Toccoa Falls College

Student Handbook 2025-2026

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TOCCOA FALLS COLLEGE COMMUNITY COVENANT

Toccoa Falls College is a Christ-centered community of learners, dedicated to "building character with intellect." We exist to fulfill the mission of cultivating a uniquely Christian learning community that integrates the pursuit of truth with godly character to produce graduates prepared both personally and professionally for service. Because we have committed to walk in a manner worthy of our calling (Eph. 4:1), we as a community press on in the journey of conforming to the image of Christ (Rom. 8:29, II Cor. 3:18). We recognize that there are emotional, moral, social, physical, and intellectual components to this task and desire spiritual formation in each and understand that this process is essential to our mission and purpose.

To fulfill this commitment, every TFC employee and student agrees that:

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

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

OUR IDENTITY

Toccoa Falls College is a private, Christian institution of higher education that has sought to create and encourage the kind of atmosphere in which quality Christian education can flourish. The college should provide the student with precept and examples from which a student can develop personal values within a biblical framework. We believe that the application of biblical principles in the lives of students will result in personal love and commitment to Christ, wholesome consideration for others, and a well-disciplined life.

Toccoa Falls College is an affiliate college of the Christian and Missionary Alliance denomination. The college functions under a Board of Trustees that sets policy and an administration and faculty that implement the policy. Toccoa Falls College continues to focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives either in full-time Christian ministry or in ministry through their chosen employment.

Throughout its history, the Christian and Missionary Alliance has been known for its distinctive, scripturally grounded views on a number of topics held within the Christian faith. The Christian and Missionary Alliance has published documentation regarding several topics and perspectives that have been approved by the Board of Directors and/or General Council of The Christian and Missionary Alliance. These articles present the official stand of The Christian and Missionary Alliance and Toccoa Falls College on these topics. These influence our faith, identity, policies, and procedures. These documents can be found at: https://cmalliance.org/who-we-are/our-faith-and-mission/perspectives/

HISTORY

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

Realizing the need to be nearer a railroad for easier access, on January 1, 1911, Dr. Forrest purchased the Haddock Inn and 100 acres of land including the beautiful Toccoa Falls, near Toccoa, Georgia. On October 19, 1911, the institute moved from Golden Valley to Toccoa. Reorganized and enlarged, Toccoa Falls Institute which had existed within Golden Valley became a reality. Since many early students of Toccoa Falls Institute had not had the opportunity for a secondary education, the school offered general and vocational high school courses 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 received accreditation by the Association for Biblical Higher Education, formerly the Accrediting Association of Bible Colleges, and on December 13, 1983, by the Commission on Colleges of the Southern Association of Colleges and Schools.

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

Dr. Forrest often referred to the school as a “tree of God’s planting.” The tree has expanded and has

borne much fruit. It has also been severely tested on several occasions. In 1913, Haddock Inn, which housed all the school facilities, burned to the ground. In 1950, fire destroyed LeTourneau Hall, the women's residence. In 1958, the music building burned.

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

MISSION STATEMENT

The mission of Toccoa Falls College is to cultivate a uniquely Christian learning community that integrates the pursuit of truth with godly character to produce graduates prepared both personally and professionally for service.

MISSION DISTINCTIVES

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

MISSION GOALS

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

VISION STATEMENT

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

STATEMENT OF FAITH

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

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

MOTTO

"Where Character is Developed with Intellect"

ATHLETICS

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

- Men's Baseball (Division I)
- Men's Basketball and Women's Basketball

- Men's Soccer and Women's Soccer
- Women's Volleyball
- Men's Golf and Women's Golf
- Men's Cross Country and Women's Cross Country

Spiritual Life

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

CHRISTIAN FORMATION IN THE CLASSROOM

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

FOUNDATIONS OF SPIRITUAL FORMATION

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

INTEGRATION OF FAITH & LEARNING

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

CHRISTIAN FORMATION IN THE COMMUNITY

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

CHAPEL

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

SMALL GROUPS

Students are invited, on Thursdays from 10-10:50 in the morning, to participate with peers in a Barnabas ("B") Group. Some of our dedicated faculty, staff, and a few student leaders facilitate our B-Groups each semester. These groups provide a context where close campus friendships can be forged, where spiritual growth can be nurtured, and where God's grace can be experienced. B-Groups are a place where we become the hands and feet of God for each other on this formational journey. Students are given the opportunity to choose a B-Group and facilitator at the beginning of the semester. If a student chooses to participate, a commitment to the group for a minimum of one full semester is both encouraged and expected. Students may not be in more than one B-Group per semester.

MENTORING

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

FELLOWSHIPS

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

SPIRITUAL FORMATION CREDITS

Due to the commitment to Christian formation at TFC and the formative power of these community experiences, students are expected each semester to earn a specified number of spiritual formation credits (SFCs). For the 2025-2026 school year, the required SFCs are as follows:

- Full-time students (12 hours or more) who live on campus must earn 30 SFCs each semester.

- Full-time students (12 hours or more) who commute from within a 15-mile radius of campus are required to earn 25 SFCs each semester.
- Full-time students (12 hours or more) who commute to campus from beyond a 15-mile radius must earn 15 SFCs each semester.
- Part-time students (7 to 11 hours) must earn 10 SFCs each semester.
- Students taking 6 hours or less are encouraged but not required to earn SFCs.
- Students are responsible for signing in (using the iAttended App or checking in with a leader) to earn a SFC for participation in chapels, B-Group meetings, and fellowship gatherings. Attempts to cheat the attendance system by marking yourself as present and leaving the SFC experience before its conclusion will result in the removal of the SFC for that experience.
- Students can earn up to five SFCs each semester for participating in an approved mentoring relationship.
- Students who fail to earn the requisite number of SFCs by the end of the semester are subject to a $20 fine for each credit under the required amount (e.g., 25/30 credits – 5 X $20 = $100). Fines are assessed at the conclusion of each semester and must be paid in full to resume classes the following semester.
- Students who experience persistent problems related to utilizing the iAttended App should stop by the Office of Spiritual Formation to discuss the issue. Students are encouraged to visit the OSF or to contact spiritualformation@tfc.edu or dpurser@tfc.edu with any request, question, or concern. Students can obtain information and assistance with tracking SFCs through the Office of Spiritual Formation. This office is located on the second floor of the Student Center.
- For a full description of policies and procedures for how to earn SFCs, click on the Spiritual Formation FAQ (http://www.tfc.edu/spiritualfaq)

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

CHRISTIAN FORMATION IN MISSION & MINISTRY

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

SERVICE AND OUTREACH

The Service and Outreach (SAO) program at Toccoa Falls College equips students for lifelong leadership and service through partnerships with community organizations, local churches, and other unique outreach opportunities. Every student at Toccoa Falls College will complete four SAO courses before they graduate. It is through these opportunities that students are able to explore and develop their gifts and passions in order to serve Christ, help others, and experience personal growth. The variety of opportunities allows our students to fulfill their SAO requirements in settings that put hands and feet to what they are learning in the classroom. SAO courses will be reflected on their final transcript. To receive course credit, students must go through the registration process each semester that they are involved in an approved SAO ministry and complete the necessary/timely paperwork.

TFC students are encouraged by the Director of Student Engagement and their department advisor to register for service opportunities that are related to their course work and major. All approved SAO opportunities are listed on myTFC.edu at myResources. The Office of Student Engagement actively seeks to collaborate with local community organizations, the local Church, and the TFC campus community. There is an application and approval process for all potential partnerships.

MISSION TRIPS

Although only Cross-Cultural majors are required to have a mission experience, TFC highly encourages all students to consider taking at least one mission trip during their time in college. We intentionally invite missions organizations to interact with students on campus.

INTERNSHIPS

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

Campus Life

ACADEMIC SERVICES

CENTER FOR ACADEMIC SUCCESS

This office provides academic assistance to students through tutoring, academic advising, and facilitating CLEP tests. This office also provides services to students with documented disabilities. The Center for Academic Success is located on the first floor of Earl Hall.

Tutoring is a free service available to all traditional students. Tutoring is located on the second floor of the library. Tutors are available Sunday – Thursday from 6 – 10 pm.

ACADEMIC FACILITIES

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

SEBY JONES LIBRARY

The library is the focal point for assisting students with accessing and processing information in both print & electronic formats. It is strategically designed to meet a broad spectrum of academic & personal needs. A variety of seating options ranging from quiet study carrels to group study areas are available to accommodate all types of activities. A coffee bar, café style tables, and comfortable seating provides a relaxed atmosphere on the first floor of the library. Individual study carrels, a teaching classroom, and conference room are located upstairs for users who need a quiet atmosphere for studying.

A student's TFC ID card is also used as their library card while enrolled and must have it with them in order to check items out of the library. Computers installed with both Mac & Windows software are located on both floors throughout the building. All students are assigned a student account to log into the computers & a TFC email account. The student account username & password also allows them access to the myTFC portal (my.tfc.edu) which contains all personal academic information, course pages, financial information, and email accounts. The students' TFC email address and password give the student access to all online resources the library subscribes to.

A first-floor help desk with trained workers is staffed during all open hours to assist library users with circulation, questions, problems accessing or using computers and basic research needs. Students are credited with a $50 printing allowance per semester. Media services are available at the library help desk. Staff are trained to assist students with laminating, copying, scanning, bulletin board paper, and printing. Multimedia equipment is available for checkout such as camcorders, voice recorders, headphones, and a projector.

The library hours are always posted on the front door and library website. The Center for Academic Success provides tutoring in the tutor lab, located on the second floor of the library. Check the tutor lab door for tutoring hours.

The library maintains an active collection of over 1 million electronic & print resources that are available to all students, faculty, & staff. The OCLC DISCOVERY online catalog holdings include a collection of over 350,000 e-books & over 55,000 print materials. Over 73,000 full-text journals and magazines are available through consortium agreements. The library has agreements with vendors to provide electronic databases including GALILEO, FILMS ON DEMAND, CREDO REFERENCE, JSTOR, PROQUEST, EBSCO, and STATISTA. The library is a member of Georgia's Library Learning Online (GALILEO), a statewide resource-sharing network used by all Georgia educational institutions provided through the University System of Georgia. GALILEO is an annual subscription-based service that provides the TFC community access to approximately 200 online databases [www.galileo.usg.edu]. Over 10,000 full-text journals and over 500,000 e-books are available to all library patrons through this resource.

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

Instruction videos are located on the library website under "Research Resources" for all students to access to help with effectively searching for online resources. Our online librarian provides services by email or phone and is also available with regular office hours Monday-Friday, 8:30am until 4:30pm. Print materials are available to be picked up or mailed upon request.

ADDITIONAL FACILITIES

BOOKSTORE AND GIFT SHOP

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

The Toccoa Falls Visitors Center and Toccoa Falls are open Monday - Friday from 10:00AM to 4:00PM and Saturday - Sunday from 12:00PM to 4:00PM, though it is closed for holidays and is subject to additional campus closures.

Textbook ordering can be completed through TFC E-Campus Bookstore at www.tfc.ecampus.com. For customer service or textbook questions, please call 859-209-6958 or email bookstore@ecampus.com.

LOIS DELANY ATHLETIC CENTER AND TFC ATHELTIC FIELDS

The Lois DeLany Athletic Center facility includes a hardwood court for basketball and volleyball, a film room, a training room, dressing and locker rooms, athletic offices, a rock-climbing gym, and concession area. Students may attend all athletic events free of charge. Special tournaments from the NCCAA or another approved function may require students, faculty, and staff pay an admission charge. Students who wish to schedule certain events in the gym must seek approval at the Athletic Office. The Athletic Office must approve all scheduled events. Approval can be sought from the Athletic Director. Official athletic events, such as intercollegiate games, intramural competitions, and college team practices have scheduling priority.

MAIL CENTER

The Toccoa Falls Mail Center is located in the Parkerson Student Center. Hours for the Mail Center are posted on the entrance door and can differ depending on holidays. The Campus Mail Center sells stamps, scantrons, and other mailing supplies. USPS (*United States Postal Service*) shipping services are available along with prepaid label drop off service for UPS, FedEx, and USPS. USPS Express and International mail must be taken to the Toccoa Post Office to be processed. Any mail or packages brought to the Campus Mail Center after 2:00 PM will be shipped out the following day.

CAREER SERVICES

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

DINING SERVICES

DINING HALL

Toccoa Falls College contracts with Chartwells to provide all food services for the college. It provides students with a well-balanced diet through a wide variety of menu choices. Students must provide their student ID cards to enter the dining hall at each meal. Cards are non-transferable. The dining hall serves three meals per day, seven days per week. Please see hours posted in the location and on the dining web site at https://dineoncampus.com/toccoa. The meal style is all-you-care-to-eat within the dining hall.

Residential students are required to purchase one of the following three (3) meal plans: "All Access +5", "All Access +3", and "5- Meal Plan". The "All Access +5" Meal Plan provides all-access dining 7 days a week and students can enter the facility on an unlimited basis during hours of operation and includes 5 transferrable swipes per week to order meals in the retail location, referred to as the Screaming Eagles Café. The "All Access +5" Meal Plan additionally comes with $150 declining balance to be used at the Screaming Eagles Café during the semester. The "All Access +3" Meal Plan similarly provides all access 7 days a week to the facility, with 3 transferrable meals and $125 declining balance to the Screaming Eagles Café. The "5-Meal Plan" is a criteria-based plan and provides five (5) meals per week to the dining hall facility. In order to be eligible for the 5-meal plan, a student must meet one of the following qualifications:

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

If you have a medical reason to be on the 5-meal plan, you must submit justification from a licensed medical physician when you submit the 5-Meal Plan application to Housing and Residence Life. The medical justification must include a recommended diet the physician requires. Chartwells services has the options of either providing for those needs per the physician's specifications or allowing the student an exemption from a meal plan entirely. Students can contact Student Affairs for questions related to the above policy exceptions.

The college expects that those who dine in the dining hall will practice rules of good etiquette and appropriate behavior, adhere to proper points of entry and exit, and cooperate fully with Culinary Services staff. A student ID meal plan swipe or meal payment are required for entry into the dining hall. Cash will not be accepted at this location. Students may only remove food from the facility with to-go boxes.

Off-campus students, faculty, and staff may purchase declining balance, which may also be referred to as Eagle Bucks. Students may deposit any amount (starting minimum $25.00) on their ID card and use it as a "debit" card at the dining hall and Screaming Eagles Café. Each purchase is deducted from the balance and students do not pay sales tax on purchases. Please see details regarding additional incentives at https://dineoncampus.com/toccoa.

SACK LUNCHES

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

- We ask that you give us a notice of a minimum of 2 business days for group sack lunches. Individual orders may be placed on the same day.
- Please give 24-hour notice to cancel a group sack lunch.
- If you have a regularly scheduled sack lunch and you miss two pick-ups, your regular lunch order will be cancelled until you speak with the Director of Culinary Services.
- All semester-long sack lunches end on exam week due to the change in class times.
- You cannot eat in the dining hall and request a sack lunch at the same time.

SCREAMING EAGLES CAFÉ

The Screaming Eagles Café is located in the Parkerson Student Center adjacent to the dining hall. It offers full meal options, grab-and-go options, snacks, and hot and cold beverages- including Starbucks Coffee. Eagle Bucks (declining balance,) and Visa/MC are accepted. Cash will not be accepted at this location.

The college expects that those who dine in the Screaming Eagles Café will practice rules of good etiquette and appropriate behavior, adhere to proper points of entry and exit, and cooperate fully with Chartwells services staff.

COMMUTER MEAL PLANS

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

HOUSING AND RESIDENCE LIFE

Residence Life collaborates with students to enhance their academic experience by fulfilling its mission of fostering spiritual growth through community living. The mission of Residence Life is specifically carried out through an emphasis on four key pillars which are embodied by our staff and expected of every student:

1. Generous hospitality
2. Identity rooted in Christ
3. Christian stewardship
4. Lifestyle of worship

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

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

RESIDENCE LIFE STAFF

It is the desire of the Residence Life Staff to build meaningful relationships with students and to see them excel academically, socially, morally, and spiritually during their time at Toccoa Falls College. Students are always welcome to share life and express concerns to any staff member. Housing and Residence Life is open from 9:00 AM - 5:00 PM and is located on the top floor of the Parkerson Student Center.

COMMUNITY LIVING COVENANT

Living in community offers many opportunities and responsibilities. As members of the TFC residential community we ask that students incorporate the values and standards of residential living into their personal life choices. The Community Living Covenant is an expression of integrity and virtue that should come forward in the actions of honorable men and women through the work of Christ in his/her life. As an engaged member of the residential community at TFC, you agree to the following:

As a student in the Toccoa Falls College residence community, I voluntarily commit to live by the following standards:

- *I will be considerate of my roommates and neighbors in regard to noise, cleanliness, and shared use of space.*
- *I will seek peace in working through any conflicts that arise with my roommates and all other TFC students. I will do this in a direct manner with those involved.*
- *I will confront fellow TFC students whose behavior falls outside of the TFC Student Handbook, Residence Life policy, and/or laws of the state of Georgia.*

- *I will choose to build up, respect, and encourage all members of the TFC community.*
- *I will strive to be a person of integrity and self-control, truthful in speech, honest in conduct, and morally pure in both thought and action.*

FACILITIES

Students are accommodated in various on-campus housing options. Each student is provided with a twin bed, mattress, desk, chair, dresser, and closet space. Shared bathrooms are located on each hall. All residence areas have free laundry facilities and a shared kitchen area. Wireless internet is provided to each of our student buildings. Students are encouraged to have their own renter's insurance for personal belongings/contents while attending Toccoa Falls College and it is the student's responsibility to know the restrictions and guidelines of their specific plan.

Upperclassmen may choose to live in 3–4-bedroom terraces when available. Each terrace has a full kitchen, bathrooms, and standard bedroom furnishings and services.

ROOM SELECTION

New students are assigned a room and roommate by the Residence Life staff based on the information provided on their *Housing Preference Form* during the application process. Returning students have the opportunity to choose a living community, roommate, and suitemates during housing selection which takes place during the spring semester. During this process, students complete a Fall Housing Application and pay a $100 deposit to reserve their space in housing. However, all Housing assignments on campus are under the appointment and discretion of the Director of Residence Life and Resident Directors.

ROOMMATES

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

CHECK-IN AND CHECK-OUT PROCEDURES

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

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

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

LIVING OFF CAMPUS

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

- The student is living with an approved family member (parent, grandparent, or aunt/uncle) within commuting distance (60 miles). The student must submit a letter from the family member stating the student will be living at his/her residence.
- The student is married.
- The student is 23 years of age by the end of the semester of enrollment.
- The student has completed 8 semesters of college, post high school graduation.
- The student is living at Paradise Mountain Ministries after having lived on campus for 2 years.

If a student does not meet any of the above criteria, but feels that living off-campus is essential, he/she should complete an Off-Campus Housing Application and provide all necessary and requested information. Once completed and turned into the Division of Student Affairs, this form will be reviewed by the Housing Committee. Students will be notified immediately after a decision has been made. Students may appeal the committee's decision directly to the Vice President of Student Affairs via email. This appeal must be made in writing within 24 hours of the original decision being given to the student. Applications to live off campus must be submitted by April 1 (for the Fall semester) and November 1 (for the Spring semester).

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

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

MARRIED STUDENT HOUSING

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

PEDESTRIANS

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

PHOTO RELEASE STATEMENT

By enrolling at Toccoa Falls College, students grant the college permission to capture and use their image, likeness, or voice in photographs, videos, or other media taken during campus activities, classes, events, or in public areas of the college. These images and recordings may be used for promotional purposes, including but not limited to social media, websites, brochures, and other marketing materials. All student, employee, or Toccoa Falls sponsored events may anticipate photographers or videographers present.

Students who do not wish to appear in such materials may opt-out by submitting a written request to the Office of Marketing & Communications at marketingdept@tfc.edu. The college will make reasonable efforts to accommodate such requests. This release remains in effect for the duration of a student's enrollment unless revoked in writing.

RECREATIONAL ACTIVITIES

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

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

CAMPING

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

SECURITY DEPARTMENT

The Campus Security department is committed to maintaining a safety-conscious community. TFC utilizes a variety of mechanisms and systems to ensure student safety. These include but are not limited to security cameras on campus and security personnel on duty 24 hours a day, seven days a week. Campus property and buildings are patrolled and there is a combined effort between the Residence Life and Security staff to monitor access to the student residences. TFC uses an emergency alert system that sends emergency messaging to phone, text, and computer desktops (faculty/staff). A door barricade system is present in the academic classrooms. The TFC Security Department holds annual training for RAs, educating student leadership in active shooter training, tornado safety, resident hall evacuations, and other emergency response scenarios. The goal of the Security Department is to create an atmosphere of awareness that encourages everyone to report situations that just don't seem right.

PARKING & TRAFFIC REGULATIONS

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

The Security Office phone number is (706) 993-4499. The Security Center (at the entrance of campus) phone number is (706) 343-8735. The Student Security Office hours are posted at the beginning of each semester.

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

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

Those establishing residency in Georgia must register their automobile within 30 days. Students can obtain registration and license plates in the Tax Commissioner's office at the courthouse in Toccoa. Students must bring proof of liability insurance and title or registration card from out of state to register a car. Students must change their driver's license within 30 days. Students can obtain a booklet of rules from the Department of Motor Vehicles in downtown Toccoa.

VEHICLE REGISTRATION

Out of concern for the safety of the student body, TFC limits the vehicles that enter our campus, or use any part of it, to vehicles that are covered by insurance and have a valid license plate displayed. There is no extra charge for a parking permit. The cost is covered under the general student fees explained in the TFC catalog. If you bring a vehicle to campus, you must register for a permit. Students who complete vehicle registration prior to New Student or Returning Student check-in will be able to pick up their permits at check-in. Permits that were not received on check-in days can be picked up at the TFC security office. Students should be prepared to present their student ID card if they pick up their permit after student check-in.

1. All motorized vehicles, including motorcycles, that are operated on TFC property must have a current TFC Permit.
2. Permits are obtained by registering your vehicle online. The registration form is found online at my.tfc.edu. Registrations must be completed within three business days of the vehicle's first being on campus or following a change in license plate number. Registrations may be done online before you arrive on campus and your permit will be waiting for you when you arrive.
3. The permit must be displayed at all times in the interior, lower, driver's side of the windshield. Permits issued in the fall semester are valid for the following spring semester.
4. The person who registers the vehicle is responsible for the vehicle and any/all citations issued to it.
5. In the case of having a temporary vehicle for 30 days or less, you may go to the Student Security Office to receive a temporary pass that will sit on the dashboard of your vehicle until you get a new permanent vehicle.

PARKING REGULATIONS

1. All parking at TFC is reserved. Faculty, staff, students and visitors have assigned parking lots or spaces. You are not allowed to park in any other lot or space on campus. There are times (see below) that allow for exceptions to these regulations. During special events such as Homecoming, Campus Preview, concerts, etc. you may not be able to park in the reserved parking spots during the evening hours or the weekends. You will be informed through a "campus message" on your email if an event requires you to stay in your assigned parking lot/space. You are responsible for checking your email. You will be held responsible for any citation/ticket you receive during these restricted times.
2. Faculty and Staff spaces are marked with yellow paint. Faculty & Staff parking is reserved from 12:30 AM--5:00 PM, Monday – Friday. Students may use these reserved spots from 5:00 PM – 12:30 AM on weekdays and from 5:00 PM on Friday until 12:30 AM on Monday.
3. Visitor parking spots are marked by red paint. They are reserved 24 hours a day, 7 days a week for official visitors.
4. Student parking spaces are marked with white paint or lettered signs designating a gravel lot. They are reserved 24 hours a day, seven days a week. Students are not allowed to park in any other student parking lot other than their assigned lot/space, even on the weekends or after 5:00 PM. No

cars are permitted to park at the Athletic Fields gravel lots during the hours of 12:30 AM through 7:00 AM for safety reasons. Commuter Lots (specifically, parking lot "N") are specifically reserved for commuting students assigned to that lot between 12:30 AM and 5:00 PM. Parking Lot "R" is available as additional parking to campus except during Chapel hours on Tuesday and Wednesday, which are 9:30 AM through 11:00 AM, and other closed events.

5. Parking is not permitted in No Parking Zones. Any area that is not clearly marked for parking is considered a No Parking Zone. Striped areas are also No Parking Zones.
6. Parking is not permitted in Fire Lanes. Fire Lanes are marked with a Fire Lane, No Parking sign. There are some red FDC signs and some red striping indicating Fire Lanes.
7. Parking is not permitted in spaces designated for the President and Vice Presidents.
8. Students needing to quickly access a postal box in the Mail Service Center can utilize five-minute parking across from the Student Center.
9. Parking is not permitted in handicap spaces unless you have a handicap permit. If you are temporarily handicapped due to an injury or special physical situation, consideration will be given to park closer to your classrooms. You must first obtain a temporary handicap parking permit from the Director of the Academic Success Center.

VEHICULAR TRAFFIC SAFETY

Beginning at 6:00 PM each day, all vehicles entering Kincaid Drive will be screened before the security gate is raised to allow entrance to campus.

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

5. Traffic signs and signals, as well as directions from Security Guards, must be obeyed. Failure to obey traffic signs may result in a citation.
6. Operating a motorized vehicle in any area other than a street intended for motor vehicles is prohibited.
7. All vehicle accidents should be immediately reported to the Stephens County Sheriff's Department.

TRAFFIC AND PARKING CITATIONS

- 1st violation of any type except for failure to display ($25): warning
- 2nd-5th involving student parking spaces or permits: $25
- 2nd-5th involving moving violations: $75
- 2nd-5th involving visitor/faculty/staff parking spot or No Parking zones: $50
- 2nd-5th involving Fire Lanes or handicapped parking spaces: $100
- 6th and up involving student parking spaces or permits: $50
- 6th and up involving moving violations: $150
- 6th and up involving visitor/faculty/staff parking spot or No Parking zones: $100
- 6th and up involving Fire Lanes or handicapped parking spaces: $100

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

TRAFFIC AND PARKING ENFORCEMENT

1. All regulations are enforced 24 hours a day, 7 days a week, 365 days a year, even during fall/spring breaks and Winterim. Special occasions (athletic events, concerts, Campus Preview, weather conditions etc.) may require the Security department to impose parking and traffic changes. You will be notified by email via campus messenger.
2. If a student has been wrongfully ticketed and has not violated TFC parking and traffic policies written in this handbook, they may appeal the tickets within 7 days of the issued citation before the fines are sent to Student Accounts. Citations must first be appealed using the Citation Appeal form found online at my.tfc.edu through the "Services" tab, in the "Safety and Security" section. Students may also come to the Student Security Office during posted office hours. You will be notified via email whether the appeal has been accepted. Citations for moving violations will be placed on the vehicle physically the next time it is seen parked, or through a student's MSC box, or email.
3. Students who are not willing to follow the policies regarding the use of their vehicle on campus could receive a disciplinary referral to the Division of Student Affairs, which could result in loss of parking privileges.

STUDENT ORGANIZATIONS

Information regarding the chartering of a new student organization is available in the Division of Student Affairs. Students can complete the SGA Club Form to begin the approval process and to charter a new organization or club. Submission of the form must also include a club purpose statement, a constitution, and an organizational structure. The document is presented to the offices of Student Engagement and the Student Government Association. With the approval of these offices and the Vice President for Student Affairs, the new organization can be chartered.

The Office of Student Engagement and the Student Government Association must approve all SGA club and organization events. All club events must be submitted to SGA through the SGA Event Proposal Form, which can be found on myTFC.edu. The college's official event calendar is housed in the Division of Student Affairs and all student events must be placed on this calendar, via calendar@tfc.edu.

WELLNESS SERVICES

Counseling, and Health Services are available and free to all TFC students.

STUDENT COUNSELING CENTER

Student Counseling Services is located in the TFC Wellness Center. During the semester, the TFC Wellness Center is open Monday through Thursday 9:00 AM – 5:00 PM and on Friday 9:00 AM – 2:00 PM with an hour closed for lunch at 12:00 noon. Individual, Couples, or Group Counseling along with assessments, consultations, and referrals are available **by appointment**. All services offered are free and confidential. If a student has a mental health need outside of office hours, contact the Resident Assistant on duty or utilize posted signs with State offered resources. It is the student's responsibility to communicate with professors regarding classes they missed due to mental health. The TFC Wellness Center staff will not write excuses for missed classes. More information is available by emailing health@tfc.edu or walking into the TFC Wellness Center during office hours.

STUDENT HEALTH SERVICES

Student Health Services is located in the TFC Wellness Center. During the semester, the TFC Wellness Center is open Monday through Thursday 9:00 AM – 5:00 PM and on Friday 9:00 AM – 2:00 PM**.** Over-the-counter medications, First Aid supplies, a blood pressure cuff, and scale are available for students' use free of charge. If a student has a medical need outside of office hours, contact the Resident Assistant on duty. It is the student's responsibility to communicate with professors regarding classes missed due to illness. The TFC Wellness Center staff will not write excuses for missed classes. Students are encouraged to have their own Health Insurance coverage while attending Toccoa Falls College and it is the student's responsibility to know the restrictions and guidelines of their specific plan.

Code of Student Conduct

General Guidelines

As a Christian institution, the college has sought to establish standards and policies based on scriptural, moral, and ethical principles. TFC wants students to commit themselves to the biblical standards of acting justly (Micah 6:8), placing others' needs and interests ahead of their own (Philippians 2: 1-4), and exemplifying the fruit of the Spirit (Galatians 5:22-23). As a learning community, everyone accepts responsibility for his/her actions. The Division of Student Affairs seeks to encourage and assist students in maintaining high social standards.

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

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

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

The information listed here is either authored by Student Affairs or contains institutional policies for which Student Affairs has a responsibility of communicating and/or enforcing. More information regarding academic policies or financial policies are located in the Academic Catalog.

CONDUCT AUTHORITY

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

Though the College conduct process at times may work collaboratively with TFC's Campus Security department or local law enforcement authorities, the College conduct system is not analogous to the justice system used by criminal and civil courts. The conduct system at Toccoa Falls College serves to

promote the personal and spiritual growth of students while protecting the needs of the campus community. Conduct action at the College will normally proceed notwithstanding any civil or criminal proceedings.

GENERAL RIGHTS AND RESPONSIBILITIES

THE RIGHT TO FUNDAMENTAL FAIRNESS

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

THE RIGHT TO REVIEW RECORDS

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

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

IN GENERAL, A STUDENT HAS THE RIGHT TO:

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

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

A student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation

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

THE COLLEGE RESERVES THE RIGHT TO NOTIFY PARENTS WHEN DEEMED NECESSARY

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

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

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

JURISDICTION

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

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

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

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

STUDENT DEFINED

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

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

STANDARD OF PROOF

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

Conduct Policies

ACADEMIC INTEGRITY

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

ACADEMIC HONOR CODE

In accordance with Toccoa Falls College's motto to center on Christ through the development of intellect and character, students are expected to refrain from all forms of plagiarism. Plagiarism includes but is not limited to:

- Buying a paper from a public source
- Copying material
- Submitting someone else's work
- Submitting previously written material without consent of faculty member
- Using improper citation when referencing others' ideas or directly quoting or paraphrasing a source without attribution

Students are also expected to refrain from all forms of cheating. Cheating includes but is not limited to:

- Using electronic devices and resources when completing an exam or quiz
- Sharing information about exams or quizzes with classmates
- Looking at peers' papers during exams and quizzes
- Allowing peers to view papers during exams and quizzes

The college expects students to act with integrity in all their work, avoiding all forms of dishonesty, cheating, and plagiarism.

CONDUCT ACTION FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

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

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

ALCOHOL

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

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

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

The College encourages students with alcohol problems to seek assistance. The TFC Wellness Center has confidential alcohol counseling and programs available. Affected individuals may be referred to appropriate community agencies and organizations for assistance.

APPLIANCES

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

Small refrigerators and coffee makers are permitted.

ARREST

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

BULLYING

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

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

BYSTANDING

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

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

CANDLES/OPEN FLAME

Fire regulations prohibit the presence of any open flame or device that emits smoke, such as burning incense, candles, oil lamps, or kerosene lanterns. These interfere with smoke detection devices and pose serious safety concerns to the larger community.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire is prohibited unless expressly permitted by a College official. Attempting to ignite and/or the action of igniting College and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of College premises is prohibited. Any bonfire on campus must be approved by the Office of Student Affairs. Contact studentaffairs@tfc.edu to request permission for a bonfire.

CURFEW

All campus buildings, lobbies, etc. will be closed at or before 12:00AM. 12:00AM until 5:30AM is known as "Campus Curfew" as all formal campus activities, services, and buildings are closed at that time. While students may choose to be off campus after Campus Curfew, students who are on campus are expected to be in their residence after 12:00AM. Students must carry their TFC issued student ID with them when entering or walking the campus grounds after Campus Curfew. Security staff may ask any individuals entering or walking the campus during Campus Curfew to provide TFC issued IDs for documentation, and will be instructed to return to their residence halls.

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

DANCE STANDARD

The College recognizes God is praised through music and dance. Toccoa Falls College encourages freedom of expression through music and dancing that promotes a positive view of self, acknowledges cultural customs, and encourages accountability in social settings. Any dancing that is sexual in nature or does not reflect Godly character is prohibited.

DISRESPECT

Toccoa Falls College values the image of God in His creation and consequently believes that respect should be shown at all times to all members of the TFC community. TFC subscribes to and encourages the equal right of all to pursue excellence in their lives without disrespect according to these characteristics.

The College expects all students and faculty to remove from their behavior and speech habits, as well as from their thinking, all indication of bias. All community members are expected to be attentive to all their forms of communication with others (spoken, nonverbal, written, electronic, etc.). Slander, gossip, lying, deception, obscenity, vulgarity, profanity, and all forms of disrespect are considered inappropriate and therefore disallowed.

DISRUPTIVE ACTIVITY

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

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

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

DRESS STANDARD

Toccoa Falls College seeks to approach dress standard and appearance in a way that honors biblical principles of modesty, as humility expressed in dress, and to provide general guidelines appropriate for a Christ-centered educational institution preparing students for their profession and for service.

No dress standard can cover all contingencies, so students and community members must exert a certain amount of judgment in their choice of clothing to wear on campus. In addition, our campus culture supports the professional development of students and therefore allows staff and faculty to communicate additional dress guidelines for classes that are consistent with the course objectives. Some job specific duties or other opportunities may require students to remove piercings for safety reasons or to cover tattoos.

- All clothes should be clean and in good condition.
- Clothing should not be excessively short or revealing and should be in congruence with having respect and honor for one's body and for the campus community. For example, skirts/dresses should fall mid-thigh, midriff and underwear should not show, casual wearing of leggings/tights should have a dress or shirt over top that covers to the top of the thigh (except during exercise), and shirt necklines should be respectful considering each person's unique body type.
- Messages or images on apparel, and the apparel itself, should be consistent with the culture of the college.
- Footwear is required in public buildings.
- Pajama pants are inappropriate for educational settings.
- Swimwear should reflect modesty while at the swimming pond, in respect to the visitors of all ages at the Welcome Center in front of the waterfall. Therefore, string bikinis and speedos are prohibited.
- No visible undergarments in public areas, including weight room and cardio areas.

If a student is uncertain about acceptable, classroom-appropriate, or casual attire, please contact Residence Life or Student Affairs staff.

DRUGS

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

- Toccoa Falls College provides a drug-free workplace for its students and employees.

- All students must refrain from possessing, using, misusing, manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance. Controlled substances include both prescription medication, medical marijuana, and "street drugs." Prescription medications must be used only by the person to whom they were prescribed.
- Paraphernalia associated with the use of illegal drugs is disallowed on campus.
- The use of any substance with the intent of being impaired/intoxicated is prohibited.

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

The College reserves the right to use all legal means necessary to enforce its regulations and applicable laws, which may include involving local and state law enforcement.
In accordance with the Federal Educational Rights and Privacy Act (FERPA) of 1974, as amended, the College reserves the right to contact parents or guardians when a student under the age of 21 violates the College drug policy.

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

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

ENTRY INTO STUDENT ROOMS

The College recognizes residents' desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the College's designated staff members reserve the right to enter a resident's room at any time for the following purposes:

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

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

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

FAILURE TO COMPLY

In accordance with Scripture (Romans 13), students are expected to conform to local, state, and federal laws and authorities. Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. Failure to comply with these reasonable directives and/or requests may result in conduct measures. Failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered a violation of this policy.

FIRE ALARMS/SAFETY EQUIPMENT

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

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

FURNITURE AND DECORATIONS

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

Students have considerable latitude in decorating their rooms. However, they may not use wallpaper, borders, paint, or tape on the walls, doors, ceilings, or windows. Items may be hung on doors and walls using white sticky tack only (no thumbtacks, nails, adhesive strips, or any other item similar in use). Ceiling lights should not be covered. In addition, items should not be hung from any drop ceiling. All decorations (posters, pictures, etc.) should adhere to the philosophy and values of the College.

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

rooms should show a neutral color when seen from the outside and should not be installed with anything other than a tension rod.

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

GAMBLING

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

GUESTS

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

The college prohibits members of the opposite sex from visiting rooms at any time except when there is an open hall event. Exceptions may be granted by the RD for moving days.

Children under the age of 14 may not spend the night in student residences. Children 14-18 must have written approval from their parents/guardians for permission to accompany the specific guest. It is our standard practice that parents/guardians are not permitted to stay the night in residence halls. Questions or requests for exceptions to these policies can be directed to the Resident Director over the area.

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

HARASSMENT

Harassment is serious, severe, or pervasive conduct that is unwanted or offensive and that has the purpose or effect of violating a person's dignity or creating an intimidating, humiliating, hostile, or offensive environment and is prohibited. Harassment includes verbal or written statements or symbols, physical threats, or intimidating conduct that adversely affect the mental or emotional health of the individual or that interfere with a person's ability to function successfully in his or her academic work or social life.
Harassment also includes acts which are intended to insult or stigmatize an individual or group of individuals on the basis of perceived or actual personal characteristics.

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

HAZING

Toccoa Falls College does not condone hazing in any form. Hazing is any intentional, knowing, or reckless act committed by a person against a student (regardless of that student's willingness to participate), that (1) is connected with an initiation into, an affiliation with, or the maintenance of membership in, an organization (e.g., a club, athletic team, fraternity, or sorority) and (2) causes or is likely to contribute to a substantial risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization, of physical injury, mental harm, or degradation. Hazing is prohibited, and consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a conduct proceeding.

Hazing includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
2. Any type of physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects a student to an unreasonable risk of harm, or which adversely affects the mental or physical health or safety of a student.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the College, or may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described above.
5. Any activity involving nudity or forcing students to dress in a degrading manner.
6. Any activity in which a person solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident to Housing and Residence Life.
7. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

All student initiation activities are subject to the approval of the Director of Student Engagement (for student organizations), the Athletics Director (for intercollegiate teams), or the Director of Residence Life (for residence life groups). Student organizations, athletic teams, and residence life groups are responsible for any activity in violation of this policy by any individual or group affiliated with the

organization, unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization, team, or residence life group.

Concerns of hazing should be reported via the "Campus Incident Report" form (located on my.tfc.edu under Student Affairs > Reports and Complaints), where the complainant can specify the incident as Hazing. Individuals without access to my.tfc.edu that have concerns about hazing can contact the Office of Student Affairs via studentaffairs@tfc.edu.

In accordance with student disciplinary procedures from the Student Handbook, the Associate Vice President or Vice President of Student Affairs will review hazing concerns and complaints. They will conduct investigations and if warranted, administrative hearings of alleged violations of this policy. With findings of responsibility, violations of this policy may result in sanctions for the students involved as well as the entire student organization, athletic team, or residence life group. The severity of the sanctions for a hazing offense will be determined in proportion to the hazing activity.

This policy and a *Campus Hazing Transparency Report* is posted and available to the public on tfc.edu. Campus Employees have required annual Hazing Policy, Procedure, and Prevention training.

NOTE: See State of Georgia current hazing law (G.S. 16-5-61) at https://law.justia.com/codes/georgia/2022/title-16/chapter-5/article-4/section-16-5-61/#:~:text=It%20shall%20be%20unlawful%20for,a%20high%20and%20aggravated%20nature.

To learn about Hazing Prevention, students can utilize the following resources:

- The **Skorton Center for Health Initiatives** at Cornell Health has developed a bystander intervention video called *Intervene* © 2016, available for free at https://vimeo.com/183541312
- **Stop Hazing** published a great *Joining a club, team, or organization? Questions to Ask! – Infographic* which gives practical applications for students joining a new group at https://stophazing.org/wp-content/uploads/2024/02/Joining-a-club-team-organization-Questions-to-Ask-Resource.pdf
- Find more free resources through **The Clery Center** at https://clery.memberclicks.net/hazing

INAPPROPRIATE, INDECENT, OR DEROGATORY BEHAVIOR OR LANGUAGE

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

INTERFERENCE OR OBSTRUCTION OF THE CONDUCT PROCESS

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

- Discouraging or attempting to discourage an individual's proper participation in or use of the conduct process

- Influencing or attempting to influence the impartiality of a student conduct staff member prior to and/or during the conduct process
- Influencing or attempting to influence another person to commit an abuse of the conduct process

INTERNET USAGE AND TECHNOLOGY

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

TFC reserves the right to have authorized staff monitor the Internet activity of its students, staff, and faculty, including the listing of sites visited. It also may limit or restrict access to objectionable material on the Internet. Users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to TFC I.T. Department policies, TFC policies, and other applicable laws. All information resources are property of TFC.

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

- Respect the rights of others using campus information resources.
- Students must use information resources for legitimate instruction, research, administrative, or other approved purposes.
- Students are limited to using only authorized computers, data, and software. TFC prohibits students from accessing others' data or accounts with the intent to read, browse, modify, copy, or delete files and software.
- Students are not allowed to degrade the performance of the TFC network by using large amounts of bandwidth for personal use and are not allowed to bring personal wireless routers, access points, or modems on campus.
- TFC also prohibits the use of campus computers or networks to compromise other computers, networks, or to commit crimes or other unethical acts.
- Students are prohibited from tampering or damaging any TFC owned network, server, device, or electrical equipment.
- Students are prohibited from intentional "spamming" of students, faculty or staff, or outside parties (defined as the sending of unsolicited and unwanted electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using TFC information resources.

- Students are prohibited from accessing and obtaining questionable material from the Internet. Examples include but are not limited to sexually explicit material, racism, or hate groups.
- Students are not allowed to obtain copies of copyrighted materials. This includes but is not limited to copyrighted text, graphics, music, movies, and videos.

LYING/FRAUD

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

1. Knowingly furnishing false information to the College
2. Altering or misusing documents
3. Filing an allegation or report known to be without merit of cause, either with a College official or with a law enforcement agency
4. Misrepresenting the truth before a hearing of the College
5. Falsely reporting an emergency or terroristic threat in any form
6. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, myTFC account information, and/or personal check, or other unauthorized use of personal property or information of another
7. Possession or use of any form of false identification
8. Lying about chapel attendance

MOTORIZED VEHICLES

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

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

PETS

The only pets allowed to live in on-campus housing are fish, which must be maintained in a fish tank of 20 gallons or less. Violations of this policy may result in fines and cleaning charges. An exception to this policy could be made if a student has a documented disability with written/medical justification warranting an emotional support animal or a service animal that goes beyond the prescribed parameters. Further information about companion animal accommodations can be found in the Center for Academic Success or with the Director of Housing and Residence Life.

PROPERTY MISUSAGE

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

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

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

PUBLIC DISPLAYS OF AFFECTION

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

PUBLIC INDECENCY

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

QUIET HOURS

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

The college seeks to provide an atmosphere that is conducive to study, sleep and fellowship. Quiet hours in all residence areas are 11 PM – 8 AM daily, unless otherwise posted by Housing and Residence Life.

RETALIATION

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

SEXUAL BEHAVIORS

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

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

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

PREGNANCY

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

Pregnant students needing modifications to their education should reach out to the Center for Academic Success or the Title IX Coordinator. A private lactation room is available upon request and reservation with the Wellness Center.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, BICYCLES, OR SIMILAR MODES OF TRANSPORTATION

Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to

College or personal property is prohibited.

SOLICITATION/STUDENT-RUN BUSINESSES

No one can make collections or campaign for funds among students for any purpose except by permission of the Division of Student Affairs. Those wanting to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus will need to contact the Division of Student Affairs for approval. Students are not allowed to operate a business from their on-campus residence.

STUDENT MEANS OF EXPRESSION

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

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

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

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

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

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

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

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

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

THEFT

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

TOBACCO/SMOKING

Smoking and the use of any tobacco or nicotine products are prohibited. Possession of pipes (including hookahs) and tobacco paraphernalia are prohibited. Electronic cigarettes and vaporizers (vapes) are also prohibited.

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

UNAUTHORIZED ENTRY, POSSESSION, OR USE

All students are prohibited from the following:

1. Unauthorized entry into or use of College premises or equipment including another student's room
2. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, College identification card, or access code for use in College premises or equipment
3. Unauthorized use of the College name, logo, registered marks, or symbols
4. Unauthorized use of the College name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the College
5. Unauthorized use of on-campus laundry facilities by commuting or other non-residential students

VIOLENCE/THREATS

The College prohibits physically violent, aggressive, threatening, or self-destructive conduct. This is behavior that causes harm to a person or damage to property, causes fear for an individual's safety or the safety of others, or poses a substantial threat to or otherwise endangers any person's physical or emotional wellbeing. This policy is in effect whether the behavior was intentional or reckless. Violence is prohibited, and consent and/or acquiescence by a student or students subjected to violence is not a reasonable defense in a conduct proceeding. Conduct that creates hazardous conditions for persons is also prohibited. This policy includes harm to self or others.

WEAPONS AND EXPLOSIVES

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

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

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

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

SEXUAL MISCONDUCT/TITLE IX POLICIES

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

The purposes of this policy include:

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

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

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. TFC will strive to protect the privacy of all individuals involved in complaints of sexual misconduct to the extent feasible, consistent with the college's legal obligations. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed.

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

PREVENTION AND EDUCATION

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

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

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

REPORTING AN INCIDENT TO THE COLLEGE

Filing a report to address an alleged incident of domestic violence, dating violence, unwelcomed sexual contact, sexual assault, and stalking ensures that the behavior moves towards being stopped. Reporting is an action that is honorable and sends a strong message that the behavior was unwanted, unwarranted, inappropriate, and harmful. The College can better address the above-mentioned behavior when all involved parties come forward to address the actions of misconduct.

The College urges anyone who experiences or becomes aware of an incident involving sexual misconduct, or who believes the Code of Student Conduct or a College policy has been violated, to report the incident to the College by contacting any one of the following:

- Dr. Wynn Coggin, Associate Vice President for Student Affairs, Director for Housing and Residence Life and Title IX Coordinator, Parkerson Student Center, Office A-7, 706-914-8668, wcoggin@tfc.edu
- Katie Thorne, Vice President for Student Affairs and Title IX Investigator, 107 Kincaid Drive, MSC 779, Parkerson Student Center, Office A-8, 706-914-8656, kthorne@tfc.edu
- Mary Kaye Ritchey, Director of Human Resources and Title IX Deputy Coordinator, Business and Administration Office, 706-237-9608, mritchey@tfc.edu
- Campus Safety: 706-886-7299 x 5299, security@tfc.edu

Reports can be made by telephone, mail, email, in person, and online on the TFC website (visit my.tfc.edu and fill out the Incident Report Form). Reports may be made at any time, including non-business hours, by phone, email, mail, or the College's website. Reports to the College should include as much information as possible, including the names of the complainant, respondent, and other involved

individuals, and the date, time, place, and circumstances of the incidents, to enable the College to respond appropriately. It is possible for individuals to submit this form anonymously.

Upon receiving a report of sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures with or without the filing of a formal complaint and to explain the process of filing a formal complaint. In addition, when a student or employee reports to the College that they have been a victim of sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options, along with the procedures victims should follow.

If an individual has made a report to a TFC employee who is not a confidential resource and has not yet heard from the Title IX Coordinator, please report directly to the Title IX Coordinator.

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

REPORTING AN INCIDENT TO LAW ENFORCEMENT

Some types of sexual misconduct prohibited by this policy are also crimes under Georgia law. Individuals who believe they may have been subjected to criminal sexual misconduct are strongly encouraged to notify local law enforcement authorities or Campus Safety. If the individual requests, campus authorities will assist in notifying law enforcement authorities. Individuals also have the option to decline to notify such authorities. Individuals may file a criminal complaint and a formal complaint under this policy simultaneously. Reporting to law enforcement is not necessary for the College to proceed with a complaint resolution process.

Individuals who would like to report Sexual Misconduct to law enforcement should contact the following:

- 911 (for emergencies)
- Toccoa Falls Police Department, 92 N Alexander Street, Toccoa GA 30577, 706-886-8451
- Stephens County Sheriff's Department, 70 N Alexander Street #205, Toccoa GA 30577, 706-886-2525

DEFINITIONS

Sexual misconduct involves the following forms of sex discrimination and other misconduct: dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, sexual harassment, and stalking.

DATING VIOLENCE

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating violence includes but is not limited to sexual or physical abuse, such as physical harm, bodily injury, criminal assault, or sexual assault, or the threat of such abuse. For purposes of this dating violence definition, consent will not be a defense to a complaint of physical abuse. Dating violence does not include acts covered under the definition of domestic violence.

While Title IX requires that the alleged conduct occur in a College program or activity against a person in the United States, the College also prohibits dating violence that did not occur in the College's education program or activity or against a person in the United States, but may nevertheless:

1. Have continuing adverse effects on campus, College property, or in a College program or activity,
2. Substantially and unreasonably interfere with a community member's employment, education, or environment on campus, College property, or in a College program or activity, or
3. Create a hostile environment for community members on campus, College property, or in a College program or activity.

DOMESTIC VIOLENCE

Domestic violence is a felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim under the Georgia family or domestic violence laws (or if the crime occurred outside of Georgia, the jurisdiction in which the crime occurred).

Georgia family/domestic violence laws apply to any felony or commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass. For purposes of this domestic violence definition, consent will not be a defense to a complaint of physical abuse.

While Title IX requires that the alleged conduct occur in a College program or activity against a person in the United States, the College also prohibits domestic violence that did not occur in the College's education program or activity or against a person in the United States, but may nevertheless:

1. Have continuing adverse effects on campus, College property, or in a College program or activity,
2. Substantially and unreasonably interfere with a community member's employment, education, or environment on campus, College property, or in a College program or activity, or
3. Create a hostile environment for community members on campus, College property, or in a College program or activity.

SEXUAL ASSAULT

Any actual or attempted sexual contact, including contact with an object, with another person without that person's consent. Sexual assault includes:

Nonconsensual Sexual Contact

Intentional contact, however slight and with any object or part of one's body, of another's private areas (clothed or unclothed) or of one's private areas with the part of another's body (clothed or unclothed), without consent. Private areas include inner thighs, buttocks, breasts, genitals, and groin area.

Nonconsensual Sexual Penetration

Sexual penetration, however slight and with any object, without consent. Penetration can be oral (when penetration is with a private area), anal, or vaginal.

See the **Statement on Consent** below for more information.

Rape

The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent. In Georgia, the age of consent is 16.

While Title IX requires that the alleged conduct occur in a College program or activity against a person in the United States, the College also prohibits sexual assault that did not occur in the College's education program or activity or against a person in the United States, but may nevertheless:

1. Have continuing adverse effects on campus, College property, or in a College program or activity,
2. Substantially and unreasonably interfere with a community member's employment, education, or environment on campus, College property, or in a College program or activity, or
3. Create a hostile environment for community members on campus, College property, or in a College program or activity.

SEXUAL HARASSMENT

As used in this policy, Title IX Sexual Harassment includes conduct on the basis of sex that satisfies one or more of the following definitions, when the conduct occurs (1) in the College's education program or activity and (2) against a person in the United States.

Title IX Quid Pro Quo Harassment

Title IX Quid Pro Quo Harassment occurs when an employee of the College, including a student employee, conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct. Such unwelcome sexual conduct could include but is not limited to sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal, or physical conduct or communication of a sexual nature.

Title IX Hostile Environment Harassment

Title IX Hostile Environment Harassment is unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.

Multiple instances of the following conduct, or other unwelcome conduct on the basis of sex, may constitute Title IX Hostile Environment Harassment:

- Unwelcome sexual flirtations, attention, advances, or propositions
- Requests for sexual favors
- Punishing or threatening to punish a refusal to comply with a sexual-based request
- Offering a benefit (such as a grade, promotion, or athletic participation) in exchange for sexual favors or other verbal or physical conduct of a sexual nature
- Verbal abuse of a sexual nature or obscene language or slurs
- Jokes and comments of a sexual nature
- Verbal commentary about an individual's body, sexual innuendo, or suggestive commentary about a person's clothing and appearance or references to body parts
- Displaying derogatory or sexually suggestive pictures or other objects in an office, in a residence hall, or on a computer monitor

- Visual conduct such as leering or making gestures
- Unwelcome kissing
- Unwelcome touching of a sexual nature such as patting, pinching, or brushing against another's body
- Gossip about sexual relations
- Cyber or electronic harassment of a sexual nature

The circumstances that may be considered when determining whether conduct was so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity include but are not limited to:

- The frequency of the conduct
- The nature and severity of the conduct
- Whether the conduct was physically threatening
- The effect of the conduct on the victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct was merely a discourteous, rude, or insensitive statement
- Whether the speech or conduct deserves the protection of academic freedom

NON-TITLE IX SEXUAL HARASSMENT

While Title IX requires that the alleged conduct meet a certain threshold before it is considered Title IX Sexual Harassment, the College also prohibits unwelcome conduct on the basis of sex (1) that may not rise to the level of Title IX Sexual Harassment (as defined above), (2) that did not occur in the College's education program or activity, but may nevertheless cause or threaten to cause an unacceptable disruption at the College or interfere with an individual's right to a non-discriminatory educational or work environment, or (3) that did not occur against a person in the United States.

As used in this policy, Non-Title IX Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following definitions:

Non-Title IX Quid Pro Quo Harassment

Non-Title IX Quid Pro Quo Harassment occurs when an employee of the College, including a student-employee, conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct. Such unwelcome sexual conduct could include but is not limited to sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, nonverbal, or physical conduct or communication of a sexual nature.

Non-Title IX Hostile Environment Harassment

Non-Title IX Hostile Environment Harassment is unwelcome conduct on the basis of sex determined by a reasonable person to be so severe or pervasive that it substantially and unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or educational environment.

Examples of Non-Title IX Hostile Environment Harassment may include the same type of conduct listed above for Title IX Hostile Environment Harassment, when such conduct (1) does not rise to the level of being so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, (2) does not occur in the College's education program or activity, or (3) does not occur against a person in the United States.

Conduct cannot constitute both Title IX Sexual Harassment and Non-Title IX Sexual Harassment. Accordingly, if conduct is determined to be part of a finding of Title IX Sexual Harassment, then that conduct will not be separately analyzed as Non-Title IX Sexual Harassment.

SEXUAL EXPLOITATION

Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of sexual exploitation include but are not limited to:

- Intentional and repeated invasion of sexual privacy without consent (e.g., walking into the other person's room or private space without consent)
- Prostituting another person
- Non-consensual taking of photographs/images, video recording, and/or audio recording of a sexual or other private activity
- Non-consensual distribution of photographs/images, video recording, audio recording, or live streaming of a sexual activity
- Allowing third parties to observe sexual activities or view another's intimate body parts, in a place where that person would have a reasonable expectation of privacy, without consent
- Engaging in non-consensual voyeurism
- Inducing or coercing another to expose his or her intimate body parts in non-consensual circumstances
- Intentional removal or attempted removal of clothing that exposes an individual's bra, underwear, or intimate body part, or that is otherwise sexual in nature, without consent
- Exposing one's intimate body parts in non-consensual circumstances
- Ejaculating on another person without consent
- Distributing or displaying pornography to another in non-consensual or non-consensual or unwelcome circumstances
- Knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another person without that person's knowledge and consent

Conduct cannot constitute both (1) Sexual Exploitation and (2) Title IX Sexual Harassment or Non-Title IX Sexual Harassment. Accordingly, if conduct is determined to be part of a finding of quid pro quo or hostile environment harassment pursuant to either the Title IX Sexual Harassment or Non-Title IX Sexual Harassment definition, then that conduct will not separately be analyzed as sexual exploitation.

STALKING

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other people's safety, or to suffer substantial emotional distress.

1. **Course of Conduct**: Two or more acts including but not limited to acts which the stalker directly, indirectly, or through others, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
2. **Substantial Emotional Distress**: Significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
3. **Reasonable Person:** A reasonable person under similar circumstances and with similar identities to the victim.

Stalking behavior includes but is not limited to:

- Following, monitoring, or pursuing another, whether in person or through any available technological or other means; or
- Repeatedly making telephone calls, sending text messages, or inducing the victim to make telephone calls to the actor, whether or not conversation ensues; or
- Making or causing the telephone of another to repeatedly or continuously ring; or
- Repeatedly mailing or delivering or causing the delivery by any means (including electronically) of letters, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies; or
- Broadcasting or publishing (electronically or otherwise) the picture, name, address or telephone number of a person protected by a restraining order knowing the person is likely to be harassed or intimidated by others; or
- Following or lying in wait for the victim at places such as home, school, work, or recreational facilities; or
- Making direct or indirect threats to harm the victim, or the victim's children, relatives, friends, or pets; or
- Repeatedly posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth, that would cause a person to feel threatened or intimidated. For purposes of this definition, not all communication about a person will be considered as directed at that person.

While Title IX requires that the alleged conduct occur in a College program or activity against a person in the United States, the College also prohibits Stalking that did not occur in the College's education program or activity or against a person in the United States, but may nevertheless:

1. Have continuing adverse effects on campus, College property, or in a College program or activity, or
2. Substantially and unreasonably interfere with a community member's employment, education, or environment on campus, College property, or in a College program or activity, or
3. Create a hostile environment for community members on campus, College property, or in a College program or activity.

FURTHER DEFINITIONS

Unwelcome Conduct

For the purposes of the Title IX Sexual Harassment and Non-Title IX Sexual Harassment definitions (see above), unwelcome conduct is conduct that the individual did not request or invite and regarded as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that he or she welcomed it. On the other hand, if an individual actively participates in conduct and gives no indication that he or she objects, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct does not necessarily mean that person welcomes other conduct. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident, including various objective and subjective factors.

On the Basis of Sex

For the purposes of the Title IX Sexual Harassment and Non-Title IX Sexual Harassment (see above) definitions, conduct is on the basis of sex when it is sexual in nature or is referencing or aimed at a particular sex.

Reasonable Person

For the purposes of the Title IX Hostile Environment Harassment and Non-Title IX Sexual Harassment (see above) definitions, a "reasonable person" means a reasonable person in the shoes of the complainant, considering the ages, abilities, and relative positions of authority of the individuals involved in an incident.

Education Program or Activity

At a minimum, the College's education program or activity includes all of the operations of the College, including (1) locations on campus or otherwise owned or controlled by the College, such as residence halls and learning spaces and (2) locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the alleged sexual misconduct occurred, such as TFC athletic events and other TFC-sponsored off-campus activities. Whether alleged conduct occurred in the College's education program or activity is a fact-specific analysis.

STATEMENT ON CONSENT

Toccoa Falls College promotes the belief that sex is reserved for marriage. Although TFC maintains its right to uphold and apply its religious beliefs with regard to sexual behavior, the College has no tolerance for any form of sexual misconduct committed against any individual. Individuals are strongly encouraged to report all incidents of sexual misconduct, even when the individual has a concern that they have engaged in conduct that may violate provisions of the College's Student Handbook relating to sexual behaviors. See **TFC's Amnesty Policy** for more information.

CONSENT

At Toccoa Falls College, consent is defined as words or overt actions by a person in advance clearly communicating a freely given, present agreement to participate in a particular sexual contact or activity. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual contact or activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual contact or activity to obtain consent for that activity. For consent to be valid there must be a clear expression in words or actions that the other individual consented to that specific sexual contact or activity.

The definition of consent is subject to the following:

- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue and, if that happens, the other person must stop immediately.
- A minor below the age of consent according to state law (age 16 in Georgia) cannot consent to sexual activity. Sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.
- Consent to some physical contact (such as kissing or fondling), by itself, cannot be presumed to be consent for other sexual activity (such as intercourse).
- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.
- Silence or the absence of resistance alone is not consent. Consent is active, not passive.
- Whether an individual actively and willingly participates in conduct may be a factor in determining whether there was consent.
- A current or previous sexual relationship or encounter, by themselves, are not sufficient to constitute consent to future sexual acts. In cases of prior relationships, the manner and nature of prior communication between the parties and the context of the relationship may be factors in determining whether there was consent.
- An existing sexual, romantic, or marital relationship does not, by itself, constitute consent.
- Prior sexual activity with other individuals does not imply consent.

- Consent cannot be procured, expressly or implicitly, by use of force, intimidation, threats, or coercion, as that term is defined below.
- An individual known to be, or who should be known to be, incapacitated, as defined by this policy, cannot consent to sexual activity initiated by another individual.
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.
- Explicit consent to protected sexual contact does not constitute consent to unprotected sexual contact.

INCAPACITATION

Incapacitation is defined as the physical and/or mental inability to understand the fact, nature, or extent of the sexual situation. It may be permanent or temporary. Someone who is asleep, unconscious, or involuntarily physically restrained is incapacitated. Someone can also be incapacitated by alcohol or other substances. With respect to incapacitation due to the ingestion of alcohol or other drugs, incapacitation requires more than being under the influence of alcohol or other drugs; a person is not incapacitated just because they have been drinking or using other drugs. Where alcohol or other substances are involved, incapacitation is determined based on the facts and circumstances of the particular situation, looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation; whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent; and whether such condition was known or reasonably should have been known to the accused or a reasonable, sober person in the accused's position. Intoxication of the respondent is not an excuse for failure to obtain consent or failure to know of the complainant's inability to consent.

COERCION

Coercion is defined as the application of an unreasonable amount of pressure or emotional/psychological manipulation that would induce an individual to do something against their will. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to obtain consent from another. Coercion involves (1) the use of physical force, (2) threats of severely damaging consequences or (3) pressure that would cause a reasonable person to fear severely damaging consequences.

SEXUAL MISCONDUCT CONDUCT PROCEDURES

The Title IX Coordinator or their designee coordinates TFC's response to alleged sexual misconduct policy violations and the formal or informal resolution of any related complaints. These policies and their resolutions fall under guidelines provided by the Department of Education. Therefore, student conduct procedures described in the Conduct Procedures section of this Code of Student Conduct do not apply in such cases.

Procedures related to Sexual Misconduct complaints are further outlined in the TFC Title IX policy found here: https://tfc.edu/campus-life/title-ix/.

BEING AN EFFECTIVE BYSTANDER

Proactive intervention will serve the College in identifying students who may have the potential to either hurt themselves or others. If a student, faculty, or staff member is a witness to a comment or action that is made which could lead to a violent act, either against themselves or the campus community, or to sexual misconduct, a report should be made at once to the Division of Student Affairs. The bystander should contact the Vice President for Student Affairs within 24 hours and submit a confidential report of what they witnessed.

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

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

REDUCING RISK AND WARNING SIGNS OF ABUSE

Reducing risk in romantic relationships or platonic friendships helps students and employees stay safer and healthier. Listed below are a few options to reduce the risk that can compromise personal safety.

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

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

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

Conduct Procedures

REPORTING

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

REPORTING AN ALLEGATION OF VIOLATION OF POLICY

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

- Dr. Wynn Coggin, Associate Vice President for Student Affairs, Director for Housing and Residence Life and Title IX Coordinator, Parkerson Student Center, Office A-7, 706-914-8668, wcoggin@tfc.edu
- Katie Thorne, Vice President for Student Affairs and Title IX Investigator, 107 Kincaid Drive, MSC 779, Parkerson Student Center, Office A-8, 706-914-8656, kthorne@tfc.edu
- Mary Kaye Ritchey, Director of Human Resources and Title IX Deputy Coordinator, Business and Administration Office, 706-237-9608, mritchey@tfc.edu
- Campus Safety: 706-886-7299 x 5299, security@tfc.edu

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

TIMELINES

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

STATEMENT ON CONFIDENTIALITY

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

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

A. Amy Marshall, LCSW, Director of the Counseling Services, 706-305-4499 amarshall@tfc.edu
B. Rebecca Luttrell, LMSW, MHC, rluttrell@tfc.edu
C. David Purser, Assistant Vice President of Spiritual Life, 706-756-6272 dpurser@tfc.edu
D. Rick Flateau, MS, ATC, Athletic Trainer, rflateau@tfc.edu

POLICY ON STUDENT WITHDRAWALS PENDING CONDUCT ACTION

Toccoa Falls College works to ensure that all alleged violations of the TFC Code of Conduct are adjudicated in a timely manner. Should a student decide to withdraw from TFC and not participate in an investigation and/or hearing, the process will nonetheless proceed in the student's absence to resolution. Non-attendance at a hearing will result in the loss of the right to appeal as outlined in the Appeal section of this Handbook.

STATEMENT OF EQUAL RIGHTS OF THE COMPLAINANT AND RESPONDENT

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as the Counseling Center, the Wellness Center, and Office of Spiritual Formation).
- The right to be accompanied to any complaint resolution process meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The College will not limit the choice or presence of advisor for either the complainant or respondent in any meeting related to the complaint resolution process.
- To receive amnesty for violations of other College policies as applicable under the Amnesty Policy.
- To be free from retaliation.
- To have privacy to the extent possible based on applicable law and College policy.
- To have access to information regarding all applicable policies and procedures.
- To receive a written explanation of available resources.
- To have the right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available.

- To equitable procedures that provide both parties with a prompt and impartial complaint resolution process conducted by officials who receive annual training on conduct prohibited by this policy.
- To refuse to have an allegation resolved through the informal resolution procedures.
- To have notice of the allegations and an opportunity to respond.
- To receive written notice of the date, time, location, participants, and purpose for all hearings, investigative interviews, or other meetings at which the party's participation is invited or expected, with sufficient time for the party to prepare to participate.
- To have timely notice of meetings that are part of the complaint resolution process at which the complainant or respondent may be present.
- An equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses.
- The right to timely and equal access to information that will be used during informal and formal disciplinary meetings during the adjudication phase of the complaint resolution process. See the Title IX Policy for specific details related to Title IX cases.
- The right to appeal the decision as discussed in the Appeals section of this Handbook.
- For the complainant, the right to report the incident to law enforcement at any time or to decline to do so.
- Periodic updates, and updates upon request, of the status of the investigation and adjudication.
- To be informed in writing of the outcome/resolution of the complaint, sanctions, and the rationale for the outcome.

ROLE OF ADVISORS

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

PROCEEDINGS ARE PRIVATE

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

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

ALLEGATION/REPORT AND PRELIMINARY INVESTIGATION

Upon receipt of an allegation of a violation of the Code of Student Conduct or a College policy, the appropriate administrator or individual designated by the Vice President for Student Affairs/Title IX Coordinator will conduct a preliminary investigation to determine whether there are sufficient grounds to believe that a violation of the Code of Conduct occurred. The conduct officer/investigator will inquire, gather, and review information about the reported student misconduct allegation and will evaluate the accuracy, credibility, and sufficiency of the information. Incidents will not be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or reporting party's statement. This investigation may include discussion with faculty, staff, or students. Interim actions or restrictions (see Interim Actions section) may be imposed at this time.

When an initial report of misconduct by a third party does not identify the victim or the victim is not available, the investigator will fully investigate the reported incident based on the information available. When a reporting party is identified but is reluctant to participate in the investigative process and/or the student conduct process entirely, the College will make every attempt to follow the wishes of the reporting party while weighing the interests of the campus community and the possibility of a continuing threat. If the reporting party does not want to participate in the investigative process but has no aversion to the College pursuing conduct action with respect to the named responding party, the College will proceed with the student conduct process to the extent of the information available. If the reporting party does not want the College to pursue the report in any respect, the College will investigate further only if there is reason to believe that a significant continuing threat to the campus community exists.

AMNESTY

The College strongly encourages reporting of sexual misconduct by complainants and other individuals. The integrity of the process is dependent upon the honesty of all involved in the complaint resolution process. The College recognizes that sometimes an individual may be reluctant to report an instance of sexual misconduct or participate in the process out of concern that their own conduct relating to the incident (e.g., use of alcohol or drugs or engaging in sexual contact outside of marriage) involves a violation of the TFC Code of Conduct or other College policy. The College's overriding concern is for the safety of its students and employees. Therefore, to encourage reporting, an individual who reports a violation of this policy in good faith or who participates in a complaint resolution process under this policy will not be disciplined by the College for any violation of College policies in which they might have engaged in connection with the reported incident, except in the limited circumstances outlined in this section.

The College may still pursue disciplinary action for alleged violations of College policies in instances involving allegations of sexual misconduct or the distribution of illegal drugs, where any individual is harmed by the conduct constituting a violation of other College policies or where the individual engaging in a violation of another College policy holds a leadership role on campus.

Outside of those limited circumstances, the College will not discipline an individual who makes a good faith report or participates in the complaint resolution process for any violation of College policies in which they might have engaged in connection with the reported incident.

When amnesty is provided, the College may still impose educational or programming requirements or other prevention measures to assist in avoiding further violations.

INTERIM ACTIONS

The College may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole or to any particular member of the community or in cases where there may be a risk of a substantial disruption to the normal operations of the College. If a student is removed from campus on an emergency basis, the College will provide the student respondent with notice and an opportunity to challenge the decision immediately following the removal. These actions may include but are not limited to:

INTERIM SUSPENSION AND REMOVAL

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

INTERIM RESTRICTION

These restrictions may include but are not limited to restricted access to facilities, housing and/or events, no contact orders with specific individuals, or any other restrictions deemed necessary by the Vice President for Student Affairs, or designee, to be necessary to achieve the goals stated above.

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

INTERIM REMEDIES AND RESOURCES

REMEDIES

The College will take immediate action to eliminate hostile environments, prevent reoccurrence, and address any effects on the victim and community. This includes immediate steps to protect parties even before the final outcome of the investigations, including mutual no-contact orders or working with professors when both parties are enrolled in the same class.

Remedies for students may include but are not limited to counseling services, victim's advocate assistance, modifications to on-campus housing, modifications to parking permissions, modifications to academic schedule, or recommendations to employment reassignments. Remedies will be evaluated on a case-by-case basis. See TFC's Title IX Policy for further details of Interim Measures in a Title IX case.

RESOURCES

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

NOTICE OF ALLEGATIONS/NOTICE OF CONDUCT HEARING

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

Notice will include the following:

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

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

STUDENT CONDUCT HEARINGS

After proper notice has been given to the student, the College may proceed to conduct either an Administrative or a College Conduct Committee Hearing and deliver a decision or recommendation respectively. The Administrative or College Conduct Committee Hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should the student fail to attend the Administrative or College

Conduct Committee Hearing, an Administrative Hearing Officer or the College Conduct Committee may consider the information and render an administrative decision or College Conduct Committee recommendation.

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

ADMINISTRATIVE HEARING

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

COLLEGE CONDUCT COMMITTEE HEARING

A College Conduct Committee Hearing panel consists of three to five committee members which may include faculty, staff and students. Availability may determine a different composition for the Hearing Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, students may be removed from the panel. During the College Conduct Committee Hearing, a designated Committee Chairperson will facilitate the hearing process.

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

During the committee meeting, the Investigator/Student Conduct Officer presents the investigation report, evidence, witnesses, allegations, and questions for deliberation. The College Conduct Committee may question the investigator/student conduct officer, reporting party, responding party, and any witnesses. The reporting party and responding party do not have the right to question each other nor witnesses directly but may do so through the investigator/student conduct officer. The reporting party and responding party have the right to add or make additional comments about the facts of the case. Should new evidence be presented without prior discussion with the investigator/student conduct officer, the hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they are shared prior to the sanctioning phase of the hearing. In the event the chair of

the hearing removes a student due to misconduct (reporting party, responding party, or witnesses), the alleged misconduct will be forwarded to Housing and Residence Life.

Following the hearing, the College Conduct Committee will deliberate and will render a decision regarding the alleged misconduct as well as decide any sanctions, conditions, and/or restrictions if applicable. The chair of the College Conduct Committee will inform the Vice President for Student Affairs or designee of the decision(s) in writing.

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

NOTES:

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

FINDINGS

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

NOT RESPONSIBLE

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

RESPONSIBLE

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

SANCTIONS

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

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

SANCTIONS, INDIVIDUAL STUDENTS

The following College-wide conduct sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct. All sanctions may be imposed either singularly or in combination.

The purposes of imposing sanctions are twofold: one, to protect the College community from behavior which is detrimental to the community and/or the educational mission of the College; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit him/herself to behaviors that fall within the Code of Student Conduct of the College and are consistent with the mission and values of the College. Other factors that may affect the sanctions are:

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

SANCTION OPTIONS

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

EXPULSION

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

SUSPENSION

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

DEFERRED SUSPENSION

Deferred suspension is a period of time where a suspension may be deferred until the completion of the active semester. Deferred suspension will only be considered as a sanction within 4 weeks of the closing of Residence Halls for the active semester, and when the findings or actions of the individual do not harm the community. Further instances of misconduct under the Code of Student Conduct during this period may result in additional sanctions, conditions, and/or restrictions.

PROBATION

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

WRITTEN WARNING

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

SANCTIONS, STUDENT ORGANIZATIONS

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

CONDITIONS, INDIVIDUAL STUDENTS & STUDENT ORGANIZATIONS

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

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

RESTRICTIONS, INDIVIDUAL STUDENTS & STUDENT ORGANIZATIONS

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

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

5. Withdrawal of College funding (Student Government Association, departmental, student fees, etc.)

APPEALS

GENERAL GUIDELINES

The following guidelines apply to the appeal process:

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

GROUNDS FOR APPEAL

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

- There was a procedural irregularity that affected the outcome of the matter.
- There is new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal that could affect the outcome of the matter.
- The Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

PROCEDURES

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

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

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

ADMINISTRATIVE APPEALS HEARING

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

COLLEGE CONDUCT APPEALS COMMITTEE

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

INVOLUNTARY WITHDRAWAL POLICY

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

1. Demonstrates an apparent threat of harm to self or to others.
2. Engages in activity that leads to significant property damage.
3. Fails, after due notice, to satisfy financial obligations to the college.
4. Neglects to satisfy health regulations, such as required immunizations.
5. Is not attending classes on a regular basis, indicating an attitude of apathy.
6. Violates standards of the Code of Student Conduct that call for suspension or expulsion as set forth in this handbook.

As a result of administrative withdrawal, suspension, or expulsion, the student will be removed from classes, receive failing grades for that school term (FX), lose his or her status as a student of TFC, and have TFC internet access revoked. The student will also lose the privilege of living in college-owned residences. Before an administrative withdrawal is put into effect, the student will be given an opportunity to appeal the decision. Student suspension or expulsion, based on matters related to violations of the Code of Student Conduct, may be appealed by means of the process described in the TFC Student Handbook. Involuntary withdrawal based upon academic issues may be appealed to the Academic Discipline Committee as described under the heading "Academic Discipline Appeals" in the academic information section of the college catalog.

The student will not be allowed to apply for re-admittance for any subsequent term until the reasons for withdrawal/dismissal have been resolved.

Any questions regarding financial obligations due to involuntary administrative withdrawal should be directed to the Director of Financial Aid and/or the Student Accounts Manager.

STUDENT CONCERN AND COMPLAINT POLICY

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

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

If students are not certain where to go or how to issue a complaint, appeal a decision, or seek to promote change of a given policy, they are advised to bring any such issue to the Student Affairs Office. When minor concerns can be resolved quickly, no formal record needs to be made. Students can choose to submit a formal written complaint with the Student Affairs Office at any time by completing an "Issues of Concern/Complaint" form. Students may also issue an informal complaint without a written record in instances where they simply want advice or direction on dealing with a concern or complaint. When concerns or complaints are first presented by a student's parent, parents will be asked to encourage their student to present the concern or complaint or write the appeal.

Records of formal student complaints and resolutions will be kept by the office receiving the formal complaint, with a master storage in the Office of Student Affairs. This office will track the complaints by ensuring that the relevant office closed the appeal, which will come by communication from the relevant office in the list above to Student Affairs. Offices who receive formal student complaints should review the complaint within 3 business days.

For those students who are not satisfied with the way TFC resolved the complaint, they should contact the Georgia Nonpublic Postsecondary Education Commission: (770) 414-3300 https://gnpec.georgia.gov/organization/about-gnpec/contact-gnpec

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

NON-DISCRIMINATION POLICY

Toccoa Falls College does not unlawfully discriminate on the basis of race, color, sex, national or ethnic origin, disability, age, veteran status, or any other protected categories on which the institution is prohibited from discrimination under applicable local, state, or federal law, in its employment or in the provision of its services including, but not limited to, its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other institution-administered programs. As a religious institution, Toccoa Falls College retains all rights under the U.S. Constitution and applicable state and federal laws to operate consistent with its religious beliefs.

This policy will also govern complaints and ensuing investigations pertaining to Title VI and Title VII of the Civil Rights Act of 1964.

The following people have been designated to address and investigate inquiries or complaints regarding the Non-discrimination Policy.

Dr. Wynn Coggin-- Title IX Coordinator, Associate Vice President for Student Affairs. Office of Student Affairs, 706-914-8668, 107 Kincaid dr MSC #779 Toccoa Falls, GA 30598, wcoggin@tfc.edu.

Mary Kaye Ritchey-- Director of Human Resources. 706-237-9608, 107 Kincaid dr MSC #750 Toccoa Falls, GA 30598, mritchey@tfc.edu.