our students by providing personalized care and attention throughout their studies.

### WELCOME WEBINAR

At the beginning of each academic year the Director of Graduate Studies and current faculty will welcome students with a live webinar that all are invited to attend. The intention is to provide guidance on getting started with online studies in the most user-friendly manner. Orientation will be given on how to locate relevant materials in myTFC, the online Graduate Course Pages of the Moodle platform, additional resources for graduate students, and answers to any questions or concerns. The webinar will be recorded and readily available for those who cannot attend in person.

Additionally, graduate students will regularly receive information from the Graduate Studies Office reminding them of all available support services while they are a student at TFC.

### TFC 500 GRADUATE STUDIES ORIENTATION

In addition to the Welcome Webinar, graduate students will all be required to participate in a graduate orientation course during their first semester of enrolment. This course, TFC 500, will provide important information and support as students embark on graduate-level study, research and academic writing. Topics to be covered include: the mechanics of excellent academic writing, understanding scholarly journals, reading research reports, the effective use of online databases, suggestions for efficient time management, and much more. The College does not charge tuition for this course since it is a non-credit course; however, a passing grade is a requirement to continue in the program.

### GRADUATE STUDENT RESOURCE CENTER

An online Student Resource Center is available for all students as a repository of additional resources to support students with improving writing quality, referencing, researching, and/or study habits and general time management. This Resource Center will continually be updated and expanded by the Director of Graduate Studies and the TFC Library staff as needed and as additional resources are added.

### DEVELOPING COMMUNITY

We strongly encourage students to participate in TFC student life as much as possible. For graduate students living near Toccoa, this may include using the library on campus, attending regular College events, attending chapel services in person or online, or visiting the bookstore or falls. Graduate students may also participate in clubs and sports, though they may not hold leadership positions. It is important to feel a part of the College community even though classes take place online. When participating in on campus activities students should be aware that they are subject to all TFC student conduct policies as enumerated throughout the Toccoa Falls College Student Handbook available on the TFC website.

The following are some services that may be important for TFC graduate students. We encourage students to reach out early with any concerns or questions in order to provide necessary help in a timely manner.

### ACADEMIC WRITING AND RESEARCH ASSISTANCE

The goal of Academic Writing and Research Assistance is to provide a variety of academic and support services for student achievement and adjustment in graduate studies. Assistance is available free of charge to currently enrolled students requesting help. Assistance involves one-on-one support from qualified personnel who have been approved by the Director and the faculty in a given subject area. The form for requesting writing or research

assistance is in the Graduate Student Resource Center.

### **ACADEMIC ADVISING**

Graduate students will receive academic advising and guidance throughout their course of study from the Director of their program. The College also assigns each incoming graduate student an academic mentor in the field of study the graduate student is pursuing. The faculty mentor is an integral part of the student's educational program, so it is important to establish an ongoing relationship. Please note, it is the graduate student's responsibility to complete all requirements of the program of study. Students cannot hold mentors liable for student failure to meet specified program requirements.

### **DISABILITIES SUPPORT**

Students have access to the Toccoa Falls College Center for Academic Success for disability support, as needed. The Americans with Disabilities Act (ADA) defines a person with a disability as any person who has physical or mental impairment that substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, and working), has record of impairment, or is regarded as having such an impairment. The Center for Academic Success provides a variety of academic and support services based on the individual needs of each student. Reasonable accommodations in courses may be requested by filling out the Accommodations Request Form, available in the Graduate Student Resource Center.

### **CAREER SERVICES**

Career Services provides students and alumni with vocational and career advice. Assistance is available through assessment inventories to target career strengths as well as skill development through mock interviews and résumé critiques. Several opportunities each year provide access to job fairs on and off campus. Additionally, graduate students are encouraged throughout the program to explore and reflect upon their unique gifts and calling within God's design for their life.

### **STUDENT COUNSELING SERVICES**

Counseling is available to care for and support the emotional needs of graduate students in a safe and confidential environment. The Student Counseling Center works with students to explore issues of concern, process grief and trauma, examine stress and changes while juggling multiple responsibilities as a student, and handle other areas of psychological distress. They strive to offer high quality care in a safe place through individual or group therapy sessions. The Center's licensed counselors will partner with other campus departments to provide outreach opportunities on a variety of mental wellness topics as well as help refer students to off-campus therapists.

### **SPIRITUAL FORMATION**

The Office of Spiritual Formation (OSF) at Toccoa Falls College 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, TFC wants to be a community that continually explores and practices what it means to love God with all our 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—either on campus or online—that places formation at the heart of both classroom and community life. Chapel services take place on Tuesdays and Wednesdays at 10am, with special services in the evening throughout the semester. These are accessible to graduate students online via the link in the Graduate Student Resource Center.

Social media is an additional avenue to connect with the Office of Spiritual Formation. The Office of Spiritual Formation's social media information can be found in the Graduate Student Resource Center.

Throughout one's graduate 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.

## CONTACT INFORMATION

### Interim Director, Graduate Studies

Dr. Rick Kronk  
Phone: 706.886.7299 x5410  
Email: [rkronk@tfc.edu](mailto:rkronk@tfc.edu)

### Administrative Assistant, Graduate Studies

Mrs. Terri Tench  
Phone: 706.886.7299 x5410  
Email: [territench@tfc.edu](mailto:territench@tfc.edu)

### Program Director, MAMFT & MACM

Dr. Fred Gingrich  
Phone: 706.886.7299 x5410  
Email: [fgingrich@tfc.edu](mailto:fgingrich@tfc.edu)

### MFT Faculty/Clinical Training Coordinator

Dr. Jamie Brodarick  
Email: [jbrodarick@tfc.edu](mailto:jbrodarick@tfc.edu)

### Program Director, Graduate Certificate in Trauma Therapy

Dr. Heather Davediuk  
Phone: 706.886.7299 x5410  
Email: [hgingrich@tfc.edu](mailto:hgingrich@tfc.edu)

### Registrar's Office (Registration & Transcripts)

Phone: 706.886.7299 x5396  
Email: [registrar@tfc.edu](mailto:registrar@tfc.edu)  
Web: [tfc.edu/academics/registrar](http://tfc.edu/academics/registrar)

### Library Services

Phone: 706.886.7299 x5346  
Email: [library@tfc.edu](mailto:library@tfc.edu)  
Web: [tfc.edu/library](http://tfc.edu/library)

### Student Accounts (Billing & Payments)

Phone: 706.886.7299 x5292  
Email: [stuacct@tfc.edu](mailto:stuacct@tfc.edu)  
Web: <https://tfc.edu/admissions/student-accounts/>

### Center for Academic Success (Disability Support)

Mrs. Nancy Hyndman  
Phone: 706.886.7299 x5461  
Email: [nhyndman@tfc.edu](mailto:nhyndman@tfc.edu)

### Student Counseling Services

Amy Marshall, LCSW, Director of Counseling Services  
Phone: 706.886.7299 x 5349  
Email: [amarshall@tfc.edu](mailto:amarshall@tfc.edu)

### Career Services

Phone: 706.886.7299 x5208  
Email: [careers@tfc.edu](mailto:careers@tfc.edu)

### Spiritual Formation

Jordan Brown, Director of Spiritual Formation  
Email: [spiritualformation@tfc.edu](mailto:spiritualformation@tfc.edu)  
Web: [tfc.edu/campus-life/Christian-life](http://tfc.edu/campus-life/Christian-life)

### Bookstore Services

Bookstore Manager: 706.886.7299 x5257  
Assistant Manager: 706.886.7299 x5259  
Email: [bookstore@tfc.edu](mailto:bookstore@tfc.edu)

### Title IX Coordinator

Abigail Davis, VPSA/Title IX Coordinator  
Phone: 706.886.7299 x5326  
Email: [abdavis@tfc.edu](mailto:abdavis@tfc.edu)

## FORMS

The following forms for procedures described in this handbook can be found and filed online in the Graduate Student Resource Center within the Graduate Course Pages platform.

### [ACCOMMODATIONS REQUEST FORM](#)

To request accommodations for documented disabilities under the guidance of the Center for Academic Success.

### [GRADUATE ACADEMIC WRITING & RESEARCH REQUEST FORM](#)

Use for assistance with APA formatting, finding scholarly sources, improving academic writing, and general research questions.

### [GRADUATE APPLICATION FOR DECLARATION OF MAJOR/CONCENTRATION](#)

Submit this form before applying for graduation to confirm your major/concentration to the Registrar's Office. (You may need to also complete the Change of Catalog form below if you now have access to additional courses that were not in the catalog when you first commenced your studies).

### [GRADUATE COURSE DROP FORM](#)

To remove a course from your schedule before the beginning of the semester or during the Drop/Add period.

### [GRADUATE COURSE WITHDRAWAL FORM](#)

Complete the following form if you need to withdraw from an online course. Remember that this can impact your financial aid. If this form is completed after the session midpoint and the professor submits a WF status, an "F" is recorded on your transcript.

### [GRADUATE REQUEST FOR CHANGE OF CATALOG](#)

Use this form if there is an update to the program and courses you will be taking so that you can follow a newer version of the Graduate Catalog.

### [GRADUATE STUDENT ISSUES OF CONCERN/COMPLAINT](#)

While open for use by faculty, staff, and those outside of TFC, this form should be used primarily by students as directed in the Graduate Student Handbook for issues related to general complaints about services/programs/activities/personnel and that are not applicable to one of the above-mentioned reporting forms.

### [GRADUATE STUDIES ACADEMIC APPEAL FORM](#)

Use to appeal an academic policy or decision.

### [GRADUATE STUDIES APPLICATION FOR GRADUATION](#)

The Graduate Application for Graduation form should be completed before the end of the semester prior to the semester of graduation.

### [GRADUATE STUDIES COLLEGE WITHDRAWAL FORM](#)

Complete this form if you intend to withdraw from the College. Non-attendance does not constitute official withdrawal from the College. The effective date of withdrawal shall be the date the student initiates the process by completing the form. When students withdraw, tuition and fees shall be charged in accordance with the refund policy as outlined in the College Catalog. Approval by all required offices are needed before the official withdrawal will be complete.

### [GRADUATE STUDIES LIBRARY REQUEST FORM](#)

Use for Interlibrary loan, UGA library card request, book mailing service, and general library questions.

### [SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE REPORT](#)

This form collects some basic information regarding incidents of discrimination or Title IX misconduct at Toccoa Falls College that involve faculty, students, and/or staff. Please complete as much as information as possible and click submit. All information provided remains confidential.

# MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

Dr. Rick Kronk  
Interim Director, Graduate Studies  
[rkronk@ffc.edu](mailto:rkronk@ffc.edu)

## PROGRAM MISSION STATEMENT

The Master of Arts in Organizational Leadership develops marketplace professionals with advanced organizational knowledge, skills, and research capabilities for service in leadership roles in business, government, non-profit, or educational settings by integrating the pursuit of truth with godly character.

## OUTCOME GOALS

- The graduate will demonstrate in-depth knowledge of theories and scholars of leadership, organizational culture and communications, and an awareness of the application of organizational leadership principles from a biblical worldview perspective. [IDEA 1]
- The graduate will integrate learning from the course materials in critical thinking, problem solving and decision making in their own leadership contexts. [IDEA 3]
- The graduate will evaluate from a biblical perspective the specific skills, competencies, and points of view needed by professionals in organizational leadership in their field. [IDEA 4]
- The graduate will discover, apply, and appraise leader skills, theories and techniques essential for leading efficient and effective teams. (IDEA 5)
- The graduate will identify, investigate, and critically evaluate academic research on leadership and organizational behavior from a biblical worldview perspective. [IDEA 9]
- The graduate will demonstrate, explain, and facilitate ethical reasoning and/or decision-making in organizational leadership based on a biblical worldview, personal ethics and integrity, social responsibility, moral character, and a strong work ethic. [IDEA 10]

## CONCENTRATIONS

Concentrations within the Master of Arts in Organizational Leadership allow for advanced training in an area of specialization for leaders in ministry, missions, and business. Students desiring a Concentration designation on their degree should choose three (3) courses from one area of concentration (9 credit hours total).

Students may choose from differing areas of concentration to remain as regular Master of Arts in Organizational Leadership majors, without a concentration.

A **Concentration in Ministry** provides courses that specifically address and prepare church, non-profit, and faith-based organizational leaders for the challenges faced in leadership beyond the theological preparation they may have received.

A **Concentration in Intercultural Studies** will add a deeper understanding of the unique skills necessary for mission team and mission organization leadership, as well as preparing broader global leadership skills for all leaders.

A **Concentration in Management** allows students to further explore specific managerial aspects of business leadership while gaining the benefit of the broader Master of Arts in Organizational Leadership.

A **Concentration in Sport Management** prepares students interested in leading sports organizations, teams, and athletic facilities with a specific focus that builds upon their preparation as Christians carrying out leadership from a biblical worldview perspective.

## MAOL REQUIRED COURSES

### **NON-CREDIT GRADUATE ORIENTATION (required)**

TFC 500 Orientation

### **CORE COURSES – 24 credit hours**

LED 503 Christian Leadership and Work  
LED 513 Foundations of Organizational Leadership  
LED 613 Organizational Theory and Culture  
LED 623 Organizational Communication  
LED 633 Leading People and Teams  
LED 643 Leading Change and Transformation  
LED 683 Developing Research in Leadership  
LED 693 Organizational Leadership Capstone

### **THREE ELECTIVE COURSES – 9 credit hours\***

\*Concentration is not required. Courses may be chosen from various concentrations.

#### **INTERCULTURAL STUDIES CONCENTRATION**

ICS 613 Leading Culturally Diverse Teams  
ICS 623 International Non-Profit Organizational Development  
ICS 633 Developing Strategic Partnerships

#### **MANAGEMENT CONCENTRATION**

MAN 613 Legal & Ethical Decision Making  
MAN 623 Strategic Management  
MAN 633 Knowledge Management

#### **MINISTRY CONCENTRATION**

MIN 613 Spiritual Formation in Leadership  
MIN 623 Followership: The Other Side of Leadership  
MIN 633 Critical Issues in Leadership

#### **SPORT MANAGEMENT CONCENTRATION**

SPM613 Sport Facility and Event Management  
SPM623 Sport Sales and Sponsorship  
SPM633 Communication and New Media in the Sport Industry

**11 COURSES TOTAL = 33 CREDIT HOURS**

## MAOL SUGGESTED COURSE SEQUENCE 1-YEAR TRACK

### FALL SESSION A

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TFC 500 Orientation  
LED 503 Christian Leadership and Work  
LED 613 Organizational Theory and Culture

### FALL SESSION B

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LED 513 Foundations of Organizational Leadership  
Elective Choice:  
ICS 623 International Non-Profit Organizational Development  
MIN 613 Spiritual Formation in Leadership  
MAN 623 Strategic Management  
SPM 623 Sport Sales and Sponsorship

### SPRING SESSION (16 WEEKS)

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LED 683 Developing Research in Leadership

### SPRING SESSION A

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LED 623 Organizational Communication  
LED 643 Leading Change and Transformation

### SPRING SESSION B

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LED 633 Leading People and Teams  
Elective Choice:  
ICS 633 Developing Strategic Partnerships  
MIN 633 Critical Issues in Leadership  
MAN 633 Knowledge Management  
SPM633 Communication and New Media in the Sport Industry

### SUMMER SESSION

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Elective Choice:  
ICS 613 Leading Culturally Diverse Teams  
MIN 623 Followership: The Other Side of Leadership  
MAN 613 Legal & Ethical Decision Making  
SPM613 Sport Facility and Event Management  
LED 693 Organizational Leadership Capstone

**TOTAL = 33 SEMESTER CREDIT HOURS**

## MAOL SUGGESTED COURSE SEQUENCE 2-YEAR TRACK

### YEAR ONE

#### FALL SESSION A

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TFC 500 Orientation  
LED 503 Christian Leadership and Work

#### FALL SESSION B

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LED 513 Foundations of Organizational Leadership

#### SPRING SESSION A

---

LED 623 Organizational Communication

#### SPRING SESSION B

---

LED 633 Leading People and Teams

#### SUMMER (Elective Choice)

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ICS 613 Leading Culturally Diverse Teams  
MIN 623 Followership: The Other Side of Leadership  
MAN 613 Legal & Ethical Decision Making  
SPM 613 Sport Facility and Event Management

### YEAR TWO

#### FALL SESSION A

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LED 613 Organizational Theory and Culture

#### FALL SESSION B (Elective Choice)

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ICS 623 International Non-Profit Organizational Development  
MIN 613 Spiritual Formation in Leadership  
MAN 623 Strategic Management  
SPM 623 Sport Sales and Sponsorship

#### SPRING SESSION (16 Weeks)

---

LED 683 Developing Research in Leadership

#### SPRING SESSION A

---

LED 643 Leading Change and Transformation

#### SPRING SESSION B (Elective Choice)

---

ICS 633 Developing Strategic Partnerships  
MIN 633 Critical Issues in Leadership  
MAN 633 Knowledge Management  
SPM633 Communication and New Media in the Sport Industry

#### SUMMER

---

LED 693 Organizational Leadership Capstone

**TOTAL = 33 SEMESTER CREDIT HOURS**

**Note:** Maximum time for completion of the Master of Arts in Organizational Leadership is four (4) years.



## MAOL COURSE DESCRIPTIONS

### ICS – INTERCULTURAL STUDIES CONCENTRATION (9 hours)

#### **ICS 613 Leading Culturally Diverse Teams** (3 hours)

Leaders encounter many challenges as people from different cultures, social structures, religions, and languages participate in a globalized landscape and workforce. Learners in this course explore the leadership perspectives and skills necessary to develop high-functioning, culturally diverse teams and develop an understanding of the interrelatedness of nations in the global economy. Particular emphasis is placed on discerning the values underlying behaviors, as well as the attitudes, beliefs, skills, knowledge, and self-awareness necessary for leaders to effectively serve in diverse contexts.

#### **ICS 623 International Non-Profit Organizational Development** (3 hours)

Non-profit organizations provide opportunities to meet societal needs when effectively established through a growing number of models, including traditional donor-based, business as mission, social entrepreneurship, and others. In this course, students will explore organizational leadership theory within the framework of non-profit organizations in order to increase mission effectiveness, strategic direction, and overall sustainability.

#### **ICS 633 Developing Strategic Partnerships** (3 hours)

This course will explore the many facets of leadership in the development of strategic partnerships across a wide range of organizational, cultural, and missional contexts. Within this unprecedented globalized world, it is more important than ever to consider the complexities of inter-cultural relationships, leadership theory and practice, and biblical approaches to the development of healthy networks that birth successful partnerships.

### LED – LEADERSHIP

#### **LED 503 Christian Leadership and Work** (3 hours)

Learners will consider the relationship between faith, work, and thought, specifically informed by biblical analysis, to be equipped to develop a uniquely Christian approach to organizational leadership.

#### **LED 513 Foundations of Organizational Leadership** (3 hours)

A foundational survey of predominant leadership theories, their underlying worldview perspectives, and prominent scholars in the field. Case studies, biblical exegesis, and questionnaires will help students analyze their own leadership style in light of current research, theory, and the Bible.

#### **LED 613 Organizational Theory and Culture** (3 hours)

Understanding the theories behind organizations and organizational culture is essential for any leader. This course provides an understanding of organizational culture and structure as well as organizational lifecycle development. Learners examine the role of the leader as an organizational architect evaluating both the social and technical systems of organizations.

#### **LED 623 Organizational Communication** (3 hours)

A look at organizational leadership from a communications perspective. This course offers learners an opportunity to develop their communication competencies and techniques as well as their negotiation and conflict resolution skills for improving relationships within an organization. This is accomplished by expanding the learner's repertoire of communication styles to more effectively and efficiently handle routine and crisis situations.

#### **LED 633 Leading People and Teams** (3 hours)

Understanding the organizational behavior theories, concepts, and skills needed to lead and motivate individuals and groups is essential. This course explores the psychological contract between leader and follower that takes a variety of forms between two people or between the leader and small groups. Learners study group formation and group development, as well as the intricacies of coaching and mentoring.

#### **LED 643 Leading Change and Transformation** (3 hours)

Organizations are constantly in a state of change. Leaders must be able to exercise strategic foresight in planning and making decisions that will bring about positive transformation not only for the organization but also for the individuals within it. This course will look at the processes of change, current best practices and case studies, and will give leaders the necessary tools to bring about effective change in a biblically informed manner.

**LED 683 Developing Research in Leadership (3 hours, 16 weeks)**

In preparation for possible doctoral studies, it is essential to introduce master's students to basic research methodology and analysis. Learners will engage with current peer-reviewed literature to become familiar with various approaches to social research in leadership studies. Both quantitative and qualitative methods will be briefly examined throughout this course. This course is extended over the complete spring semester for greater flexibility and comprehension.

**LED 693 Organizational Leadership Capstone (3 hours)**

The Capstone is an opportunity to showcase the learning that has occurred over the course of the Master of Arts in Organizational Leadership program. The course is designed to be both retrospective and integrative as students reflect upon significant and complex real-world problems within their own organizational setting while synthesizing leadership theories, concepts, reflective practice, and personal experience, along with biblical exegesis and worldview analysis in a comprehensive graduate portfolio. The course requires students to consider their own personal leadership development, attainment of the program outcomes, and applications to their professional work and personal life. The course concludes with the production and oral presentation of a MAOL Digital Portfolio to a panel of faculty and peer-reviewers as the highlight of this final course. In addition to regular tuition, a course fee of \$20 will be charged. [Prerequisites: Students must have completed all required and elective courses with a minimum GPA of 3.0 with no more than 2 "C's," and nothing lower than a "C"]

**MAN – MANAGEMENT CONCENTRATION (9 hours)****MAN 613 Legal & Ethical Decision Making (3 hours)**

Utilizing TFC's motto to discuss leadership from the perspective of developing Christian character, this course is an inquiry into the personal, organizational, and social values present in legal issues and moral dilemmas. Learners will develop skills in ethical decision-making and recognize how to act with biblical integrity as organizational leaders within a global context.

**MAN 623 Strategic Management (3 hours)**

This course provides students with a pragmatic approach to strategic management that will guide the formulation and implementation of corporate, business, and functional strategies. Strategic management explores the basic direction and goals of an organization and analyzes the environment, industry, and market structure, along with organizational strengths and weaknesses to develop the resources and capabilities needed to gain and sustain a competitive advantage. Students are expected to integrate and apply their learning and Christian ethics to consider modern analytical approaches and enduring successful strategic management practices.

**MAN 633 Knowledge Management (3 hours)**

Knowledge is critical to the success of an organization. This course focuses on how knowledge is created, captured, represented, stored, and reused in the context of managing the design, development, and operation of information technologies to fully leverage the intellectual assets of an organization.

**MIN – MINISTRY CONCENTRATION (9 hours)****MIN 613 Spiritual Formation in Leadership (3 hours)**

This course examines the nature and practices of spiritual formation as indispensable for ministry leaders. Creating an integrated biblical and theological framework for spiritual formation will lead to an exploration of spiritual formation practices that will affect the whole of a ministry leader's life in ways that will also assist them in discipling others.

**MIN 623 Followership: The Other Side of Leadership (3 hours)**

This course will analyze an often overlooked variable of leadership, without which there is no leadership. Content will include definition and typologies of followership, consideration of the leader as a follower, as well as effective and ethical followership.

**MIN 633 Critical Issues in Leadership (3 hours)**

This course will consider the biblical and philosophical approaches to determining a Christian approach to ongoing critical cultural issues. Students will be able to identify multiple and conflicting perspectives on the issue and identify uniquely Christian approaches.

## **SPM – SPORT MANAGEMENT CONCENTRATION (9 hours)**

### **SPM 613 Sport Facility and Event Management (3 hours)**

Developing sharp management and event planning skills is critical in the administration of sport facilities and events. This course provides the foundation necessary to build confidence and understanding in these skills, preparing the manager to navigate the unique aspects of sport event and facility management. The course explores, from a biblical perspective, the theories, practices, and operational procedures necessary to manage all types and sizes of sport facilities (gyms, fields, arenas, stadiums, multipurpose structures, etc.) and events (non-profit fundraisers, athletic competitions, mega sporting events, etc.). Specific topics that will be covered include project management and designing the event experience, event bidding, risk management, facility design, revenue generation, customer service, and sustainability. Students will develop a hands-on, action-learning sport facility/event management project and thus will gain an understanding in the complexity of the sport industry environment.

### **SPM 623 Sport Sales and Sponsorship (3 hours)**

A unique aspect of sport is the importance and role of sales and sponsorship in the management and sustainability of the sport business. This course is designed to provide students with specific knowledge and skills related to the creation and execution of sponsorship programs within sport organizations, along with effective sales strategies that are specific to the complexity of the sport product. Relevant topics will be covered including consumer behavior, ticketing strategies, brand synergy, sponsorship activation, emerging and technology sponsorships, and individual brands versus corporate brand sponsorships. Applying the sales skills and sponsorship strategies learned throughout the course, students will prepare a comprehensive sponsorship proposal in a mock-bid process, providing an active experience in the development and management of sport sponsorships.

### **SPM 633 Communication and New Media in the Sport Industry (3 hours)**

Successfully navigating the changing world of media and the use of technology in sport can be challenging. This course provides an exploration of the role of communication and technology within the sport industry by examining the role of communication in sport, through sport, and in a sport setting. Special focus will be given to topics in the fields of sports information, public relations, media production, interactive media, support systems, and integrated marketing communication in sport. The course will also cover ways in which technology is used and has affected the sport industry in areas such as ticketing, fan engagement, security, emerging sports (e.g., esports), etc.

## **TFC – TOCCOA FALLS COLLEGE**

### **TFC 500 Orientation (0 hours)**

The Toccoa Falls College Orientation is designed for students who are new to graduate studies at TFC. The course equips students with knowledge, skills, and resources necessary for a positive experience as a graduate student at TFC. The College does not charge tuition for this course since it is a non-credit course; however, a passing grade in the course is a requirement to continue in the program.

# MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY

## GRADUATE CERTIFICATE IN MARRIAGE AND FAMILY COUNSELING

Fred C. Gingrich, D.Min.  
Program Director, MAMFT and MACM  
[fgingrich@ffc.edu](mailto:fgingrich@ffc.edu)

### PROGRAM MISSION STATEMENT

The Master of Arts in Marriage and Family Therapy develops clinicians with the skills and knowledge to provide ethical, competent, and compassionate therapy for individuals, marriages, and families within a multicultural, integrated Christian framework.

The Graduate Certificate in Marriage and Family Counseling is intended to provide counseling knowledge, skills, and experience to non-licensed professionals who work with individuals, marriages, and families in their ministry, mission, or educational setting.

### OUTCOME GOALS

- Students will demonstrate in-depth knowledge of the subject, including theories, leading theorists in the field, research methodologies, sub-fields of study, and principles of application (e.g., case studies, development of problems, techniques, etc.) [IDEA 1]
- Students will appreciate the importance of employing global awareness and facilitate a broader understanding of diverse perspectives and other cultures when conducting therapy. [IDEA 2]
- Students will analyze and apply the course material in critical thinking, case conceptualization, problem solving, and decision making, consistent with a biblical worldview. [IDEA 3]
- Students will demonstrate specific skills and competencies of individual, couples, and family therapy in a compassionate manner consistent with a biblical worldview. [IDEA 4]
- Students will identify, investigate, and synthesize academic research on relevant topics in the field of Marriage and Family Therapy. [IDEA 9]
- Students will be able to demonstrate, explain, and facilitate ethical reasoning and decision making in the field of Marriage and Family Therapy, consistent with a Christian worldview perspective. [IDEA 10]

## MAMFT REQUIRED COURSES

### **NON-CREDIT GRADUATE ORIENTATION (required)**

TFC 500 Orientation

### **CORE COURSES – 51 credit hours**

MFT 513 Worldview, Professional Identity & Ethics

MFT 523 Biopsychosocial & Spiritual Development

MFT 533 History & Foundations

MFT 543 Foundational Skills for Counseling & MFT\*

MFT 553 Psychopathology & Diagnosis

MFT 563 Multiculturalism & Diversity

MFT 583 Research & Evaluation

MFT 593 Spirituality in Marriage & Family

MFT 633 Theories of Counseling & MFT I

MFT 643 Premarital and Marital Counseling\*

MFT 653 Treatment Planning\*

MFT 673 Assessment & Psychological Testing

MFT 683 Contemporary Issues & Community Resources

MFT 723 Sexual Development & MFT

MFT 733 Theories of Counseling & MFT II

MFT 743 Family Therapy\*

MFT 793 Professional & Spiritual Identity (Capstone)

### **CLINICAL PRACTICE – 9 credit hours**

MFT 663 Practicum

MFT 753 Internship I

MFT 763 Internship II

### **TOTAL = 60 CREDIT HOURS**

### **OPTIONAL COURSES**

**Counseling Electives** (To be eligible for licensure as LPC)

CSG 603 Career Counseling

CSG 703 Group Counseling

\*Skills courses with a weekend residency requirement.

## MAMFT SUGGESTED COURSE SEQUENCE

### 2.5-YEAR TRACK (5 semesters + 2 summers)

#### YEAR ONE

##### FALL SESSION A

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TFC 500 Orientation  
MFT 513 Worldview, Professional Identity & Ethics  
MFT 523 Biopsychosocial & Spiritual Development

##### FALL SESSION B

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MFT 543 Foundational Skills for Counseling & MFT\*  
MFT 593 Spirituality in Marriage & Family

##### SPRING SESSION A

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MFT 533 History & Foundations  
MFT 563 Multiculturalism & Diversity

##### SPRING SESSION B

---

MFT 643 Premarital and Marital Counseling\*  
MFT 583 Research & Evaluation

##### SUMMER SESSION

---

MFT 673 Assessment & Psychological Testing  
MFT 683 Contemporary Issues & Community Resources  
CSG 603 Career Counseling (Elective)

#### YEAR TWO

##### FALL SESSION A

---

MFT 553 Psychopathology & Diagnosis  
MFT 633 Theories of Counseling & MFT I

##### FALL SESSION B

---

MFT 653 Treatment Planning\*  
MFT 733 Theories of Counseling & MFT II

##### SPRING SESSION (16 Weeks)

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MFT 663 Practicum

##### SPRING SESSION A

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MFT 743 Family Therapy\*

##### SUMMER SESSION

---

MFT 753 Internship I

##### SUMMER SESSION A

---

CSG 703 Group Counseling (Elective)  
MFT 723 Sexual Development & MFT

## YEAR THREE

### FALL SESSION (16 Weeks)

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MFT 763 Internship II

### FALL SESSION B

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MFT 793 Professional & Spiritual Identity (Capstone)

**TOTAL = 60 SEMESTER CREDIT HOURS**

\*Skills courses with a weekend residency requirement.

## GRADUATE CMFC REQUIRED COURSES

### NON-CREDIT GRADUATE ORIENTATION (required)

TFC 500 Orientation

### REQUIRED COURSES – 15 hours

MFT 523 Biopsychosocial & Spiritual Development

MFT 533 History & Foundations

MFT 543 Foundational Skills for Counseling & MFT\*

MFT 643 Premarital and Marital Counseling\*

MFT 683 Contemporary Issues & Community Resources

\*Skills courses with a weekend residency requirement.

## GRADUATE CMFC SUGGESTED COURSE SEQUENCE 1-YEAR TRACK

## YEAR ONE

### FALL SESSION A

---

TFC 500 Orientation

MFT 523 Biopsychosocial & Spiritual Development

### FALL SESSION B

---

MFT 543 Foundational Skills for Counseling & MFT\*

### SPRING SESSION A

---

MFT 533 History & Foundations

### SPRING SESSION B

---

MFT 643 Premarital and Marital Counseling\*

### SUMMER SESSION A

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MFT 683 Contemporary Issues & Community Resources

\*Skills courses with a weekend residency requirement.



# MASTER OF ARTS IN COUNSELING MINISTRIES

Fred C. Gingrich, D.Min.  
Program Director, MAMFT and MACM  
[fgingrich@ffc.edu](mailto:fgingrich@ffc.edu)

## PROGRAM MISSION STATEMENT

The Master of Arts in Counseling Ministry is designed for ministry personnel in church or para-church organizations who work with people's mental health and relationship problems in individual, family or group contexts. This is a non-licensure program that trains students in the skills and knowledge to provide ethical, competent, and compassionate care within a multicultural, integrated Christian framework.

## OUTCOME GOALS

- Students will demonstrate in-depth knowledge of the subject, including theories, leading theorists in the field, research methodologies, sub-fields of study, and principles of application (e.g., case studies, development of problems, techniques, etc.) [IDEA 1]
- Students will appreciate the importance of employing global awareness and facilitate a broader understanding of diverse perspectives and other cultures when conducting counseling. [IDEA 2]
- Students will analyze and apply the course material in critical thinking, case conceptualization, problem solving, and decision making, consistent with a biblical worldview. [IDEA 3]
- Students will demonstrate specific skills and competencies of individual, couples, and family therapy in a compassionate manner consistent with a biblical worldview. [IDEA 4]
- Students will identify, investigate, and synthesize academic research on relevant topics in the field of counseling ministry. [IDEA 9]
- Students will be able to demonstrate, explain, and facilitate ethical reasoning and decision making in the field of counseling ministry. [IDEA 10]

## MACM REQUIRED COURSES

### NON-CREDIT GRADUATE ORIENTATION (required)

TFC 500 Orientation

### CORE COURSES – 36 credit hours

MFT523: Biopsychosocial & Spiritual Development  
MFT543: Foundational Skills for Counseling & MFT\*  
MFT553: Psychopathology & Diagnosis  
MFT563: Multiculturalism & Diversity  
CSG503: Care and Counseling Ministry  
CSG513: Spiritual Dynamics in Counseling  
CSG553: Relationship Counseling  
CSG593: Crisis & Disaster Response  
CSG623: Brief & Solution-focused Counseling  
CSG643: Counseling for Grief & Loss  
CSG663: Counseling Ministry Internship  
CSG703: Group Counseling

### ELECTIVE COURSES – 6 credit hours

CSG573: Assessment & Treatment of PTSD  
CSG603: Career Counseling  
CSG673: Addictions & Counseling  
CSG683: Missions & Counseling  
CSG713: Unique Populations in Trauma Therapy

**14 COURSES TOTAL = 42 CREDIT HOURS**

\*Skills course with a weekend residency requirement.

## MACM SUGGESTED COURSE SEQUENCE

### 1.5-YEAR TRACK (3 semesters + 2 summers)

#### YEAR ONE

##### SPRING SESSION A

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TFC 500 Orientation  
CSG 503 Care and Counseling Ministry  
MFT 563 Multiculturalism & Diversity

##### SPRING SESSION B

---

CSG 513 Spiritual Dynamics in Counseling  
CSG 643 Counseling for Grief & Loss

##### SUMMER SESSION A

---

CSG 703 Group Counseling  
CSG 593 Crisis & Disaster Response

##### FALL SESSION A

---

MFT 523 Biopsychosocial & Spiritual Development  
MFT 553 Psychopathology & Diagnosis

##### FALL SESSION B

---

CSG 553 Relationship Counseling  
MFT 543 Foundational Skills for Counseling & MFT\*

#### YEAR TWO

##### SPRING SESSION (16 WEEKS)

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CSG 663 Counseling Ministry Internship

##### SPRING SESSION A

---

CSG 623 Brief & Solution-focused Counseling

##### SPRING SESSION B

---

Elective

##### SUMMER SESSION A

---

Elective

\* Skills courses with a weekend residency requirement.

## GRADUATE CERTIFICATE IN TRAUMA THERAPY

Heather Daveduik Gingrich, Ph.D.  
Program Director, Graduate Certificate in Trauma Therapy  
[hgingrich@tfc.edu](mailto:hgingrich@tfc.edu)

### PROGRAM MISSION STATEMENT

This certificate program is designed for ministry professionals working in church or parachurch organizations, or licensed mental health professionals who may be working clinically with trauma survivors. para-church organizations who work with people who have experienced trauma due to humanitarian disasters, mass or individual casualty, or emotional, physical or sexual abuse. This is a non-licensure program that trains students in the skills and knowledge to provide ethical, competent, and compassionate care within a multicultural, integrated Christian framework.

### OUTCOME GOALS

- Students will demonstrate in-depth knowledge of the subject, including theories, leading theorists in the field, research methodologies, sub-fields of study, and principles of application (e.g., case studies, development of problems, techniques, etc.) [IDEA 1]
- Students will appreciate the importance of employing global awareness and facilitate a broader understanding of diverse perspectives and other cultures when conducting counseling. [IDEA 2]
- Students will analyze and apply the course material in critical thinking, case conceptualization, problem solving, and decision making, consistent with a biblical worldview. [IDEA 3]
- Students will be able to demonstrate, explain, and facilitate ethical reasoning and decision making in the field of trauma therapy. [IDEA 10]

## CTT REQUIRED COURSES

### NON-CREDIT GRADUATE ORIENTATION (required)

TFC 500 Orientation

### REQUIRED COURSES – 15 hours

CSG573: Assessment & Treatment of PTSD

CSG593: Crisis & Disaster Response

CSG643: Counseling for Grief & Loss

CSG713: Unique Populations in Trauma Therapy

CSG723: Treatment of Complex PTSD

For students who have already earned a Master's Degree with a counseling-related major, certain courses may be substituted if already taken in another accredited program and approved by the Program Director.

## CTT SUGGESTED COURSE SEQUENCE 1-YEAR TRACK

### YEAR ONE

#### FALL SESSION A

---

TFC 500 Orientation

CSG 573 Assessment & Treatment of PTSD

#### FALL SESSION B

---

CSG 643 Counseling for Grief & Loss

#### SPRING SESSION A

---

CSG 713 Unique Populations in Trauma Therapy

#### SPRING SESSION B

---

CSG 723 Treatment of Complex PTSD

#### SUMMER SESSION A

---

CSG 593 Crisis & Disaster Response

## MAMFT, MACM, CMFC, AND CTT COURSE DESCRIPTIONS

### CSG – COUNSELING

#### **CSG 503 Care and Counseling Ministry** (3 hours)

This course explores the provision of pastoral and lay pastoral care to individuals, couples and families within church and parachurch contexts responding to people's mental health and relationship challenges, as well as being a resource to people in engaging community and medical interventions. Prerequisite: None

#### **CSG 513 Spiritual Dynamics in Counseling** (3 hours)

The literature on the integration of psychology (counseling) and theology (spirituality) forms the basis for this course. Contrasting perspectives on theological and psychological aspects of personal and relational problems are explored through an evaluation of models of integration. Specific topics such as image of God, forgiveness, grace, sin, guilt/shame, the demonic, suffering, healing, and spiritual growth are explored. Ethical considerations concerning the use of spiritual interventions in counseling are addressed. Prerequisite: None

#### **CSG 553 Relationship Counseling** (3 hours)

This is an overview, introductory course that helps students understand and intervene in marriages and family systems, by acquiring knowledge of relationship dynamics, assessment, and skills related to working with couples and families. Premarital counseling, marriage enrichment, and parenting are addressed. The Christian view of marriage informs the consideration of the nature of marriage and family in contemporary society. This course is designed for non-MFT students and may not be used in the MFT program. Prerequisite: None

#### **CSG 573 Assessment and Treatment of PTSD** (3 hours)

This course focuses on the assessment and treatment of PTSD, as distinguished from Complex PTSD. Treatment approaches discussed include Prolonged Exposure Therapy, Trauma-Focused Cognitive Behavioral Therapy, Cognitive Processing Therapy, and EMDR, among others. Included is how to work with veterans suffering from combat trauma and moral injury. The neurobiology of trauma, including the effects of trauma on the developing brain is examined, in addition to the possibility of posttraumatic growth. Vicarious/secondary trauma is covered, as well as guidelines for developing resistance to the negative impacts of ministering to traumatized individuals through physical, emotional, spiritual, and professional self-care. Discussion regarding how to help develop trauma-informed churches and organizations is included. Prerequisite: None

#### **CSG 593 Crisis and Disaster Response** (3 hours)

This course describes psychological crisis intervention approaches and techniques in the face of natural and human made disasters, such as floods, earthquakes, fires, transportation accidents, school shootings, workplace violence, and terrorism. These disasters typically affect large groups of persons at the same time and require a planned response for the victims, their families, and helping providers who may or may not have a faith background. Course content focuses on the theological issues of a disaster; spiritual, physical, and psychological responses to disaster; intervention techniques; and care for the caregivers to prevent or mitigate compassion fatigue. As a part of this course, students are trained and receive a certificate in Group Crisis Intervention: Critical Incident Stress Management (CISM) through the International Critical Stress Foundation (ICSF)\* and/or earn certification in Psychological First Aid (PFA). Another component of the course involves discussion of the assessment and practical intervention techniques related to individual crisis situations in the first 72 hours following a crisis such as suicide, domestic violence, addiction, homicide, death, divorce, health issues, and life transitions. \*An additional fee is required for CISM training and certification. Prerequisite: None

#### **CSG 603 Career Counseling** (3 hours)

This course is an overview of career development theories, career decision-making, lifestyle considerations, and the use of assessment instruments that help facilitate lifelong career development. Prerequisite: None

#### **CSG 623 Brief and Solution-focused Counseling** (3 hours)

Several theories and approaches to brief counseling, using primarily problem-solving and solution-focused strategies are discussed and practiced in this course. These approaches are particularly relevant to ministry contexts where longer-term therapeutic approaches are not appropriate. Attention is given to practical techniques such as the use of homework techniques in therapy, video and online resources, as well as short-term trauma incident reduction techniques for trauma survivors. Prerequisite: None

**CSG 643 Counseling for Grief and Loss** (3 hours)

This course explores the counseling implications of grief and loss across the life span. Attention is given to therapeutic strategies that are effective with persons who struggle with grief and loss, as well as to biblical material regarding grief and loss. Differences between normal grief, complicated grief, and traumatic grief are addressed. The less obvious losses that are often associated with traumatic events are discussed. A theology of suffering is addressed. Prerequisite: None

**CSG 663 Counseling Ministry Internship** (3 hours)

Utilizing supervision and peer-feedback, this internship opportunity requires the student to find a ministry placement that offers them a hands-on opportunity to work directly with people in a ministry setting. On-site supervision, along with weekly supervision groups facilitated by TFC counseling faculty, provides a rich learning experience. Ethics, helping strategies, diversity awareness, and the personal and spiritual growth of the counselor are discussed. Prerequisites: CSG503; CSG553; CSG623

**CSG 673 Addictions and Counseling** (3 hours)

This course discusses the etiology, psychological, and spiritual dynamics of addictive behaviors. Group and individual approaches to the treatment of substance abuse and other addictions are presented. Attention is given to preventive strategies and therapeutic interventions to address substance abuse and other addictions. Prerequisite: None

**CSG 683 Missions and Counseling** (3 hours)

This course explores the growing area of the application of counseling and care ministries in mission contexts. The focus is on supporting missionaries to fulfill the mandate of world evangelization. Attention is given to the training of nationals as counselors and counseling cross-culturally. Models, skills, case studies, and resources are discussed. Prerequisite: None

**CSG 703 Group Counseling** (3 hours)

This course allows students to study group theories, dynamics, process, and stages as well as provides the opportunity to learn and apply various systems to group counseling, by demonstrating learned skills and leadership. Students participate as a member of a group in order to gain a better understanding of group process. Prerequisite: None

**CSG 713 Unique Populations in Trauma Therapy** (3 hours)

A number of topics related to specific issues in trauma treatment are addressed in this course. They include treatment of intimate partner violence (IPV)/domestic violence (DV), perpetrators of IPV/DV, clergy abuse, spiritual abuse, trafficking, traumatized children, and refugees. Also covered are trauma care in developing nations, and trauma treatment of missionaries/international workers. An additional focus is the effects of trauma on families and strengthening family resilience to trauma. Prerequisite: None

**CSG 723 Treatment of Complex PTSD** (3 hours)

The focus of this course is the assessment and treatment of complex PTSD (C-PTSD). C-PTSD, which is usually the result of chronic, relational, physical, emotional, verbal, and/or sexual abuse in childhood, is contrasted with PTSD with respect to the source of the trauma, symptoms, and treatment. The effects of C-PTSD on development, including the neurobiological effects and the use of dissociative defenses are addressed. A phased treatment approach, which is the standard of care for C-PTSD, is presented. This includes an in-depth look at navigating the intricacies of: Phase I – Safety and Symptom Stabilization; Phase II – Trauma Processing; and Phase III – Consolidation and Resolution. Use of the survivors' dissociative capacities, grounding techniques, relaxation exercises, mindfulness practices, and other methods to aid with managing intrusive posttraumatic symptoms and dealing with overwhelming emotions are discussed. Also considered is how to deal with the spiritual issues with which both Christian and non-Christian survivors struggle. Some explicitly Christian approaches such as inner healing prayer are addressed and contrasted with secular approaches. Specific subtypes of complex trauma survivors such as those with dissociative disorders, and those that have experienced organized abuse, ritual abuse, and mind control are covered. Perpetrator treatment is also addressed. The danger of vicarious/secondary trauma for the counselor is discussed as well as appropriate self-care strategies. Prerequisite: None

**MFT – MARRIAGE AND FAMILY THERAPY****MFT 513 Worldview, Professional Identity & Ethics** (3 hours)

This course provides an overview of the Marriage & Family Therapy profession including professional attitudes, integrity, and identity from a Christian worldview. It highlights ethical and legal issues, emphasizing application of the AAMFT and ACA codes of ethics to clinical situations. Prerequisite: None

**MFT 523 Biopsychosocial & Spiritual Development** (3 hours)

This course addresses individual and family development and the interconnectedness of biopsychosocial and spiritual health from birth to later adulthood. It addresses the normal developmental processes that occur over the life span. It explores continuity and change within the developing family system. Health and wellness, the impact of technology in a person's life and relationships, and digital literacy are explored. Prerequisite: None

**MFT 533 History & Foundations of MFT** (3 hours)

This course serves as an overview to the field of marriage and family therapy and is designed to help students understand systems theory and the history and development of first generation family therapies. The emergence of specific approaches such as intergenerational models, marital and couples counseling, and sex therapy is discussed. It identifies leading figures in history and key influences in the field of marriage and family therapy. Prerequisite: None

**MFT 543 Foundational Skills for Counseling & MFT\*** (3 hours)

This skills-based course focuses on basic counseling skills and techniques for working with individuals, couples, and families. Using role plays, students facilitate a counseling session, demonstrate micro-skills, and practice interpersonal effectiveness. This course is a hybrid course requiring online work and an intensive weekend spent on campus with hands-on training. Prerequisite: None

**MFT 553 Psychopathology & Diagnosis** (3 hours)

This course examines the etiology of psychopathology, the recognition and categorization of dysfunctional psychological, emotional and relational patterns, and the application of diagnostic criteria as specified by the *Diagnostic and Statistical Manual of Mental Disorders (DSM-5)*. The course includes a critique of individual pathology from a systemic perspective. Prerequisite: None

**MFT 563 Multiculturalism & Diversity** (3 hours)

This course examines social and cultural foundations of behavior manifested in social systems, individuals, and diverse groups. Students are challenged to increase self-awareness, pursue understanding, and provide culturally sensitive therapy to all populations. Prerequisite: None

**MFT 583 Research & Evaluation** (3 hours)

This course provides an overview of research methods, data collection and analysis, and reporting of results in the counseling and marriage and family therapy literature. Attention is given to the scholarly conducting of research, appropriate analysis, and critiques of research reports. In addition, program evaluation methods are reviewed. Prerequisite: None

**MFT 593 Spirituality in Marriage & Family** (3 hours)

This course addresses the historical and biblical understanding of theological perspectives on gender, singleness, marital covenant, family relationships, divorce and remarriage, sexuality, and parenting. Prerequisite: None

**MFT 633 Theories of Counseling & MFT I** (3 hours)

This course provides an overview of the major theories of counseling and their application to the helping relationship from a Christian worldview perspective. It presents the basic theoretical foundation for "classic" modern marriage and family therapy theories and examines the following sub-schools: Family Systems, Psychodynamic, Structural, Contextual, Strategic, Experiential, and Cognitive-Behavioral. Contrasts between theories are explored as well as an exploration of the tensions between the purposes and functions of family relationships. Prerequisite: MFT 533

**MFT 643 Premarital and Marital Counseling\*** (3 hours)

This course considers the dynamics of marital, as well as premarital relationships by examining theoretical models of marital therapy and the skills and interventions in relationship counseling. Premarital counseling models are explored and evaluated. Students learn basic approaches to marital therapy along with systemic intervention techniques from a Christian perspective. Students practice applying their approach to therapy in a counseling setting with instructor feedback. This course is a hybrid course requiring online pre-work, an intensive weekend spent on campus with hands-on training, and online post-work. In addition to regular tuition, a course fee of \$150 will be charged for the Prepare-Enrich certification. Prerequisite: None

**MFT 653 Treatment Planning\*** (3 hours)

This course builds on the course on psychopathology and diagnosis giving special emphasis to treating dysfunctional individual, couple, and family dynamics within a family systems perspective. This course involves selecting and applying interventions and techniques based on a range of MFT theories, and includes case conceptualization, assessment, diagnostic,



and treatment planning skills using case examples. This course is a hybrid course requiring online pre-work, an intensive weekend spent on campus with hands on training, and online post-work. Prerequisite: MFT 553

**MFT 663 Practicum (3 hours)**

This course introduces graduate students to the practice of counseling with actual clients in local placements. Students are required to secure outside placements with approved site supervision. Agencies provide onsite and students participate in groups supervision with program faculty. Practicum includes observation, shadowing, and supervised practice. Additional consideration of therapy ethics, person-of-the-therapist, self-care, and professional MFT skills examples of topics that are included. Prerequisites: MFT 543; MFT653

**MFT 673 Assessments & Psychological Testing (3 hours)**

This course examines and applies the practice of selecting, administering, and interpreting assessments. It provides an overview of psychological testing with emphasis on reliability and validity of instruments and results. Students provide written reports of various assessments discussed in class and used with volunteer participants. Prerequisite: None

**MFT 683 Contemporary Issues & Community Resources (3 hours)**

This course helps students develop competencies in current and emerging contemporary issues, problems, and recent developments within Marriage and Family Therapy knowledge and practice. It prepares students to work effectively within complex community settings, such as medical and educational settings; develop an understanding of the history, concepts and consequences of social welfare policies of national, state, local and agency organizations; and equip them to utilize a networking system for resourcing needs. Prerequisite: None

**MFT 723 Sexual Development & MFT (3 hours)**

This course covers aspects of sexuality development across the life span of individuals and families. It includes an overview of male and female sexual anatomy and physiology as well as sexual behavior across the life span. Sexual dysfunctions and difficulties, issues related to sexual identities and gender dysphoria, and the ways in which individuals' sexual issues impact their intimate relationships are included. Prerequisite: None

**MFT 733 Theories of Counseling & MFT II (3 hours)**

This course examines contemporary and post-modern approaches to MFT such as Solution Focused, Narrative, Emotionally Focused Couples Therapy, the Gottman Method, and so on. The course provides an opportunity for students to continue to develop their own integrated, therapeutic framework as they form a deeper understanding of normal family development, the development of problems, and conditions for behavioral change. This course guides students in the conceptualization of family and couple dynamics, and the theory and application of interventions according to various therapeutic modalities. Prerequisite: MFT 533

**MFT 743 Family Therapy\* (3 hours)**

This course focuses on applying the necessary skills of communication, intervention, and mediation that are essential in conducting family therapy. Students role play complex family situations and practice applying their own approach to therapy with immediate instructor feedback. This course is a hybrid course requiring online pre-work, an intensive weekend spent on campus with hands on training, and online post-work. Prerequisite: None

**MFT 753 Internship I (3 hours)**

This is an off-campus clinical internship and requires students to secure outside placements with approved site supervision. Students have the opportunity to practice and provide a variety of counseling related activities that would normally be expected of a counseling staff member. The 300-hour internship includes a minimum of 150 hours of direct service and weekly individual and group supervision. Prerequisites: MFT 661

**MFT 763 Internship II (3 hours)**

The course is the final supervised, clinical internship in the program and provides students with the opportunity to integrate their knowledge, personal growth, faith, and clinical experiences and to refine competencies as a counselor/therapist with greater emphasis on professional identity and skill level of an entry level practitioner. Students are required to secure outside placements with approved site supervision. The 300-hour practicum includes a minimum of 150 hours of direct service with weekly individual and group supervision. Prerequisite: MFT 753

**MFT 793 Professional & Spiritual Identity (Capstone)** (3 hours)

This capstone course in the MFT program pulls together the integration of faith, theological concepts about marriage, biblical application, professional identity, commitment to ethical practice, and the application of a Christ-centered approach to marriage and therapy. Co-requisite: MFT 763

**TFC – TOCCOA FALLS COLLEGE**

**TFC 500 Orientation** (0 hours, either semester)

The Toccoa Falls College Orientation is designed for students who are new to graduate studies at TFC. The course equips students with knowledge, skills, and resources necessary for a positive experience as a graduate student at TFC. The College does not charge tuition for this course since it is a non-credit course; however, a passing grade in the course is a requirement to continue in the program.

\* Courses with a Weekend Residency Requirement

# DIRECTORY

## BOARD OF TRUSTEES

2022-2023

John W. Allen*	Mansfield, Ohio
Ron N. Cantrell	Hiawassee, Georgia
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Lantzia C. Thao	Thornton, Colorado
Janet L. Webb	Dunwoody, Georgia
Floyd Wheeler	New Castle, Delaware
George Woerner	Orange Beach, Alabama

\*Board Chairman

Trustee Emeriti:

Ray L. Kincaid	Ft. Myers, Florida
R. Harold Mangham	Kissimmee, Florida
David W. Scott	Atlanta, Georgia

## ADMINISTRATION

**Myers, Robert M., D.B.A.**, President, B.S., University of Maryland; M.B.A., Palm Beach Atlantic University; D.B.A., Nova Southeastern University. (2012-present)

**Clements, Kieran M., Ph.D.**, Vice President for Academic Affairs, B.S., Saint Francis College; Ph.D., North Carolina State University. (1999-present)

**Davis, Abigail H., M.Div.**, Vice President for Student Affairs, B.A., M.A. Biola University; M.Div., Gateway Seminary. (2017-present)

**Kerr, Emily C., B.S.**, Vice President for Enrollment Management, B.S., Toccoa Falls College. (2011-present)

**Mooney, DeWanna H., D.Ed.Min.**, Vice President for Business and Finance, B.B.A., Baylor University; M.Acc., University of Tennessee; D.Ed.Min., Southwestern Baptist Theological Seminary. (2018-present)

**Schenck, Merlin L., B.S.**, Assistant Vice President for Operations, B.S., Toccoa Falls College. (1991-present)

**Stewart, Ronald A., Jr., B.S.**, Assistant Vice President for Enrollment Management, B.S., Toccoa Falls College. (2019-present)

## FACULTY EMERITI

**Allison, Norman E., Jr., Ph.D.**, Professor Emeritus, B.A., Toccoa Falls College; M.A., American University of Beirut; Ph.D., University of Georgia. (1972-present)

**Elkins, Gary S., Ph.D.**, Professor Emeritus, B.S., Columbia International University; M.A., Denver Seminary; M.A., University of Denver; M.A., Trinity International University; Ph.D., University College Dublin, Ireland. (1999-present)

**Farley, William H., Th.M.**, Professor Emeritus, B.A., Crown College; M.Div., Bethel Theological Seminary; Th.M., Southern Baptist Theological Seminary. (1976-present)

**Frederick, L. Ruth, Ed.D.**, Professor Emerita, B.S., Bryan College; M.Ed., Florida Atlantic University; M.S., Azusa Pacific College; Ed.S., Florida Atlantic University; Ed.D., University of Georgia. (1990-present)

**Gardner, Donna R., Ed.D.**, Professor Emeritus, B.S.Ed., Geneva College; M.Ed., University of Pittsburgh; Ed.D., University of Georgia. (1987-present)

**Garside, Dale C., Ph.D.**, Professor Emeritus, B.S., Shippensburg State University; M.A., University of Paris-Sorbonne; M.A., M.A., Ph.D., University of Cincinnati. (1997-2004; 2008-present)

**Harvey, David P., D.Min.**, Professor Emeritus, B.A., John Brown University; Th.B., Crown College; M.A., Wheaton Graduate School; D.Min., Columbia International University. (1987-present)

**Morden, James R., M.M.**, Professor Emeritus, B.A., M.M., University of South Florida. (1974-present)

**Murphree, Jon Tal, M.Div., Litt.D.**, Professor Emeritus, A.B., Asbury University; M.A., University of Kentucky; M.Div., Asbury Theological Seminary; Litt.D., Toccoa Falls College. (1981-2002; 2005-present)

**Reese, David G., Ph.D.**, Professor Emeritus, B.S., Nyack College; M.Div., Asbury Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (1988-present)

**Stuff, W. David, M.Ed.**, Professor Emeritus, B.S., M.Ed., Indiana University of Pennsylvania. (1985-present)

**Vena, Julio C., M.Div.**, Professor Emeritus, B.A., Central Bible College; M.A., M.Div., Trinity Evangelical Divinity School. (1971-present)

**Williams, Donald T., Ph.D.**, Professor Emeritus, B.A., Taylor University; M.Div., Trinity Evangelical Divinity School; Ph.D., University of Georgia. (1988-present)

**Wulf, Clarence W., M.Div., Litt.D.**, Professor Emeritus, B.A., San Francisco Baptist College; B.D., M.Div., Talbot Theological Seminary. Litt.D., Toccoa Falls College. (1979-present)

## ADMINISTRATIVE FACULTY

**Beck, Torri L., M.L.I.S.**, Assistant Library Director Librarian, B.S., University of Georgia; M.L.I.S., Valdosta State University. (2016-present)

**Brodarick, Jamie N., Ph.D., LMFT**, MFT Core Faculty and Clinical Training Coordinator, B.A., University of Kentucky; M.S., Nova Southeastern University; Ph.D., Nova Southeastern University. (2022-present)

**Davediuk Gingrich, Heather J., Ph.D.**, Program Director Certificate in Trauma Therapy, B.A., Carleton University; M.A., Wheaton College; Ph.D., University of the Philippines. (2022-present)

**Ferron, Allison L., M.L.I.S.**, Director of Institutional Research & Effectiveness, B.S., Toccoa Falls College; M.L.I.S., Valdosta State University. (2011-present)

**Gingrich, Fred C., D.Min.**, Program Director of M.A. Marriage and Family Therapy; B.A., Carleton University; M.A., St. Paul University; D.Min., Eastern Baptist Theological Seminary. (2021-present)

**Hyndman, Nancy F., M.A.**, Director of Center for Academic Success, B.A., Vennard College; M.A., Asbury Theological Seminary. (2005-present)

**Slate, Selina E., M.L.I.S.**, Library Director, B.S., Corban University; M.L.I.S., Valdosta State University. (1994-present)

**Thorne, Andrew P., M.B.A.**, Dean of Distance Education, B.S., Toccoa Falls College; M.B.A., Regent University. (2014-present)

**Vickers, Kelly G., M.A.**, Registrar, B.S., Toccoa Falls College; M.A., Trinity Evangelical Divinity School. (1986-present)

**Womble, Aimee L., M.Div.**, Associate Registrar, B.A., Palm Beach Atlantic University; M.Div., Wesley Seminary. (2021-present)

## FULL-TIME FACULTY

### SCHOOL DEANS

**Council, Thomas M., Ph.D.**, Dean of the School of Professional Studies, Professor of Choral Music, B.S., Toccoa Falls College; M.M.E., Samford University; Ph.D., Auburn University. (2000-present)

**Hendrix, Kristi L., Ed.D.**, Dean of the Fetterman School of Nursing, Assistant Professor of Nursing, B.B.A., The University of Georgia; B.S.N., M.S.N., Clayton State University; Ed.D., University of West Georgia. (2016-present)

**Thorne, Andrew P., M.B.A.**, Dean of Distance Education, B.S., Toccoa Falls College; M.B.A., Regent University. (2014-present)

**Vena, Christopher J., Ph.D.**, Dean of the School of Christian Ministries, Associate Professor of Systematic Theology, B.A., Toccoa Falls College; M.A., Bethel Theological Seminary; Ph.D., Marquette University. (2007-present)

**Wanner, Curt N., Ph.D.**, Dean of the School of Arts & Sciences, Professor of Communication, B.A., Wheaton College; M.A., Regent University; M.Div., Th.M., Gordon-Conwell Theological Seminary; Ph.D., University of Georgia. (2006-present)

### TEACHING FACULTY

**Brock, Dorothy S., Ph.D.**, Associate Professor of Counseling, B.S. Oral Roberts University; M.Ed., Ph.D., Georgia State University. (2001-present)

**Burris, Kevin R., Ph.D.**, Bible & Theology Department Chair, Professor of Biblical Studies & Languages, Online Department Coordinator, B.E.E., Georgia Institute of Technology; M.Div., Ph.D., Southern Baptist Theological Seminary. (2007-present)

**Cannella, Matthew, M.A.T.**, Assistant Professor of Teacher Education, B.A., University of California Los Angeles; M.A.T., Bard College. (2021-present)

**Dowler, Leslie M., M.Ed.**, Assistant Professor of Mathematics, B.S., M.Ed., Auburn University. (2020-present)

**Foster, Angela M., M.S.N.**, Assistant Professor of Nursing, B.S., M.S.N., Augusta University. (2018-present)

**Glover, Lisa A., Ph.D.**, Assistant Professor of Teacher Education, B.A., Lock Haven University; M.Ed., Ph.D., Liberty University. (2022-present)

**Greiving, Adam C., M.A.**, Assistant Professor of History, B.A., Florida State University; M.A., University of Colorado. (2016-present)

**Griffin, Joyce A., M.A.**, Assistant Professor of Cross-Cultural Studies & World Religions, B.A., Crown College; M.A., Wheaton Graduate School. (1998-present)

**Griffith, Richard W., D.Min.**, Assistant Professor of Youth Ministries, Online Department Coordinator, B.S., North Georgia College; M.A., D.Min., Fuller Theological Seminary. (2016-present)

**Henriques, Yuri, M.M.**, Assistant Professor of Music Education, B.A., Hampshire College; M.M., University of Massachusetts. (2016-present)

**Heringer, Seth J., Ph.D.**, Assistant Professor of Theology and Scripture, B.A., St. Olaf College; M.Div., Duke University; Ph.D., Fuller Theological Seminary. (2017-present)

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