# Toccoa Falls College

## Chapman School of Graduate Studies

# 2025-2026 Academic Catalog

**Toccoa Falls College**
**Toccoa Falls, Georgia 30598**
Phone: (706) 886-6831
FAX: (706) 282-6020
Web: www.tfc.edu

Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Toccoa Falls College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Toccoa Falls College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Toccoa Falls College is a member of the Council for Christian Colleges and Universities.
Contact CCCU at
20 M Street SE, Suite 350
Washington. DC 20003
(202) 546 – 8713

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

The Toccoa Falls College Teacher Education Department is approved by the Georgia Professional Standards Commission (GaPSC). All Toccoa Falls College education programs that lead to licensure are designed to meet the educational requirements of regulatory authorities in the State of Georgia. If you intend to seek licensure or certification outside of Georgia, please review the Toccoa Falls Professional Licensure Disclosure for more information.

Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music.
Contact NASM at
1250 Roger Bacon Drive, Suite 21
Reston, VA 20190
(703) 437 – 0700

DISCLAIMER

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

# Welcome to Toccoa Falls College

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

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

This catalog has been prepared specifically with you in mind. It is divided into five sections. The first section includes the Academic Calendar, General Information, Admissions, Financial Information, Graduation Requirements, Academic Policy and Procedure, the Selby Jones Library, Student Support Services, Contact Information, and Reporting Forms (pp. 1 - 38). The second section describes the Master of Arts in Organizational Leadership program with course descriptions (pp. 39 - 44), the third section describes the various counseling graduate programs with course descriptions (pp. 45 - 61). The fourth section describes the Master of Arts in Christian Ministry and the Master of Arts in Theology with course descriptions (pp. 62 - 71).

The fifth section contains a directory of the Board of Trustees, Administration, and Faculty (pp. 72 - 74). Please take the time to familiarize yourself with the information in this catalog, because planning, organization, and time management are important keys to student success.

# 2025 - 2026 CATALOG
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# SCHOOL OF GRADUATE STUDIES
# ACADEMIC CALENDAR 2025-2026

## FALL 2025 SEMESTER

| | |
|---|---|
| **AUGUST** | |
| August 18 | Fall Session A Classes open for viewing or syllabus sent |
| August 25 | Fall Session A Classes Begin – First Day of Class |
| August 25 | New Graduate Student Welcome Webinar, 7:00 PM EST |
| August 25 | Fall Session A Drop/Add Begins—Attendance: Take Check-In Quiz |
| August 27 | Drop/Add Ends at 5:00 PM EST; Check-in Quiz must be completed; Last day to enter classes |
| **SEPTEMBER** | |
| September 1 | Labor Day (No classes) |
| September 18 | Fall Session A Midpoint; last day to withdraw failing without penalty |
| **OCTOBER** | |
| October 13 | Fall Session B Classes open for viewing or syllabus sent |
| October 15 | Fall Session A Classes End |
| October 16 -17 | Fall Break (No classes) |
| October 20 | Fall Session B Classes Begin – First Day of Class |
| October 20 | Fall Session B Drop/Add Begins – Attendance: Take Check-in Quiz |
| October 22 | Drop/Add Ends at 5:00 PM EST; Check-in Quiz must be completed; Last day to enter classes |
| October 24 | Last day to withdraw failing without penalty for 16-week online courses at 5:00PM EST. |
| October 27 | Registration for Spring 25 Semester Begins. |
| **NOVEMBER** | |
| November 13 | Fall Session B Midpoint, Last day to withdraw failing without penalty. |
| November 14 - 16 | Residency Weekend (Required for MFT 593 and MFT 743 students.) |
| November 26 - 28 | Thanksgiving Break (No classes) |
| **DECEMBER** | |
| December 12 | Fall Session B Classes End. |

# SCHOOL OF GRADUATE STUDIES
# ACADEMIC CALENDAR 2025 - 2026

## SPRING 2026 SEMESTER

| | |
|---|---|
| **JANUARY** | |
| January 14 | Spring Session A Classes open for viewing or syllabus sent |
| January 21 | Spring Session A Classes Begin – First Day of Class |
| January 21 | New Graduate Student Welcome Webinar, 7:00 PM EST |
| January 21 | Spring Session A Drop/Add Begins—Attendance: Take Check-In Quiz |
| January 23 | Drop/Add Ends at 5:00 PM EST; Check-in Quiz must be completed; Last day to enter classes |
| **FEBRUARY** | |
| February 13 | Spring Session A Midpoint; Last day to withdraw failing without penalty |
| **MARCH** | |
| March 13 | Spring Session A Classes End |
| March 16 | Spring Session B Classes open for viewing or syllabus sent |
| March 16 - 20 | Spring Break (No classes) |
| March 23 | Spring Session B Classes Begin – First day of class |
| March 23 | Spring Session B Drop/Add Begins – Attendance: Take Check-in Quiz |
| March 25 | Drop/Add Ends 5:00PM EST; Check-in Quiz must be completed; Last day to enter classes |
| March 26 | Last day to withdraw failing without penalty for 16-week online courses at 5:00PM EST. |
| March 30 | Registration for Summer and Fall Sessions Begins |
| March 30 | Application for Graduation for May 2027 and Summer 2027 Begins |
| **APRIL** | |
| April 3 | Good Friday (No Classes) |
| April 16 | Spring Session B Midpoint: Last day to withdraw failing without penalty |
| April 17 - 19 | Residency Weekend (Required for MFT 643 and MFT 653 students.) |
| **MAY** | |
| May 1 | Summer Session Registration Deadline |
| May 13 | Spring Session B Classes End |
| May 15 | Graduation Commencement, 7:00 PM EDT |

# SCHOOL OF GRADUATE STUDIES
# ACADEMIC CALENDAR 2025 - 2026

## SUMMER 2026 SESSION

| | |
|---|---|
| **MAY** | |
| May 19 | Summer Session Classes open for viewing or syllabus sent |
| May 26 | Summer Session Classes Begin – First Day of Class |
| May 26 | Summer Drop/Add begins—Attendance: Take Check-In Quiz |
| May 28 | Drop/Add ends at 5:00 PM EST; Check-in Quiz must be completed; Last day to enter classes |
| **JUNE** | |
| June 19 | Summer Session Midpoint: Last day to withdraw failing without penalty |
| **JULY** | |
| July 3 | Independence Day Holiday (No classes) |
| July 17 | Summer Session Classes End |
| **AUGUST** | |
| August 1 | Fall 26 Semester Registration Deadline |

# GENERAL INFORMATION

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

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

## HISTORY

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

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

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

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

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

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

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

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

### PRESENT DAY

Now in our second century, Toccoa Falls College continues to focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives either in full-time Christian ministry or in ministry through their secular employment. TFC currently has 30 majors and 48 minors in four different schools: Arts and Sciences, Christian Ministries, Nursing, and Professional Studies.

In 2020, the College added the School of Graduate Studies with its first program, the Master of Arts in Organizational Leadership. In 2021, the College launched a Master of Arts in Marriage and Family Therapy and in 2023 a Master of Arts in Christian Ministry to continue our pursuit of preparing Christian leaders and professionals to influence the world wherever God places them. As the School of Graduate Studies has grown, additional degrees, concentrations, and certificates have been added, as described in this catalog.

On October 6th, 2022, Toccoa Falls College celebrated the official ribbon-cutting ceremony for the Gary D. and Karolyn J. Chapman School of Graduate Studies Office Building. This ceremony was an exciting event marking a vision many years in the making becoming a reality. TFC is grateful for the prayers, commitment, time, and resources that have been devoted to the graduate school program by so many over the past few years and especially honored by the dedication and generosity of the Chapmans.

## MISSION

### TOCCOA FALLS COLLEGE 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.

### SCHOOL OF GRADUATE STUDIES MISSION STATEMENT

The School of Graduate Studies at Toccoa Falls College exists to educate and prepare with excellence Christian leaders for missional service to churches, families, and society.

### 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 and non-residential academic programs that prepare people for lives of personal fulfillment and Christian servant leadership to the church and the world.

## MISSION GOALS

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

## MOTTO

"Where Character is Developed with Intellect"

## STATEMENT OF FAITH

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

The verbal inspiration of the Holy Scriptures as originally given;
The existence and manifestation of one God in three persons, Father, Son and Holy Spirit;
The incarnation and virgin birth of the Son of God;
The redemption of man by the vicarious death of Christ on the cross;
The bodily resurrection from the grave;
The fact that all men have sinned and consequently must be regenerated by the working of God's grace;

Justification by faith;
The sanctifying work of the Holy Spirit in the believer, producing holiness of life and power for service;

Practical faith in the sufficiency of Christ for spiritual, temporal, and physical needs;
The purifying hope of the Lord's imminent return; and
The urgency of preaching the gospel to all mankind, that men may be saved from eternal judgment.

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

## COMMUNITY STANDARDS

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

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

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

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

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

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

## SCHOOL OF GRADUATE STUDIES COMMITTEE PURPOSE STATEMENT

The School of Graduate Studies Committee exists to oversee the development and delivery of graduate degree programs consistent with institutional mission and accreditation standards.

## MODIFICATION OF REGULATIONS

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

## NON-DISCRIMINATION POLICY

Toccoa Falls College admits students of any race, color, sex, national and ethnic origin, or other protected classifications to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate and will not tolerate harassment on the basis of age, veteran status, sex, race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

# GRADUATE ADMISSIONS INFORMATION

## MASTER'S DEGREE ADMISSIONS REQUIREMENTS

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

### ADMISSIONS REQUIREMENTS

Successful applicants to all master's programs must submit:

1. A completed application.
2. Transcripts showing completion of an undergraduate or graduate degree from a regionally accredited college, university, or program and evidence of meeting one of the following stipulations:
   - A cumulative undergraduate grade point average (GPA) of 2.75 or better (3.0 for MAMFT), OR
   - A cumulative graduate grade point average (GPA) of 3.0 or better on the last transcript from an accredited graduate degree program, OR
   - A combined score of 300 for the verbal and quantitative sections of the Graduate Record Examination (GRE) taken after 8/1/15. (May be required if GPA requirement is not satisfied.)
3. A current résumé or curriculum vitae.
4. Admissions Essay.
5. References as required by program. (See information in Reference Section.)
6. Other program-specific admissions requirements also must be fulfilled. (For example, an interview with graduate school faculty is required for the following programs: Marriage and Family Therapy, Counseling Ministries, Graduate Certificate in Marriage and Family Counseling, and Graduate Certificate in Trauma Therapy.)

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

### REFERENCE TYPES AND REQUIREMENTS

There are three categories of references which may be required, depending on the program for which one is applying.

**Academic** (e.g., professor, academic administrator, someone with a sufficient academic background)
**Professional** (e.g., current, or former employer, supervisor, current or former co-worker or co-volunteer)
**Ministry/Character** (e.g., pastor or someone on pastoral staff, elder/deacon, small group leader, or someone who knows the applicant well and is able to attest to their lived faith and character)

References <u>not</u> accepted include, but are not limited to, family relatives, employees who work in a subordinate role to the applicant, or other persons from whom a reference would pose a conflict of interest.

| REFERENCE REQUIREMENTS BY PROGRAM | | |
|---|---|---|
| **Program** | **Number of References** | **Types** |
| MAOL | 1 (2 if GPA is below requirement) | Academic, or Professional, or Ministry/Character |
| MAChM | 1 (2 if GPA is below requirement) | Academic, or Professional, or Ministry/Character |
| MACM | 1 (2 if GPA is below requirement) | Academic, or Professional, or Ministry/Character |
| MAThe | 1 (2 if GPA is below requirement) | Academic, or Professional, or Ministry/Character |
| MAMFT | 3 | a) Academic<br>b) Professional<br>c) Ministry/Character |

If an applicant is having difficulty procuring a reference, an alternative reference may be provided upon consultation with the Admissions Office.

Please note that Admissions reserves the right to request additional information from applicants as may be necessary (e.g., additional transcripts, references, test scores).

## MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY

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

- A cumulative undergraduate or graduate grade point average (GPA) of 3.0 or better on the last degree-bearing transcript.
- At least six earned credit hours in Psychology or Counseling, or acceptable equivalent.
- Interview with graduate school faculty (if other academic requirements are met).
- Students must sign an attestation form indicating they understand the limitations of licensure portability for Licensed Marriage and Family Therapists for programs that have not yet received COAMFTE accreditation and that they plan to seek licensure and employment within Georgia or another state for which our program satisfies necessary educational requirements.

**Note for MAMFT Admissions**: There are only 3 entry points for MAMFT candidates. Students may enter this program during Fall Session A, Spring Session A, and Summer Session only.

## ACCEPTED WITH SPECIFICATION

Students who do not meet the standards for admission may be admitted to the Toccoa Falls College Graduate Studies programs with specification. This decision will be based upon the Program Director's recommendation. If accepted, and admission with specification is granted, the Program Director will request one of the following options for full acceptance:

- Complete 6 undergraduate CSG/PSY credit hours and achieve the minimum of a 3.0 GPA.
- Limited to 6 graduate credit hours in student's first semester and achieve the minimum of a 3.0 GPA.

Full acceptance would occur after achieving the minimum-standard GPA. If requirement is not met, student will be administratively withdrawn from the program. Students who are withdrawn from the College will be

neither academically nor financially responsible for any future courses for which they may have been pre-registered and may reapply in 12 months for reconsideration.

Please note that The School of Graduate Studies reserves the right to request additional documentation or an appeal for students that do not meet admission requirements.

## DEFERRED ADMISSIONS

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

## DENIED ADMISSIONS

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

## NON-DEGREE SEEKING STUDENTS

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

Non-Degree seeking graduate students may take a maximum of 18 credits (up to 6 courses). Exceptions to this policy require approval from the Vice President for Academic Affairs, or designee.

If additional credits are needed, students must enroll in a degree or certificate program.

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

## AUDITING

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

## ACADEMIC STANDARDS FOR ATHLETIC PARTICIPATION

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

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

away games as per NCCAA regulations. Further information concerning the academic standards and athletic eligibility of the NCCAA may be obtained from the TFC Athletic Director.

## INTERNATIONAL STUDENT ADMISSION

Because our graduate programs are currently non-residential, Toccoa Falls College cannot issue paperwork for graduate students to obtain a student (F-1) visa. International students, therefore, must complete their respective programs of study from their home countries. The following details the requirements for international student admission.

## INTERNATIONAL STUDENT APPLICATION PROCEDURES

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

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

2. English Language Proficiency Documentation: Since all instruction, reading, and research is written in and taught in English, it is essential that all international students be able to understand and speak English fluently. In light of this, the College requires for graduate admission a paper-based TOEFL score of 575, computer-based TOEFL score of 233, or an Internet-based TOEFL score of 90 for students whose native language is not English, or whose primary language of instruction on the undergraduate level was not English. Students who are not able to take the TOEFL may instead take the IELTS Academic (with a minimum score of 7). A student's TOEFL or IELTS requirement may be waived if s/he has scored above the minimum score for acceptance on either the GMAT or GRE. It is highly recommended that international students applying to TFC should apply at least four to six months prior to the desired date of enrollment. Test scores more than five years old will not be accepted.

## EVALUATION OF FOREIGN TRANSCRIPTS

This policy applies to international students and US citizens/permanent residents with transcripts from international (non-US) academic institutions, regarding both graduate and undergraduate degrees for admission and credits students have earned at foreign institutions and wish to transfer to TFC. In order to evaluate foreign credentials accurately and consistently, Toccoa Falls College requires all international college or university transcripts be evaluated by a college-approved evaluation service. Among others, College-approved evaluation services include those agencies that are members of, or affiliated with, the National Association of Credential Evaluation Services (NACES) and the American Association of Collegiate

Registrars and Admission Officers (AACRAO). Toccoa Falls College will not accept any student for graduate study or award any transfer credit from foreign credentials without an evaluation from an approved evaluation service. The fee for evaluation is the responsibility of the student.

## MASTER'S DEGREE TRANSFER POLICIES

The College may accept graduate credits from regionally accredited colleges, universities, and programs, provided the work is equivalent to and aligns content wise with a Toccoa Falls College graduate level course, has been earned in conjunction with the completion of a 500 level or higher course, was not used to earn another degree, and has a grade of B or better. Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a general guide in determining acceptability.

| Graduate Program Transfer Credits | |
|---|---|
| **Degree Program** | **Maximum Transfer Credit Hours** |
| Christian Ministry | Up to 12 credit hours |
| Organizational Leadership | Up to 9 credit hours |
| Marriage and Family Therapy | Up to 18 credit hours |
| Counseling Ministries | Up to 12 credit hours |
| Theology | Up to 12 credit hours |
| MFT Certificate | Up to 6 credit hours |
| Trauma Therapy Certificate | Up to 6 credit hours |

## CROSS-CREDITING

Toccoa Falls College senior (90+ credit hours) undergraduate students can apply to take graduate courses to fulfill certain undergraduate requirements. These courses will also fulfill requirements toward a future master's degree at Toccoa Falls College. Students should complete a Graduate Studies application and go through the admission process. Students who meet admission requirements will be provisionally accepted into the program. Full acceptance will be determined by The School of Graduate Studies upon the completion of their undergraduate degree.

## CROSS-CREDITING OF MARRIAGE AND FAMILY THERAPY AND COUNSELING MINISTRIES COURSES

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

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

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

| Graduate Courses Available for Cross-Crediting | | | |
|---|---|---|---|
| **MAMFT/ MACM** | | | |
| **Course Code:** | **Title:** | | **Credit:** |
| MFT 513 | Worldview, Professional Identity and Ethics | (Spring Session A) | 3 |
| MFT 523 | Biopsychosocial and Spiritual Development | (Spring Session A) | 3 |
| MFT 543 | Foundational Skills for Counseling and MFT | (Fall Session B) | 3 |
| MFT 563 | Multiculturalism and Diversity | (Spring Session A) | 3 |
| MFT 593 | Spirituality in Marriage and Family | (Fall & Spring Session A) | 3 |
| MFT 643 | Premarital and Marital Counseling | (Fall Session B) | 3 |
| CSG 503 | Care and Counseling Ministry | (Spring Session A) | 3 |
| **MAOL - Open Electives:** | | | |
| **Course Code:** | **Title:** | | **Credit:** |
| LED 503 | Christian Leadership and Work | (Fall Session A) | 3 |
| LED 513 | Foundations of Organizational Leadership | (Fall Session B) | 3 |
| LED 623 | Organizational Communication | (Spring Session A) | 3 |
| LED 633 | Leading People and Teams | (Spring Session B) | 3 |
| **MAOL – Business Electives:** | | | |
| **Course Code:** | **Title:** | | **Credit:** |
| MAN 623 | Strategic Management | (Fall Session B) | 3 |
| MAN 633 | Knowledge Management | (Spring Session B) | 3 |

## ADVANCED STANDING POLICY FOR MA CHRISTIAN MINISTRY AND MA THEOLOGY PROGRAMS

Students who complete the identified undergraduate courses (see chart below) with a minimum grade of 3.0 (for each class), may request advanced standing as noted. TFC may grant up to 12 hours of advanced standing.

| MA CHRISTIAN MINISTRY AND MA THEOLOGY ADVANCED STANDING | |
|---|---|
| **Undergraduate Course(s) Completed** | **Advanced Standing Granted** |
| OTE 103 Introduction to Old Testament *and*<br>OTE ___ Old Testament Elective | BTH 513 Old Testament Introduction |
| NTE 103 Introduction to New Testament *and*<br>NTE ___ New Testament Elective | BTH 523 New Testament Introduction |
| THE 303 Introduction to Theology *and*<br>THE 483 Systematic Theology | BTH 533 Christian Doctrine |
| THE 343 Alliance Distinctives and History *or*<br>C & MA licensure/ordination | BTH 653 Alliance Theology and Practice |
| ANT 323 Applied Ethnography *and*<br>ICS 493/ICS 483/SCD 493 Strategy Project | ICS 653 Cross-Cultural Ministry |

| FINANCIAL INFORMATION | |
|---|---|
| **2025 – 2026 TUITION AND FEES** | |
| Graduate Tuition | $ 525.00/credit hour |
| Audit Tuition | $ 230.00/credit hour |
| Books | $ 200.00/estimate per graduate course |

## GRADUATE TUITION

Graduate tuition for the 2025 – 2026 academic year is $525 per credit hour.

## AUDIT FEE

The charge to audit a graduate course for the 2025 – 2026 academic year is $230 per credit hour.

## COURSE FEES

Specific courses may have an additional fee associated with them. Below are some courses that carry additional fees. This list **is not all inclusive** and the cost listed is subject to change.

| Additional Marriage and Family Therapy and Counseling Ministry Course Fees | | | |
|---|---|---|---|
| **Code** | **Course Name** | **Fee** | **Purpose** |
| **MFT 683** | **Contemporary Issues and Community Resources.** | **$240** | Lumivero/Tevera (video software) $25 – used in MFT 683.<br>Lumivero (Hour tracking software) $215 - used in all MFT Practicum/Internship courses |
| **MFT 643** | **Premarital/Marital** | **$150** | Prepare-Enrich certification |
| **CSG 553** | **Relationship Counseling** | **$150** | Prepare-Enrich certification |

## PAYMENTS

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

## REFUND FOR WITHDRAWALS

Refunds for withdrawals from college will follow the policy outlined in the Student Financial Services section of the Toccoa Falls College Catalog available on the website.

Partial Withdrawal: There is no refund of tuition or any fees for students who withdraw from a course/courses after the drop/add period but remain enrolled at TFC. When an online student is enrolled in both Session A and Session B, and withdraws from only one session, no refund will be calculated because the student has not completely withdrawn from the college

For the Fall 2025 semester, the last day for online students enrolled in both Session A and Session B to completely withdraw and still receive any portion of a refund is October 25, 2025. For students only enrolled in Session A, this date is September 24, 2025. For students only enrolled in Session B, this date is November 17, 2025.

For Spring 2026 semester, the last day for online students enrolled in both Session A and Session B to completely withdraw and still receive any portion of a refund is April 1, 2025. For students only enrolled in Session A, this date is February 20, 2026. For students only enrolled in Session B, this date is April 22, 2026.

## REFUND POLICY FOR CREDIT BALANCES

Students with a credit balance on their account can receive a refund from the Office of Student Accounts or request that the balance be carried forward on the account. **The college will not issue refunds to students until all charges have been posted and paid and a credit balance shows on the account**.

## UNPAID ACCOUNTS

Students with an outstanding balance from a previous semester may not register and/or enroll unless the account is settled in full. Upon final departure from TFC, students must pay any outstanding balance in full before the college will issue an official transcript or diploma.

## RETURNED CHECK CHARGE

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

# MASTER'S DEGREE GRADUATION REQUIREMENTS

## MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP DEGREE GRADUATION REQUIREMENTS

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

   NOTE: Credits used for one master's degree may not also be applied to a second master's degree.

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

1. Completion of a minimum of 60 earned graduate credit hours, of which the final 40 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale). No grade lower than a B-.
3. Successful completion of 300 supervised practicum/internship hours and all remaining degree requirements.
   - 150 of the 300 client contact hours must be relational
   - 100 hours of clinical supervision must be from an approved clinical supervision
4. Submission of an application for graduation.

   NOTE: Credits used for one master's degree may not be applied to a second master's degree.

## MASTER OF ARTS IN COUNSELING MINISTRIES' GRADUATION REQUIREMENTS

1. Completion of a minimum of 42 earned graduate credit hours, of which the final 30 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale). No grade lower than a B-.
3. Successful completion of 200 supervised internship hours, and all remaining degree requirements.
4. Submission of an application for graduation.

   NOTE: Credits used for one master's degree may not be applied to a second master's degree.

## MASTER OF ARTS IN CHRISTIAN MINISTRY DEGREE GRADUATION REQUIREMENTS

1. Completion of a minimum of 36 earned graduate credit hours, of which the final 24 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale) with no more than two Cs and no grade lower than a C.
3. Completion of all degree requirements of the graduate program in which they are enrolled. These may include: earning the total number of credits required by the program of study, meeting content requirements, and submitting any capstone activities.
4. Submission of an application for graduation.

   NOTE: Credits used for one master's degree may not also be applied to a second master's degree.

## MASTER OF ARTS IN THEOLOGY DEGREE GRADUATION REQUIREMENTS

1. Completion of a minimum of 45 graduate credit hours, of which the final 24 credit hours must be taken from Toccoa Falls College.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale) with no more than two Cs and no grade lower than a C.
3. Completion of all degree requirements of the graduate program in which they are enrolled. These may include: earning the total number of credits required by the program of study, successful completion of a master's thesis (if this option is selected), and meeting content requirements.
4. Submission of an application for graduation.

NOTE: Credits used for one master's degree may not also be applied to a second master's degree

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

1. Completion of a minimum of 15 earned graduate credit hours according to the Graduate Certificate courses required.
2. Cumulative GPA of at least 3.0 (on a 4.0 scale). No grade lower than a B-.
3. Submission of an application for graduation.

## TIME LIMITS FOR COMPLETING A DEGREE

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

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

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

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

## APPLICATION FOR GRADUATION

All candidates for graduate degrees or certificates are required to apply for Graduation to the School of Graduate Studies Office before the end of the semester prior to the semester of graduation to allow time for the Registrar to complete a degree audit. This would normally be at the end of the fall semester for those anticipating completion in the summer. No student will be placed on the prospective graduation list until this application is on file in the Registrar's Office. There are three conferral dates each year that would apply to graduate studies for the following semesters or terms: Spring, Summer, and Fall. Degrees are conferred at the conferral date after all requirements have been met, including internship hours and final grades. **There is one commencement ceremony each year in mid-May.** All grades must be posted prior to the desired graduation date.

## COMMENCEMENT PARTICIPATION

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

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# MASTER'S DEGREE ACADEMIC POLICIES AND PROCEDURES

## ACCREDITATION AND MEMBERSHIPS

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

Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Toccoa Falls College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Toccoa Falls College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music to award Bachelor degrees in Music. Contact NASM at 11250 Roger Bacon Drive, Suite 21, Reston, VA 22090: telephone (703) 437-0700.

The Toccoa Falls College Teacher Education Department is approved by the Georgia Professional Standards Commission (GaPSC). All Toccoa Falls College education programs that lead to licensure are designed to meet the educational requirements of regulatory authorities in the State of Georgia. If you intend to seek licensure or certification outside of Georgia, please review the Toccoa Falls Professional Licensure Disclosure for more information.

Toccoa Falls College is accredited for the Baccalaureate degree program in Nursing by the Commission on Collegiate Nursing Education (665 K Street NW, Suite 750, Washington, DC, 20001).

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

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

## ACADEMIC SESSIONS

Toccoa Falls College operates on the semester system. The summer term is made up of one eight-week session in May, June, and July. Online courses are offered in both semester-long and shorter eight-week sessions within each semester.

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

Occasionally, graduate program courses are delivered in a semester-long or summer-long format in order to allow students greater flexibility in completing course requirements.

The Master of Arts in Marriage and Family Therapy program requires four courses be taken in a hybrid format with online pre-work, an on-campus residency for 3 days (usually Friday evening to Sunday at noon), and online post-work.

## REGISTRATION AND SCHEDULING

### ENTERING CATALOG

The Graduate Studies Catalog, which is current during the first term the student is enrolled and attending as a degree-seeking student, contains the academic program requirements that the student is to follow. That catalog will remain open to the student as long as the student maintains continuous enrollment up to four years or six years depending on the program (See pg. 20) until the student either graduates or does not re-enroll for one or more terms.

After a break in enrollment, the student is required to apply for re-admission and returns under the current academic catalog. Students may choose to meet the requirements of a newer catalog by submitting a "Request for Change of Catalog" form. In all instances, students carry full responsibility for completing their own program of study.

### ACADEMIC LOAD

A full-time load at the graduate level is considered at least 9 semester hours during the regular fall and spring terms. Students may register for a maximum of 12 semester hours in a regular semester, except when enrolled in an additional semester-long course (e.g., LED 683 Developing Research in Leadership, sixteen-week Spring semester). A full-time load in the summer term is 6 semester hours.

### REGISTRATION

Online registration is available for online graduate students through the student portal of Jenzabar J1 during the posted dates for the Schedule Selection period. Questions about your course schedule should be referred to your faculty advisor, or you may contact the Graduate Studies office at gradstudies@tfc.edu.

### DROP/ADD PERIOD

Graduate students may drop and add courses during the first three days of an academic session using the J1 Portal. Students should consult the published calendar for specific dates. Students may not add new courses after the end of the Drop/Add Period.

### NO-SHOW POLICY

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

## DIRECTED STUDY

Directed study is a regular course of study taken outside the normal class period with content and requirements similar to those prescribed for the regular class. When a particular course is required for graduation and the enrollment is not sufficient to constitute a regular class, arrangements for individual instruction via directed study may be required. Directed studies place a heavier burden on the student to take responsibility for their own course material and learning experience. The College considers directed study hours as part of the normal course load. Once a directed study has been approved, a student who cancels a directed study may be charged a $100.00 Directed Study Cancellation Fee.

## COLLEGE RESIDENCY REQUIREMENTS

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

| MAOL | MAMFT | MACM | MAChM | MAThe |
|---|---|---|---|---|
| 24 credit hours | 40 credit hours | 30 credit hours | 24 credit hours | 30 credit hours |

## VOLUNTARY WITHDRAWAL FROM COURSES

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

## ADMINISTRATIVE WITHDRAWAL FROM COURSES

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

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

## WITHDRAWAL FROM A PROGRAM

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

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

The Office of the Registrar, Student Financial Services, and Dean of School of Graduate Studies must approve students applying for readmission to the College. The Office of Admissions initiates this process once the former student submits an Intent to Re-Enroll application. TFC requires former students to submit all required documents to complete the admissions file as stated below.

Should a student desire to re-apply to a graduate program, following a student-initiated withdrawal from the program, it is required that s/he submit an Intent to Re-Enroll application to the School of Graduate Studies. In addition to the application, the student must also submit a current resume and official transcripts from any school(s) attended since s/he was last enrolled in that graduate program. If the student has been unenrolled from TFC for a year or longer, the student will also need to submit an admission essay. Readmission will be based upon a review and approval of all materials by the Admissions Counselor, Office of the Registrar, and Student Financial Services. Should the time between the withdrawal and return be such that the program requirements have changed, the student must be admitted under the new requirements and any deficiencies must be satisfied.

## ADMINISTRATIVE WITHDRAWAL FROM A PROGRAM

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

## REPEATING A COURSE

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

Students in the Master of Arts in Organizational Leadership, Master of Arts in Christian Ministry, and Master of Arts in Theology must earn at least a C or higher in all courses, and any grade lower than a C must be repeated. Students enrolled in the Master of Arts in Marriage and Family Therapy, Master of Arts in Counseling Ministries, and the counseling certificates are required to earn a B- or above in all courses, and any grade lower than a B- must be repeated.

## INCOMPLETE

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

## GRADES AND ACADEMIC STANDING

### GRADING POLICIES AND PROCEDURES

Students access their grades online using J1CS Student Portal within the myTFC website. The Registrar's Office posts final grades as faculty members submit them at the end of each session. All courses adhere to the following grade scale for assignments.

| LETTER GRADE | PERCENT | QUALITY PTS |
|---|---|---|
| A | 94-100 | 4.0 |
| A- | 90-93 | 3.7 |
| B+ | 87-89 | 3.3 |
| B | 83-86 | 3.0 |
| B- | 80-82 | 2.7 |
| C+ | 77-79 | 2.3 |
| C | 73-76 | 2.0 |
| C- | 70-72 | 1.7 |
| D+ | 67-69 | 1.3 |
| D | 63-66 | 1.0 |
| D- | 60-62 | 0.7 |
| F | 0-59 | 0.0 |

GRADE CODES:

A – Superior work
B – Above average or good work
C – Average work
D – Below average or poor work
F – Failing work or withdrawn failing after mid-term
AU – An audited course
I – Incomplete (given in cases of illness or extreme circumstances, if incomplete work is not completed within the prescribed limit, the grade becomes FX)
FX – Failed to make up incomplete work
TR – Transfer coursework
W – Withdrawn from an audited course or failed to attend at least 60% of the audited course
WP – Withdrawn passing (non-punitive)
WF – Withdrawn failing (used prior to mid-point; non-punitive)

### SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate satisfactory academic progress toward completion of their respective program of study in order to maintain eligibility for enrolling in classes. The standard for academic progress requires that students must maintain a cumulative grade point average of 3.0 or higher. Students in the MAChM, MAThe, and MAOL programs must repeat or replace any course with a grade lower than a C and may not graduate with more than two Cs on their record. Students in the MAMFT, MACM, CMFC, and CTT programs must repeat or replace any course with a grade lower than a B-.

### ZERO CREDIT HOUR POLICY (TFC 500)

At Toccoa Falls College, zero credit-hour courses are avoided whenever possible. However, it is recognized that under certain conditions they are necessary, helpful, and advance programmatic goals and objectives. The following factors are considered by the TFC Curriculum Committee whenever a zero credit-hour designation is proposed for a course:

1. Courses that focus solely on skills development and/or performance
2. Courses that do not necessarily meet regularly for the entire semester
3. Courses that facilitate form completion, applications, registrations, etc.
4. Courses that facilitate general orientation to a major
5. Courses that do not involve written assignments or exams

If a course is determined to exhibit 3 or more of the above characteristics, it is considered eligible for the zero credit-hour designation and the Curriculum Committee may vote to present the proposal to the full faculty in accordance with the College's standard procedure for curricular approval. Final grades assigned for zero credit-hour courses do not factor into a student's GPA, but for all courses listed within a major, a C- or better (or S, if applicable) is required to fulfill graduation requirements.

## ACADEMIC DISHONESTY

### PLAGIARISM AND CHEATING

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the APA Manual as the act of presenting the words, ideas, or images of another person as your own without giving proper credit. Plagiarism is not limited to word-for-word copying: it includes any false assumption of authorship, including paraphrasing lines of reasoning from printed sources and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious offense.

Examples of intentional plagiarism include but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting, or allowing someone to submit material for you, the usage of artificial intelligence (AI), and submitting previously written material without the consent of the faculty members. In Graduate Studies, since a student relies heavily on published scholarly material, it is increasingly important to avoid any appearance of plagiarism, and APA standards for giving proper credit for both general ideas and direct quotes should always be followed. It is also considered "unethical to fabricate citations and/or reference entries" and to "hire someone else to write a paper (contract cheating)" (APA, 2020, p. 256).

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

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

GRADUATE STUDIES ASSIGNMENT COVERSHEET is required for each assignment submitted in which the student verifies the authorship of their work.

### INACCURATE INFORMATION

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

## ACADEMIC DISCIPLINE

### ACADEMIC WARNING*

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

### ACADEMIC PROBATION*

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

### ACADEMIC DISMISSAL*

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

### ACADEMIC DISCIPLINE APPEALS

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

## RECORDS

### TRANSCRIPTS

The Registrar's Office keeps the permanent record of all credits earned by each student on file. The College does not issue transcripts unless the student fulfills all financial obligations owed to the College. The Registrar's Office issues transcripts only upon receipt of an electronically submitted request through Parchment.

### PRIVACY RIGHTS

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

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

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

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

## RECORDS RETENTION POLICY

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

# STUDENT COMPLAINTS AND APPEALS

## COMPLAINTS

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

A graduate student should contact the School of Graduate Studies Office when they would like to file a formal complaint. If necessary, the Graduate Studies Office may direct students to a more appropriate office. Minor concerns may be resolved quickly, such that no formal record needs to be made. Students may also issue an informal complaint without a written record in instances where they simply want advice or direction on dealing with a concern or complaint. However, students can choose to submit a formal written complaint to the School of Graduate Studies by completing a "Graduate Student Issues of Complaint/Concern" form.

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

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

## GRADE APPEAL PROCESS

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

## TITLE IX

### WHAT IS TITLE IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are both forms of sex discrimination prohibited by Title IX. Toccoa Falls College is committed to providing an environment of learning, living, and working that fulfills the human spirit and promotes a healthy environment for its students and employees. Sexual discrimination, including but not limited to sexual assault, sexual harassment, stalking, domestic violence, and sexual exploitation, committed by or against Toccoa Falls students, staff, or faculty, will not be condoned. This applies to a variety of campus environments that include academic, athletic, residential, and other College sponsored programs. If you believe you or others have been sexually harassed, assaulted, or subjected to sexual harassment by a TFC student or employee, it is highly encouraged to seek assistance. We want to help. The content located here is intended to help and provide support for both the complainant and the respondent. Our first priority is our campus community while also being in full compliance with directives provided by the United States Department of Education (DOE) and the Office for Civil Rights (OCR).

### When Should I Contact the Title IX Coordinator?

Any student or TFC employee, or applicant who has concerns about sex discrimination or sexual harassment should proactively seek the help of the Title IX Coordinator.

Use the following guidelines to help determine if seeking assistance is necessary.

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

### CONFIDENTIALITY & NOTIFICATION

Toccoa Falls College will take reasonable steps to maintain the privacy of those who seek assistance from the Title IX Coordinator, if requested. If the circumstances do not allow privacy to be maintained, this will be discussed with the person making the report prior to disclosure to the alleged offender, if possible.

The confidentiality of the victim will be protected from the public. Simultaneous notification to the victim of all campus disciplinary outcomes associated with the incident(s) will be provided by College officials in writing. In collaboration between the victim and the College, appropriate interim measures taken initially will continue until deemed unnecessary.

## FILE A REPORT

Reporting an incident of concern regarding sexual harassment is the right thing to do and is received with support for all involved. First, investigating an incident begins with reporting the incident. If a conversation is needed prior to filing a report, this is permitted as well. Asking questions is always a reassuring step to feel more confident when moving forward.

The link below will help you access the official form to submit a report. After submitting, it will be reviewed within 24 hours of receipt.

**Sexual Harassment Incident Report**

The College urges anyone who experiences or becomes aware of an incident involving Sexual harassment, 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:

- Wynn Coggin, Director for Housing and Residence Life and Title IX Coordinator, Parkerson Student Center, Office A-7, 706-914-8668, wcoggins@tfc.edu
- Katie Thorne, Vice President for Student Affairs and Title IX Investigator, 107 Kincaid Drive, MSC 779, 706-914-8656, Parkerson Student Center, Office A-8, kthorne@tfc.edu
- Mary Kaye Ritchey, Director of Human Resources and Title IX Deputy Coordinator, Business and Administration Office, 706-706-237-9608, mritchey@tfc.edu
- Campus Safety: 706-343-8735, security@tfc.edu

# SEBY JONES LIBRARY

Library Help Desk
(706) 886-7299 x5346
www.tfc.edu/library

Library Staff
Selina E. Slate, M.L.I.S.
Torri L. Beck, M.L.I.S.

## GENERAL INFORMATION

The Seby Jones Library, a two-story building located in the middle of campus, is the primary center for academic research at Toccoa Falls College. The library provides members of the College community with resources for their intellectual, spiritual, and cultural development. The library's total learning resources include access to over 758,000 volumes (paper and electronic), over 175,000 electronic periodical subscriptions, and over 3.4 million scholarly reference articles. Also available are over 38,000 e-videos. Library Orientation sessions are held at the beginning of each semester for all new students.

## ONLINE LIBRARY RESOURCES

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

Importantly, the library is a member of Georgia's Library Learning Online (GALILEO), a statewide resource sharing network used by all Georgia educational institutions provided through the University System of Georgia. GALILEO is an annual subscription-based service that provides the TFC community access to approximately 200 online databases [https://www.galileo.usg.edu/]. Digital full-text journals and magazines are available to all library patrons through this resource. The library also has agreements with various vendors to provide electronic databases including Films on Demand, Credo Reference, JSTOR, PROQUEST, EBSCO and Statista for graduate students.

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

## EXTERNAL LIBRARY RESOURCES

As a member of Georgia's Private Academic Libraries (GPALS) consortium, Toccoa Falls College students are provided full circulation privileges to 23 other academic libraries throughout the state of Georgia and the University of Georgia.

The University of Georgia at Athens allows TFC students, faculty, and staff to receive free UGA library cards and reference services. Upon request, the TFC Library Director will send a letter verifying that the TFC graduate student desiring a UGA library card is in good standing with the Seby Jones Library.

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

## RESEARCH ASSISTANCE

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

## MEDIA AND TECHNOLOGY

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

The IT department supplies and maintains the permanent projection equipment in campus classrooms. The library provides portable multimedia projectors and other media equipment for checkout to faculty, staff, and students for campus use.

**ADDITIONAL MATERIALS FOR ONLINE COURSEWORK:**

- Computer with basic audio/video output
- Internet access is required (broadband recommended)
- Adobe Reader
- Microsoft Office

All TFC students have access to the Microsoft Office Suite through myTFC and are able to download it on their computers while enrolled at TFC. Please contact the IT Department if there are any questions or issues regarding downloading Office at support@tfc.edu.
Moodle is the college's learning management system, which allows the online learning environment to take place. Moodle is referred to as Graduate Course Pages at Toccoa Falls College. It is where students will be able to access their online courses and complete the activities/ assignments that are required. Graduate Course Pages can be accessed through logging into my.tfc.edu and clicking on the Graduate Course Page Icon in the Quick Launch Navigation panel. A student can email support@tfc.edu if there are any issues logging into my.tfc.edu.

## CIRCULATION SERVICES

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

# STUDENT SUPPORT SERVICES

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

## WELCOME WEBINAR

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

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

## TFC 500 GRADUATE STUDIES ORIENTATION

In addition to the Welcome Webinar, graduate students will all be required to participate in a graduate orientation course during their first semester of enrollment in fall, spring, or summer. This course, TFC 500, will provide valuable information and support as students embark on graduate-level study, research, and academic writing. Topics to be covered include: the mechanics of excellent academic writing, understanding scholarly journals, reading research reports, the effective use of online databases, suggestions for efficient time management, and much more. The College does not charge tuition for this course since it is a non-credit course; however, a passing grade is a requirement to continue in the program. **Students receiving an Unsatisfactory (U) in TFC 500 on their first attempt will have one additional opportunity to earn a Satisfactory (S) for the course before being considered for dismissal from the program**. If an undergraduate student is taking a graduate level course as a senior, they are not required to take TFC 500 until they formally apply for a graduate program.

## GRADUATE STUDENT RESOURCE CENTER

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

## DEVELOPING COMMUNITY

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

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

## ACADEMIC WRITING AND RESEARCH ASSISTANCE

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

## ACADEMIC ADVISING

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

## ACADEMIC SUPPORT

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

## CAREER SERVICES

Career Services provides students and alumni with vocational and career advice. Assistance is available through assessment inventories to target career strengths as well as skill development through mock interviews and résumé critiques. Several opportunities each year provide access to job fairs on and off campus. Additionally, graduate students are encouraged throughout the program to explore and reflect upon their unique gifts and calling within God's design for their life. You may contact **Amy Petke, Director of Career Services,** by phone 706-212-1491 or email apetke@tfc.edu.

## STUDENT COUNSELING SERVICES

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

## SPIRITUAL FORMATION

The Office of Spiritual Formation (OSF) at Toccoa Falls College seeks to create an academic and campus environment where students, staff/administration, and faculty can develop a robust understanding of Christian formation and engage in ongoing practices that nurture it. Simply stated, TFC wants to be a community that continually explores and practices what it means to love God with all our heart, soul, mind, and strength, and to love others as we love ourselves (Matt 12:30-31). Since Christian formation is holistic in scope, the OSF is committed to shaping a college experience–either on campus or online–that places formation at the heart of both classroom and community life. Chapel services take place on Tuesdays and Wednesdays at 10am, with special services in the evening throughout the semester. These are accessible to graduate students online via this link to access Toccoa Falls College Chapel.

Throughout one's graduate career, students are encouraged to participate and collaborate with professors/instructors to ensure the purposeful integration of faith and learning in the classroom with an eye toward faithful living in the world.

# CONTACT INFORMATION

**Dean, School of Graduate Studies**
Dr. Phil Strickland
Phone: 706.914.8661
Email: phstrickland@tfc.edu

**Administrative Assistant, Graduate Studies**
Mrs. Terri Tench
Phone: 706.914.8667
Email: ttench@tfc.edu

**Program Director, MAMFT**
Dr. Jamie Brodarick
Phone: 706.670.9917
Email: Jbrodarick@tfc.edu

**Program Coordinator, MAOL**
Dr. Deborah Hedderly
Phone: 702.524.8991
Email: dhedderly@tfc.edu

**MFT Faculty/Clinical Training Coordinator**
Dr. Arielle Blum
Phone: 706.212.1488
Email: ablum@tfc.edu

**Program Coordinator, MACM and GCTT**
Dr. Heather Davediuk Gingrich
Phone: 706.670.9912
Email: hgingrich@tfc.edu

**Distance Education Department**
Phone:706.914.8683
Email: gradadmissions@tfc.edu

**Career Services**
Amy Petke, Director of Career Services
Phone: 706.212.1491
Email: apetke@tfc.edu

**Spiritual Formation**
Phone: 706.756.6272
Email: spiritualformation@tfc.edu
Web: tfc.edu/campus-life/Christian-life

**Bookstore Services**
Phone: 859.209.6958
Email: tfc@ecampus.com
Web: tfc.ecampus.com

**Registrar's Office (Registration and Transcripts)**
Phone: 706.914.8680
Email: registrar@tfc.edu
Web: https://tfc.edu/academics/registrars-office/

**Library Services**
Selena Slate, Director of Library Services
Phone: 706.914.8694
Email: library@tfc.edu
Web: tfc.edu/library

**Student Accounts (Billing and Payments)**
Phone: 706.756.6511
Email: stuaccts@tfc.edu
Web: https://tfc.edu/admissions/student-accounts/

**Center for Academic Success**
Nikki Shamblin, Director of Academic Success
Phone: 706.212.1494
Email: nshamblin@tfc.edu

**Student Counseling Services**
Amy Marshall, LCSW, Director of Counseling Services
Phone: 706.397.7417
Email: amarshall@tfc.edu

**Title IX Coordinator**
Wynn Coggin, Director of Housing and Residence Life
Phone: 706.914.8668
Email: wcoggin@tfc.edu

# FORMS

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

ACCOMMODATIONS REQUEST FORM

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

GRADUATE ACADEMIC WRITING and RESEARCH REQUEST FORM

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

GRADUATE COURSE DROP FORM

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

GRADUATE COURSE WITHDRAWAL FORM

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

GRADUATE REQUEST FOR CHANGE OF CATALOG

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

GRADUATE STUDENT ISSUES OF CONCERN/COMPLAINT

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

GRADUATE STUDIES ACADEMIC APPEAL FORM

Use to appeal an academic policy or decision.

GRADUATE STUDIES APPLICATION FOR GRADUATION

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

GRADUATE STUDIES COLLEGE WITHDRAWAL FORM

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

GRADUATE STUDIES LIBRARY REQUEST FORM

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

# MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

Dr. Deborah Hedderly
Program Coordinator, MAOL Program
dhedderly@tfc.edu

## PROGRAM MISSION STATEMENT

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

## PROGRAM LEARNING OBJECTIVES

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

## CONCENTRATIONS

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

Students may choose from differing areas of concentration within the Master of Arts in Organizational Leadership (see below) or may complete the program without a specified concentration. **(Note: It is not required that students choose a concentration.)**

Concentration Options:

- A Concentration in **Ministry** provides courses that specifically address and prepare church, non-profit, and faith based organizational leaders for the challenges faced in leadership beyond the theological preparation they may have received.
- A Concentration in **Management** allows students to further explore specific managerial aspects of business leadership while gaining the benefit of the broader Master of Arts in Organizational Leadership.

*The Intercultural Studies (ICS) concentration is suspended for the 2025-2026 academic year, and those courses are not featured among regular offerings in the schedule. Students wishing to pursue a concentration in ICS must request to do so upon admission so that direct-study elective options may be planned in advance.*

# MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

## REQUIRED COURSES

**NON-CREDIT GRADUATE ORIENTATION** (required)
TFC 500 Orientation

**CORE COURSES** – 24 credit hours
LED 503 Christian Leadership and Work
LED 513 Foundations of Organizational Leadership
LED 613 Organizational Theory and Culture
LED 623 Organizational Communication
LED 633 Leading People and Teams
LED 643 Leading Change and Transformation
LED 683 Developing Research in Leadership
LED 693 Organizational Leadership Capstone

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

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

**MANAGEMENT CONCENTRATION**
MAN 613 Legal and Ethical Decision Making
MAN 623 Strategic Management
MAN 633 Knowledge Management
MAN 643 Leadership and Human Resources Management

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

**11 COURSES TOTAL = 33 CREDIT HOURS**

# MAOL SUGGESTED COURSE SEQUENCE

## 1-YEAR TRACK

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

**FALL SESSION A**

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

**FALL SESSION B**

LED 513 Foundations of Organizational Leadership

**Elective Choice:**

MIN 613 Spiritual Formation in Leadership
MAN 623 Strategic Management

**SPRING SESSION (16 WEEKS)**

LED 683 Developing Research in Leadership

**SPRING SESSION A**

LED 623 Organizational Communication
LED 643 Leading Change and Transformation

**SPRING SESSION B**

LED 633 Leading People and Teams

**Elective Choice:**

MIN 633 Critical Issues in Leadership
MAN 633 Knowledge Management

**SUMMER SESSION**

LED 693 Organizational Leadership Capstone

**Elective Choice:**

MIN 623 Followership: The Other Side of Leadership
MAN 613 Legal and Ethical Decision Making

**TOTAL = 33 SEMESTER CREDIT HOURS**

# MAOL SUGGESTED COURSE SEQUENCE
## 2-YEAR TRACK

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

## YEAR ONE

**FALL SESSION A**
TFC 500 Orientation
LED 503 Christian Leadership and Work

**FALL SESSION B**
LED 513 Foundations of Organizational Leadership

**SPRING SESSION A**
LED 623 Organizational Communication

**SPRING SESSION B**
LED 633 Leading People and Teams

**SUMMER (Elective Choice)**
MIN 623 Followership: The Other Side of Leadership
MAN 613 Legal and Ethical Decision Making

## YEAR TWO

**FALL SESSION A**
LED 613 Organizational Theory and Culture

**FALL SESSION B (Elective Choice)**
MIN 613 Spiritual Formation in Leadership
MAN 623 Strategic Management

**SPRING SESSION (16 Weeks)**
LED 683 Developing Research in Leadership

**SPRING SESSION A**
LED 643 Leading Change and Transformation

**SPRING SESSION B (Elective Choice)**
MIN 633 Critical Issues in Leadership
MAN 643 Leadership and Human Resources Management

**SUMMER**
LED 693 Organizational Leadership Capstone

**TOTAL = 33 SEMESTER CREDIT HOURS**

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

# MAOL COURSE DESCRIPTIONS

## LED – LEADERSHIP

**LED 503 Christian Leadership and Work** (3 hours)
Learners will consider the relationship between faith, work, and thought, specifically informed by biblical analysis, to be equipped to develop a uniquely Christian approach to organizational leadership.

**LED 513 Foundations of Organizational Leadership** (3 hours)
A foundational survey of predominant leadership theories, their underlying worldview perspectives, and prominent scholars in the field. Case studies, biblical exegesis, and questionnaires will help students analyze their own leadership style in light of current research, theory, and the Bible.

**LED 613 Organizational Theory and Culture** (3 hours)
Understanding the theories behind organizations and organizational culture is essential for any leader. This course provides an understanding of organizational culture and structure as well as organizational lifecycle development. Learners examine the role of the leader as an organizational architect evaluating both the social and technical systems of organizations.

**LED 623 Organizational Communication** (3 hours)
A look at organizational leadership from a communications perspective. This course offers learners an opportunity to develop their communication competencies and techniques as well as their negotiation and conflict resolution skills for improving relationships within an organization. This is accomplished by expanding the learner's repertoire of communication styles to handle routine and crisis situations more effectively and efficiently.

**LED 633 Leading People and Teams** (3 hours)
Understanding the organizational behavior theories, concepts, and skills needed to lead and motivate individuals and groups is essential. This course explores the psychological contract between leader and follower that takes a variety of forms between two people or between the leader and small groups. Learners study group formation and group development, as well as the intricacies of coaching and mentoring.

**LED 643 Leading Change and Transformation** (3 hours)
Organizations are constantly in a state of change. Leaders must be able to exercise strategic foresight in planning and making decisions that will bring about positive transformation not only for the organization but also for the individuals within it. This course will look at the processes of change, current best practices, and case studies, and will give leaders the necessary tools to bring about effective change in a biblically informed manner.

**LED 683 Developing Research in Leadership** (3 hours, 16 weeks)
In preparation for possible doctoral studies, it is essential to introduce master's students to basic research methodology and analysis. Learners will engage with current peer-reviewed literature to become familiar with various approaches to social research in leadership studies. Both quantitative and qualitative methods will be briefly examined throughout this course. This course is extended over the complete spring semester for greater flexibility and comprehension.

**LED 693 Organizational Leadership Capstone** (3 hours)
The Capstone is an opportunity to showcase the learning that has occurred over the course of the Master of Arts in Organizational Leadership program. The course is designed to be both retrospective and integrative as students reflect upon significant and complex real-world problems within their own organizational setting while synthesizing leadership theories, concepts, reflective practice, and personal experience, along with biblical exegesis and worldview analysis in a comprehensive graduate portfolio. The course requires students to consider their own personal leadership development, attainment of the program outcomes, and applications to their professional work and personal life. The course concludes with the production and oral presentation of a MAOL Digital Portfolio to a panel of faculty and peer-reviewers as the highlight of this final course. In addition to regular tuition, a course fee of $20 will be charged.

[Prerequisites: Students must have completed all required and elective courses with a minimum GPA of 3.0 with no more than 2 "C's," and nothing lower than a "C"] **(Additional Fee: $20 for Digication Portfolio Program.** The professor will help with setting this up.**)**

## MAN – MANAGEMENT

**MAN 613 Legal and Ethical Decision Making** (3 hours)
Utilizing TFC's motto to discuss leadership from the perspective of developing Christian character, this course is an inquiry into the personal, organizational, and social values present in legal issues and moral dilemmas. Learners will develop skills in ethical decision-making and recognize how to act with biblical integrity as organizational leaders within a global context.

**MAN 623 Strategic Management** (3 hours)
This course provides students with a pragmatic approach to strategic management that will guide the formulation and implementation of corporate, business, and functional strategies. Strategic management explores the basic direction and goals of an organization and analyzes the environment, industry, and market structure, along with organizational strengths and weaknesses to develop the resources and capabilities needed to gain and sustain a competitive advantage. Students are expected to integrate and apply their learning and Christian ethics to consider modern analytical approaches and enduring successful strategic management practices.

**MAN 633 Knowledge Management** (3 hours)
Knowledge is critical to the success of an organization. This course focuses on how knowledge is created, captured, represented, stored, and reused in the context of managing the design, development, and operation of information technologies to fully leverage the intellectual assets of an organization.

**MAN 643 Leadership and Human Resources Management** (3 hours)
This course introduces aspects of Human Resources management from a leadership and strategic business perspective. Students will examine how to manage human resources effectively in the dynamic legal, social, and economic environment governing organizations. Topics include but are not limited to: hiring, training, motivating, evaluating, and compensating employees, labor relations and applicable legislation. Emphasis is placed on integrating leadership and Human Resource management with overall business strategy in a biblically informed manner.
(*MAN 643 Leadership and Human Resources Management alternates with both MAN 633 Knowledge Management and MAN 613 Legal and Ethical Decision Making)*

## MIN – MINISTRY

**MIN 613 Spiritual Formation in Leadership** (3 hours)
This course examines the nature and practices of spiritual formation as indispensable for ministry leaders. Creating an integrated biblical and theological framework for spiritual formation will lead to an exploration of spiritual formation practices that will affect the whole of a ministry leader's life in ways that will also assist them in discipling others.

**MIN 623 Followership: The Other Side of Leadership** (3 hours)
This course will analyze an often-overlooked variable of leadership, without which there is no leadership. Content will include definition and typologies of followership, consideration of the leader as a follower, as well as effective and ethical followership.

**MIN 633 Critical Issues in Leadership** (3 hours)
This course will consider the biblical and philosophical approaches to determining a Christian approach to ongoing critical cultural issues. Students will be able to identify multiple and conflicting perspectives on the issue and identify uniquely Christian approaches.

## ICS – INTERCULTURAL STUDIES (concentration suspended for 2025-2026 year)

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

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

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

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

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

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

## TFC – TOCCOA FALLS COLLEGE

**TFC 500 Orientation** (0 hours)

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

# MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY

Dr. Jamie Brodarick, Ph.D., LMFT
Program Director, MAMFT
jbrodarick@tfc.edu

## PROGRAM MISSION STATEMENT

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

## PROGRAM LEARNING OBJECTIVES

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

## DIVERSITY STATEMENT

The Graduate Studies program at TFC strives to be a community which embodies core values of Representation, Cultural Competence, Humility, and Responsible Advocacy in keeping with the teachings of Jesus and the deepest convictions of Christian charity and mission. These values are exhibited in the facilitation of our Master of Arts in Marriage and Family Therapy program. See the MAMFT program diversity statement here.

## NON-DISCRIMINATION STATEMENT

Toccoa Falls College admits students of any race, color, sex, national and ethnic origin, or other protected classifications to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate and will not tolerate harassment on the basis of age, veteran status, sex, race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

# MASTER OF ARTS IN MARRIAGE AND FAMILY THERAPY

## REQUIRED COURSES

**NON-CREDIT GRADUATE ORIENTATION** (required)
TFC 500 Orientation

**CORE COURSES** – 51 credit hours
MFT 513 Worldview, Professional Identity and Ethics
MFT 523 Biopsychosocial and Spiritual Development
MFT 533 History and Foundations
MFT 543 Foundational Skills for Counseling and MFT*
MFT 553 Psychopathology and Diagnosis
MFT 563 Multiculturalism and Diversity
MFT 583 Research and Evaluation
MFT 593 Spirituality in Marriage and Family
MFT 633 Theories of Counseling and MFT I
MFT 643 Premarital and Marital Counseling*
MFT 653 Treatment Planning*
MFT 673 Assessment and Psychological Testing
MFT 683 Contemporary Issues and Community Resources
MFT 723 Sexual Development and MFT
MFT 733 Theories of Counseling and MFT II
MFT 743 Family Therapy*
MFT 793 Professional and Spiritual Identity (Capstone)

**CLINICAL PRACTICE** – 9 credit hours
MFT 663 Practicum
MFT 753 Internship I
MFT 763 Internship II

**TOTAL = 60 CREDIT HOURS**

**OPTIONAL COURSES**
Counseling Electives (To be eligible for licensure as LPC)
CSG 603 Career Counseling
CSG 703 Group Counseling

These electives are offered based on interest. You will need to ask your advisor about them.

*Skills courses with a weekend residency requirement.

**Note: Maximum time for completion of the Master of Arts in Marriage and Family Therapy is six (6) years.**

# MAMFT SUGGESTED COURSE SEQUENCE

## 2.5 YEAR TRACK (5 SEMESTERS + 2 SUMMERS)

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

## YEAR ONE

**FALL SESSION A**
TFC 500 Orientation
MFT 533 History & Foundations
MFT 633 Theories of Counseling and MFT I

**FALL SESSION B**
MFT 543 Foundational Skills for Counseling and MFT*
MFT 733 Theories of Counseling and MFT II

**SPRING SESSION A**
MFT 513 Worldview, Professional Identity and Ethics
MFT 523 Biopsychosocial and Spiritual Development

**SPRING SESSION B**
MFT 643 Premarital and Marital Counseling*
MFT 683 Contemporary Issues and Community Resources

**SUMMER SESSION**
MFT 583 Research and Evaluation
MFT 673 Assessment and Psychological Testing

## YEAR TWO

**FALL SESSION (16 Weeks)**
MFT 663 Practicum

**FALL SESSION A**
MFT 553 Psychopathology and Diagnosis

**FALL SESSION B**
MFT 653 Treatment Planning*

**SPRING SESSION (16 Weeks)**
MFT 753 Internship 1

**SPRING SESSION A**
MFT 563 Multiculturalism and Diversity in MFT

**SPRING SESSION B**
MFT 743 Family Therapy*

**SUMMER SESSION**
MFT 763 Internship II
MFT 723 Sexual Development and MFT

## YEAR THREE

**FALL SESSION A**
MFT 593 Spirituality and Worldview in MFT
MFT 793 Professional and Spiritual Identity (Capstone)

**TOTAL = 60 SEMESTER CREDIT HOURS**
**51 Core Hours / 9 Clinical Hours**

# GRADUATE CERTIFICATE IN MARRIAGE AND FAMILY COUNSELING

Dr. Jamie Brodarick, Ph.D., LMFT
Program Director, GCMFC
jbrodarick@tfc.edu

## PROGRAM MISSION STATEMENT

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

## PROGRAM LEARNING OBJECTIVES

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

## GRADUATE CERTIFICATE IN MARRIAGE AND FAMILY COUNSELING (GCMFC)
## REQUIRED COURSES

Dr. Jamie Brodarick, Ph.D., LMFT
Program Director, GCMFC
jbrodarick@tfc.edu

**NON-CREDIT GRADUATE ORIENTATION** (required)
TFC 500 Orientation

**REQUIRED COURSES** – 15 hours
MFT 523 Biopsychosocial and Spiritual Development
MFT 533 History and Foundations
MFT 543 Foundational Skills for Counseling and MFT*
MFT 643 Premarital and Marital Counseling*
MFT 683 Contemporary Issues and Community Resources

*Skills courses with a weekend residency requirement.

## GRADUATE CMFC SUGGESTED COURSE SEQUENCE
## 1-YEAR TRACK

### YEAR ONE

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

**FALL SESSION A**
TFC 500 Orientation
MFT 533 History and Foundations

**FALL SESSION B**
MFT 543 Foundational Skills for Counseling and MFT*

**SPRING SESSION A**
MFT 523 Biopsychosocial and Spiritual Development

**SPRING SESSION B**
MFT 643 Premarital and Marital Counseling*
MFT 683 Contemporary Issues and Community

*Skills course with a weekend residency

# MASTER OF ARTS IN COUNSELING MINISTRIES

Heather Davediuk Gingrich, Ph.D.
Program Coordinator, Master of Arts in Counseling Ministries
hgingrich@tfc.edu

## PROGRAM MISSION STATEMENT

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

## PROGRAM LEARNING OBJECTIVES

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

# MASTER OF ARTS IN COUNSELING MINISTRIES
## REQUIRED COURSES

**NON-CREDIT NON-TUITION GRADUATE ORIENTATION** (required)
TFC 500 - Orientation

**CORE COURSES – 36 credit hours**
CSG503: Care and Counseling Ministry
CSG513: Spiritual Dynamics in Counseling
CSG553: Relationship Counseling
CSG593: Crisis and Disaster Response
CSG623: Brief and Solution-focused Counseling
CSG643: Counseling for Grief and Loss
CSG663: Counseling Ministry Internship
CSG703: Group Counseling
MFT523: Biopsychosocial and Spiritual Development
MFT543: Foundational Skills for Counseling and MFT*****
MFT553: Psychopathology and Diagnosis
MFT563: Multiculturalism and Diversity

**ELECTIVE COURSES – 6 credit hours**
CSG573: Assessment and Treatment of PTSD
CSG603: Career Counseling **#**
CSG673: Addictions and Counseling **#**
CSG683: Missions and Counseling **#**
CSG713: Unique Populations in Trauma Therapy

**14 COURSES TOTAL = 42 CREDIT HOURS**

***** Skills Course requires a weekend residency

**#** These electives will be offered based on interest. Students would need to communicate this with the program coordinator prior to enrolling.

# MACM SUGGESTED SEQUENCE OF COURSES
## 1.5 YEAR TRACK WITH ELECTIVE OFFERINGS LISTED

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

## YEAR ONE

**FALL SESSION A**
TFC 500 Orientation
CSG 503 Care and Counseling Ministry
MFT 553 Psychopathology and Diagnosis

**FALL SESSION B**
MFT 543 Foundational Skills for Counseling and MFT*
CSG 553 Relationship Counseling

**SPRING SESSION A**
MFT 523 Biopsychosocial and Spiritual Development
MFT 563 Multiculturalism and Diversity

**SPRING SESSION B**
CSG 643 Counseling for Grief and Loss
CSG 703 Group Counseling

**SUMMER SESSION**
CSG 593 Crisis and Disaster Response
CSG 623 Brief and Solution-Focused Counseling

## YEAR TWO

**FALL SESSION A**
Electives

**FALL SESSION B**
Electives

**SPRING SESSION (16 WEEKS)**
CSG 663 Counseling Ministry Internship

**SPRING SESSION B**
CSG 513 Spiritual Dynamics in Counseling

*Skills courses with a weekend residency requirement.

# GRADUATE CERTIFICATE IN TRAUMA THERAPY

Heather Davediuk Gingrich, Ph.D.
Program Coordinator, Certificate in Trauma Therapy
hgingrich@tfc.edu

## PROGRAM MISSION STATEMENT

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

## PROGRAM LEARNING OBJECTIVES

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

## Credit Sharing between GCTT and MACM

Students enrolled in the MACM program may also use some of their credits towards completing the Graduate Certificate in Trauma Therapy (GCTT). Students will need to declare their intention to do the GCTT in concert with the MACM, and this must be done in consultation with their faculty supervisor and the Registrar's office. Four of the five courses eligible to be taken in the MACM (2 core and 2 electives) may be used as credit towards the GCTT, but students will be required also to complete an additional course specific to the GCTT in order to satisfy the requirements for that certificate.

| CORE Courses for Graduate Certificate in Trauma Therapy | CORE Course or ELECTIVE for MA Counseling Ministries |
|---|---|
| CSG573: Assessment and Treatment of PTSD | Elective course for MACM |
| CSG593: Crisis and Disaster Response | Core Course for MACM |
| CSG643: Counseling for Grief and Loss | Core Course for MACM |
| CSG723: Treatment of Complex PTSD | Elective Course for MACM |
| CSG713: Unique Populations in Trauma Therapy | Elective Course for MACM |

## GRADUATE CERTIFICATE IN TRAUMA THERAPY (GCTT)
## REQUIRED COURSES

**NON-CREDIT GRADUATE ORIENTATION** (required)
TFC 500 Orientation

**REQUIRED COURSES** – 15 hours
CSG573: Assessment and Treatment of PTSD
CSG593: Crisis and Disaster Response
CSG643: Counseling for Grief and Loss
CSG723: Treatment of Complex PTSD
CSG713: Unique Populations in Trauma Therapy

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

## GRADUATE CERTIFICATE IN TRAUMA THERAPY (GCTT)
## SUGGESTED COURSE SEQUENCE
## 1-YEAR TRACK

### YEAR ONE

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

**The recommended order of courses is as follows:**

**SPRING SESSION A**
TFC 500 Orientation
CSG 573 Assessment and Treatment of PTSD

**SPRING SESSION B**
CSG 593 Crisis and Disaster Response

**SUMMER SESSION**
CSG 643 Counseling for Grief and Loss

**FALL SESSION A**
CSG 723 Treatment of Complex PTSD

**FALL SESSION B**
CSG 713 Unique Populations in Trauma Therapy

# MAMFT, MACM, GCMFC, AND GCTT COURSE DESCRIPTIONS

## CSG – COUNSELING

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

This course provided an introduction and overview of the Counseling Ministries MA program. Along with the next session course CSG 513 Spiritual Dynamics in Counseling they form the essential core of the program and introduce various topics that will be expanded on in subsequent courses. **Prerequisite**: None

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

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

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

This is an overview, introductory course that helps students understand and intervene in marriages and family systems, by acquiring knowledge of relationship dynamics, assessment, and skills related to working with couples and families. Premarital counseling, marriage enrichment, and parenting are addressed. The Christian view of marriage informs the consideration of the nature of marriage and family in contemporary society. This course is designed for non-MFT students and may not be used in the MFT program. In addition to regular tuition, a course fee of $150 will be charged for the Prepare-Enrich certification. **Prerequisite:** None

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

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

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

This course describes psychological crisis intervention approaches and techniques in the face of natural and human made disasters, such as floods, earthquakes, fires, transportation accidents, school shootings, workplace violence, and terrorism. Course content focuses on the theological issues of a disaster, spiritual, physical, and psychological responses to disaster, interventions, and care for the caregivers to prevent or mitigate compassion fatigue. Students also will earn certification in Psychological First Aid. **Prerequisite**: None

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

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

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

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

**CSG 643 Counseling for Grief and Loss (3 hours)**
This course explores the counseling implications of grief and loss across the life span. Attention is given to therapeutic strategies that are effective with persons who struggle with grief and loss, as well as to biblical material regarding grief and loss. Differences between normal grief, complicated grief, and traumatic grief are addressed. The less obvious losses that are often associated with traumatic events are discussed. The theology of suffering is addressed. **Prerequisite**: None

**CSG 663 Counseling Ministry Internship (3 hours)**
Utilizing supervision and peer-feedback, this internship opportunity requires the student to find a ministry placement that offers them a hands-on opportunity to work directly with people in a ministry setting. On-site supervision, along with weekly supervision groups facilitated by TFC counseling faculty, provides a rich learning experience. Ethics, helping strategies, diversity awareness, and the personal and spiritual growth of the counselor are discussed. **Prerequisites**: CSG503; MFT 543; CSG553; CSG623

**CSG 673 Addictions and Counseling (3 hours)**
This course discusses the etiology, psychological and spiritual dynamics of addictive behaviors. Group and individual approaches to the treatment of substance abuse and other addictions are presented. Attention is given to preventive strategies and therapeutic interventions to address substance abuse and other addictions. **Prerequisite**: None **# See Note**

**CSG 683 Missions and Counseling (3 hours)**
This course explores the growing area of the application of counseling and care ministries in mission contexts. The focus is on supporting missionaries to fulfill the mandate of world evangelization. Attention is given to the training of nationals as counselors and counseling cross-culturally. Models, skills, case studies, and resources are discussed. **Prerequisite**: None **#See Note**

**CSG 703 Group Counseling (3 hours)**
This course allows students to study group theories, dynamics, process, and stages as well as provides the opportunity to learn and apply various systems to group counseling, by demonstrating learned skills and leadership. Students participate as a member of a group in order to gain a better understanding of the group process. **Prerequisite**: None

**CSG 713 Unique Populations in Trauma Therapy (3 hours)**
A number of topics related to specific issues in trauma treatment are addressed in this course. They include treatment of intimate partner violence (IPV), clergy abuse, spiritual abuse, trafficking, ritual abuse/mind control, traumatized children, refugees, and perpetrators of IPV and sexual abuse. Also covered are trauma care in developing nations, and trauma treatment of missionaries/international workers. An additional focus is the effects of trauma on families and strengthening family resilience to trauma. **Prerequisite**: None (but CSG 723 Treatment of Complex PTSD recommended)

**CSG 723 Treatment of Complex PTSD (3 hours)**
The focus of this course is the assessment and treatment of complex PTSD (C-PTSD), including dissociative disorders. C-PTSD, which is usually the result of chronic, relational, physical, emotional, verbal, and/or sexual abuse in childhood, is contrasted with PTSD with respect to the source of the trauma, symptoms, and treatment. The effects of C-PTSD on development, including the neurobiological effects and the use of dissociative defenses are addressed. Also considered is how to deal with the spiritual issues which arise for survivors. Some explicitly Christian approaches such as models of inner healing prayer are addressed and contrasted with secular approaches. The danger of vicarious/secondary trauma for the counselor is discussed as well as appropriate self-care strategies. **Prerequisite**: None (but CSG573: Assessment and Treatment of PTSD recommended)

**NOTE: These electives will be offered based on interest. Students would need to communicate this with the program coordinator prior to enrolling.**

## MFT – MARRIAGE AND FAMILY THERAPY

**MFT 513 Worldview, Professional Identity and Ethics (3 hours)**
This course provides an overview of the Marriage and Family Therapy profession including professional attitudes, integrity, and identity from a Christian worldview. It highlights ethical and legal issues, emphasizing the application of the AAMFT and ACA codes of ethics to clinical situations. **Prerequisite**: None

**MFT 523 Biopsychosocial and Spiritual Development (3 hours)**
This course addresses individual and family development and the interconnectedness of biopsychosocial and spiritual health from birth to later adulthood. It addresses the normal developmental processes that occur over the life span. It explores continuity and change within the developing family system. Health and wellness, the impact of technology in a person's life and relationships, and digital literacy are explored. **Prerequisite**: None

**MFT 533 History and Foundations of MFT (3 hours)**
This course serves as an overview to the field of Marriage and Family Therapy and is designed to help students understand systems theory and the history and development of first-generation family therapies. The emergence of specific approaches such as intergenerational models, marital and couples counseling, and sex therapy is discussed. It identifies leading figures in history and key influences in the field of Marriage and Family Therapy. **Prerequisite**: None

**MFT 543 Foundational Skills for Counseling and MFT* (3 hours)**
This skills-based course focuses on basic counseling skills and techniques for working with individuals, couples, and families. Using role plays, students facilitate a counseling session, demonstrate micro-skills, and practice interpersonal effectiveness. This course is a hybrid course requiring online work and an intensive weekend spent on campus with hands-on training. **Prerequisite**: None *(Requires residency weekend - attendance mandatory)

**MFT 553 Psychopathology and Diagnosis (3 hours)**
This course examines the etiology of psychopathology, the recognition and categorization of dysfunctional psychological, emotional, and relational patterns, and the application of diagnostic criteria as specified by the *Diagnostic and Statistical Manual of Mental Disorders (DSM-5TR*). The course includes a critique of individual pathology from a systemic perspective.
**Prerequisite**: None

**MFT 563 Multiculturalism and Diversity (3 hours)**
This course examines the social and cultural foundations of behavior manifested in social systems, individuals, and diverse groups. Students are challenged to increase self-awareness, pursue understanding, and provide culturally sensitive therapy to all populations. **Prerequisite**: None

**MFT 583 Research and Evaluation (3 hours)**
This course provides an overview of research methods, data collection and analysis, and reporting results in the counseling and Marriage and Family Therapy literature. Attention is given to the scholarly conducting of research, appropriate analysis, and critiques of research reports. In addition, program evaluation methods are reviewed. **Prerequisite**: None

**MFT 593 Spirituality in Marriage and Family (3 hours)**
This course addresses the historical and biblical understanding of theological perspectives on gender, singleness, marital covenant, family relationships, divorce and remarriage, sexuality, and parenting. **Prerequisite**: None

**MFT 633 Theories of Counseling and MFT I (3 hours**)
This course provides an overview of the major theories of counseling and their application to the helping relationship from a Christian worldview perspective. It presents a basic theoretical foundation for "classic" and modern Marriage and Family Therapy theories, and examines the following sub-schools: Structural, Strategic, Milan, Contextual, Solution-Focused, and Narrative. Contrasts between theories are explored, as well as an exploration of the tensions between the purpose and functions of family relationships.
**Prerequisite**: (None)

**MFT 643 Premarital and Marital Counseling* (3 hours)**
This course considers the dynamics of marital, as well as premarital relationships by examining theoretical models of marital therapy and the skills and interventions in relationship counseling. Premarital counseling models are explored and evaluated. Students learn basic approaches to marital therapy along with systemic intervention techniques from a Christian perspective. Students practice applying their approach to therapy in a counseling setting with instructor feedback. This course is a hybrid course requiring online pre-work, an intensive weekend spent on campus with hands-on training, and online post-work. In addition to regular tuition, a course fee of $150 will be charged for the Prepare-Enrich certification. **Prerequisite**: None *(Requires residency weekend - attendance mandatory)

**MFT 653 Treatment Planning* (3 hours)**
This course builds on the course on psychopathology and diagnosis giving special emphasis to treating dysfunctional individual, couple, and family dynamics within a family systems perspective. This course involves selecting and applying interventions and techniques based on a range of MFT theories, and includes case conceptualization, assessment, diagnostic, and treatment planning skills using case examples. This course is a hybrid course requiring online pre-work, an intensive weekend spent on campus with hands on training, and online post-work. **Prerequisite**: MFT 553
*(Requires residency weekend - attendance mandatory)

**MFT 663 Practicum (3 hours)**
This course introduces graduate students to the practice of counseling with actual clients in local placements. Students are required to secure outside placements with approved site supervision. Agencies provide onsite supervision, and students participate in group supervision with program faculty. Practicum includes observation, shadowing, and supervised practice. Additional consideration of therapy ethics, person-of-the-therapist, self-care, and professional MFT skills are examples of topics that are included. The course uses the Lumivero tracking software that was paid for when registering for MFT 683 Contemporary Issues and Community Resources course or previously in Foundational Skills. **Prerequisites or Corequisites**: MFT 543; MFT683

**MFT 673 Assessments and Psychological Testing (3 hours)**
This course examines and applies the practice of selecting, administering, and interpreting assessments. It provides an overview of psychological testing with emphasis on reliability and validity of instruments and results. Students provide written reports of various assessments discussed in class and used with volunteer participants. **Prerequisite**: None

**MFT 683 Contemporary Issues and Community Resources (3 hours)**
This course helps students develop competencies in current and emerging contemporary issues, problems, and recent developments within Marriage and Family Therapy knowledge and practice. It prepares students to work effectively within complex community settings, such as medical and educational settings, develop an understanding of the history, concepts, and consequences of social welfare policies of national, state, local and agency organizations, and equip them to utilize a networking system for resourcing needs. During this course, students will need an account to Lumivero software (which may have been created in a prior course, previously Foundational Skills and now Contemporary Issues). In addition to regular tuition, **a course fee of $240** will be charged for Lumivero Recording software used during this course and for the Lumivero Tracking software used during MFT 663 Practicum **Prerequisite**: None

***Courses with a Weekend Residency Requirement**

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

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

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

This course examines contemporary and post-modern approaches to MFT including Strategic, Milan, Behavioral and Cognitive-Behavioral, Collaborative Language Systems, Narrative, Solution-Focused and Internal Family Systems. The course provides an opportunity for students to continue to develop their own integrated, therapeutic framework as they form a deeper understanding of normal family development, the development of problems, and conditions for behavioral change. This course guides students in the conceptualization of family and couple dynamics, and the theory and application of interventions according to various therapeutic modalities. **Prerequisite**: MFT 533

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

This course examines contemporary and post-modern approaches to MFT including Strategic, Milan, Behavioral and Cognitive-Behavioral, Collaborative Language Systems, Narrative, Solution-Focused, and Internal Family Systems. The course provides an opportunity for students to continue to develop their own integrated, therapeutic framework as they form a deeper understanding of normal family development, the development of problems, and conditions for behavioral Change. This course guides students to conceptualization of family and couple dynamics, and the theory and application of interventions according to various therapeutic modalities. Prerequisite: MFT 533

**Prerequisite: None**

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

This is an off-campus clinical internship and requires students to secure outside placements with approved site supervision. Students have the opportunity to practice and provide a variety of counseling-related activities that would normally be expected of a counseling staff member. This course includes 125 hours each of direct service, 62.5 of which must be relational (couples/families). This course requires weekly individual site supervision and weekly group supervision with program faculty. **Prerequisites**: MFT 633

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

The course is the final supervised, clinical internship in the program and provides students with the opportunity to integrate their knowledge, personal growth, faith, and clinical experiences and to refine competencies as a counselor/therapist with greater emphasis on professional identity and skill level of an entry level practitioner. Students are required to secure outside placements with approved site supervision. This course includes 125 hours of direct service, 62.5 of which must be relational (couples/families). This course requires weekly individual site supervision and weekly group supervision with program faculty. **Prerequisite**: MFT 753

**MFT 773 Clinical Internship III (3 hours)**

This course is offered when a student is not able to complete their clinical hours in Internship II or when additional hours are needed for Licensure. Weekly individual and group supervision is required for the extent of the internship. **Prerequisite:** MFT 763

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

This capstone course in the MFT program pulls together the integration of faith, theological concepts about marriage, biblical application, professional identity, commitment to ethical practice, and the application of a Christ-centered approach to marriage and therapy. **Co-requisite**: MFT 763 **(Digication Software Portfolio Program will be used. The professor will help with setting this up)**

## TFC – TOCCOA FALLS COLLEGE

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

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

# MASTER OF ARTS IN CHRISTIAN MINISTRY

Dr. Phil Strickland, MDiv., Ph.D.
Dean, Graduate Studies
Program Director Master of Arts in Christian Ministry
phstrickland@tfc.edu

## PROGRAM MISSION STATEMENT

The Master of Arts in Christian Ministry program exists to produce ministry practitioners who are well-rounded in their preparation for service within the church and other ministry contexts. To that end, the MAChM program offers coursework covering the standard areas in theological education: Biblical Studies, Theology, Ministry Studies, and Intercultural Studies. The program also provides opportunities to cultivate vital practical ministry skills and competencies through mentored experiential learning.

## PROGRAM LEARNING OBJECTIVES

- Graduates will demonstrate in-depth knowledge of doxis, and praxis related to Christian Ministry. [IDEA 1]
- Graduates will demonstrate the capacity to integrate learning from course materials in the formation of their Christian beliefs and values as related to Christian ministry. [IDEA 3]
- Graduates will demonstrate the ability to think and act ethically via a theologically and biblically informed worldview and ministry philosophy [IDEA 10]
- Graduates will demonstrate the capacity to think critically and well as they integrate learning from course materials and apply acquired knowledge and skills to benefit the public good in and through Christian ministry. [IDEA 12]

# M.A. CHRISTIAN MINISTRY
## REQUIRED COURSES

**Non-credit Graduate Orientation (Required)**
TFC 500: Orientation

**Ministry Foundations Core – 30 credit hours**
BTH 513: Old Testament Introduction
BTH 523: New Testament Introduction
BTH 533: Christian Doctrine
BTH 613: Interpreting and Teaching the Bible
BTH 623: Christian Ethics
MIN 613: Spiritual Formation in Leadership*
MIN 643: Ministry for a Lifetime
MIN 683: Ministry Experience (2X)
BTH 693: Christian Ministry Capstone Seminar

**Elective Courses – 6 credit hours**
Select two courses from the options below
BTH 633: Worldview and Apologetics
BTH 653: Alliance Theology and Practice
MIN 623: Followership*
MIN 653: Ecclesial Frameworks
ICS 613: Leading Culturally Diverse Teams*
ICS 653: Cross-Cultural Ministry
CSG 503: Care and Counseling Ministry*
MFT 593: Spirituality in Marriage and Family*

**12 courses total = 36 credit hours**

*Courses currently used in other programs

# MASTER OF ARTS IN CHRISTIAN MINISTRY
## SUGGESTED 2-YEAR SEQUENCE OF COURSES

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

### YEAR ONE

**FALL SESSION A**
TFC 500 Orientation
MIN 643 Ministry for a Lifetime
BTH 613 Interpreting and Teaching the Bible

**FALL SESSION B**
BTH 513 Old Testament Introduction
MIN 613 Spiritual Formation in Leadership

**SPRING SESSION (16 weeks)**
MIN 683 Ministry Experience (1st time)

**SPRING SESSION A**
BTH 523 New Testament Introduction
BTH 533 Christian Doctrine

**SPRING SESSION B**
BTH 623 Christian Ethics
BTH 653 Alliance Theology and Practice (Elective option)

**SUMMER SESSION**
MIN 623 Followership: The Other Side of Leadership (Elective option)

### YEAR TWO

**FALL SESSION (16 weeks)**
MIN 683 Ministry Experience (2nd time)

**FALL SESSION A**
MFT 593 Spirituality in Marriage and Family (Elective option)

**FALL SESSION B**
BTH 633 Worldview and Apologetics (Elective option)

**SPRING SESSION A**
ICS 653 Cross-Cultural Ministry (Elective option)
CSG 503 Care and Counseling Ministry (Elective option)

**SPRING SESSION B**
BTH 693 Christian Ministry Capstone Seminar

**SUMMER SESSION**
ICS 613 Leading Culturally Diverse Teams (Elective option)

*Core courses for the MAChM program (i.e., those not designated as electives) are offered every year.*

# MASTER OF ARTS IN THEOLOGY

Dr. Phil Strickland, MDiv., Ph.D.
Dean, Graduate Studies
Program Director Master of Arts in Theology
phstrickland@tfc.edu

## PROGRAM MISSION STATEMENT

The Master of Arts in Theology program offers advanced training in the theological disciplines, providing graduates with an even greater depth of understanding concerning Christian Theology. It is a degree program especially designed for students who already have a significant amount of practical ministry experience and are wanting more training focused in biblical and theological studies in preparation for teaching ministries in the church, specialized ministries, parachurch vocations where theological integration is essential, and/or preparation for advanced doctoral studies in Theology.

## PROGRAM LEARNING OBJECTIVES

- Graduates will demonstrate a deep knowledge of Christian theology, scripture, history, and tradition as well as standards of theological research, relevant methodologies, scholarship, and ongoing debates within the theological disciplines. [IDEA 1]
- Graduates will demonstrate appropriate expertise and the ability to integrate information and learning from across the theological disciplines in order to engage with complex issues from a well-rounded, informed theological perspective. [IDEA 9]
- Graduates will demonstrate a commitment to the enterprise of theology and theological scholarship for the good of the church and broader society. [IDEA 12]

# M.A. THEOLOGY
## REQUIRED COURSES

**Non-credit Graduate Orientation (Required)**
TFC 500: Orientation

**Theology Foundations Core – 33 credit hours**
BTH 503: Theological Research Methods (16 weeks)
BTH 513: Old Testament Introduction
BTH 523: New Testament Introduction
BTH 533: Christian Doctrine
BTH 543: Christian Doctrine II
BTH 553: Contemporary Issues in Biblical Studies
BTH 563: History of Christianity (16 weeks)
BTH 613: Interpreting & Teaching the Bible
BTH 623: Christian Ethics
BTH 633: Worldview & Apologetics
BTH 643: Contemporary Issues in Theological Studies

**Elective Courses – 12 credit hours**
(Select 4 courses from the options below)
BTH 573: Theology and Culture
BTH 583: Catholicism and the Reformation
BTH 653: Alliance Theology and Practice
MIN 653: Ecclesial Frameworks
ICS 653: Cross-Cultural Ministry

OR

Thesis Option
BTH 700: MA Theology Supervised Research
(16 weeks; 6 credit hours) and 2 electives (6 credit hours)

**16 courses total OR 14 courses + Supervised Research = 45 total Credit hours**

# MASTER OF ARTS IN THEOLOGY
## SUGGESTED 2-YEAR SEQUENCE OF COURSES

***Please note these are suggested but are subject to change as to which session or semester they are offered.**

## YEAR ONE

**FALL SESSION (16 weeks)**
BTH 503 Theological Research Methods

**FALL SESSION A**
TFC 500 Orientation
BTH 613 Interpreting and Teaching the Bible

**FALL SESSION B**
BTH 513 Old Testament Introduction
BTH 633 Worldview and Apologetics

**SPRING SESSION (16 weeks)**
BTH 563 History of Christianity

**SPRING SESSION A**
BTH 523 New Testament Introduction
BTH 533 Christian Doctrine

**SPRING SESSION B**
BTH 623 Christian Ethics
BTH 653 Alliance Theology and Practice (Elective option)

**SUMMER SESSION**
BTH 573 Theology and Culture (Elective option)

## YEAR TWO

**FALL SESSION A**
Elective Option

**FALL SESSION B**
BTH 553 Contemporary Issues in Biblical Studies

SPRING SESSION (16 Weeks)
BTH 700: MA Theology Supervised Research **(Thesis Option) (6 hours)**

**SPRING SESSION A**
ICS 653 Cross-Cultural Ministry (Elective option)

**SPRING SESSION B**
BTH 543 Christian Doctrine II
BTH 643 Contemporary Issues in Theological Studies

**SUMMER SESSION**
BTH 583 Catholicism and the Reformation (Elective option)

# MAChM and MAThe COURSE DESCRIPTIONS

**BTH 503: Theological Research Methods (16 weeks) (3 hours)**
This course will introduce students to the practice of graduate-level research within the field of theological studies and its attending disciplines. Students will learn about various research methodologies and best practices essential to conducting competent study and research within the theological disciplines. Topics to be covered include but are not limited to: formulating a research question, constructing an argument, the role of methodology and procedure in writing, collection and use of primary and secondary sources, and the ethics of research.

**BTH 513 Old Testament Introduction (3 hours)**
This course examines the message of the Old Testament, as a whole and in its parts. Particular attention is given to its basic content; literary features (structure, genre, canon); historical and cultural context (ancient Near East); theological emphases, including connections to the New Testament and the Christian tradition; and application to modern Christian life and ministry. (Prerequisite: None)

**BTH 523 New Testament Introduction (3 hours)**
Study of introductory issues of the New Testament including: the Intertestamental period, the formation of the New Testament, the quest for the historical Jesus, the life and teachings of Jesus in the Gospels, the work of the Holy Spirit in the church in Acts, the doctrines and application of the Epistles, and the Second Coming of Jesus in Revelation. The historical background and main themes of each New Testament book will also be covered.

**BTH 533 Christian Doctrine (3 hours)**
This course is an investigation of the major doctrines of the Christian faith. Attention is given to the contextual and missional character of theology in service to the church and the importance of integrating Christian beliefs into personal faith.

**BTH 543: Christian Doctrine II (3 hours)**
This course provides an in-depth study of the major areas of systematic theology (Doctrine of God, Christology, Pneumatology, Ecclesiology) in light of various controversies and confessions which came to shape Christian thought on these issues within the Eastern and Western traditions of the church. (Prerequisite: BTH 533)

**BTH 553: Contemporary Issues in Biblical Studies (3 hours)**
This course provides a study of currents within Biblical scholarship, hermeneutics and interpretation starting in the late 19$^{th}$ century and continuing through to the present day. Subjects to be covered include, but are not limited to: historical criticism, textual criticism, the revival of Jewish studies, the New Perspective on Paul, biblical theology, and perspectival readings (e.g., feminist criticism, post-colonial interpretation). Students will gain a greater awareness of current discussions shaping Biblical Studies and a better understanding of various confessional/evangelical contributions to those discussions.

**BTH 563: History of Christianity (16 weeks) (3 hours)**
This course provides a historical overview of the development of the Christian church in both the East and the West, beginning with the post-New Testament church of the second century and continuing through to the present day. This survey will cover important persons, dates, and events, but also various salient controversies, doctrinal developments, and social reform movements which came to shape much of the history of Christianity.

**BTH 573: Theology and Culture (3 hours)**
This course explores the role of theology in critiquing, and engaging with, post-Christendom culture in the West. Lessons will be gleaned from different historical models of how Christians from various traditions have engaged with culture, such as the church in the Greco-Roman world, various monastic movements, the Reformation, and responses to modernism and post-modernism (e.g., modernist/liberal, neo-orthodoxy, fundamentalism, and evangelicalism).

**BTH 573: Theology and Culture (3 hours)**
This course explores the role of theology in critiquing, and engaging with, post-Christendom culture in the West. Lessons will be gleaned from different historical models of how Christians from various traditions have engaged with culture, such as the church in the Greco-Roman world, various monastic movements, the Reformation, and responses to modernism and post-modernism (e.g., modernist/liberal, neo-orthodoxy, fundamentalism, and evangelicalism).

**BTH 613 Interpreting and Teaching the Bible (3 hours)**
Study of the history and practices of the interpretation of Scripture with an emphasis on hermeneutics that leads to the teaching of the passage. Topics include language, genre, authorial intent, and the relationship between the Testaments. The course will culminate in a final teaching project to be completed by the student during the session.

**BTH 623 Christian Ethics (3 hours)**
This course is an examination of the ethical vision of the Christian faith, grounded in God's character and revealed will, and aimed toward moral transformation of persons and society. This includes a demonstration of how a Christian ethical vision shapes identity and personal holiness and leads to service to the community and church.

**BTH 633 Worldview and Apologetics (3 hours)**
This course focuses on investigating the characteristics of a Christian worldview and studying the various apologetic approaches to providing a defense of the Christian faith and practice.

**BTH 643: Contemporary Issues in Theological Studies (3 hours)**
This course examines trends in the study of theology as relating to contemporary issues in the church and society. Topics to be covered include but are not limited to: post-modern hermeneutics and theology, political theologies, theological controversies within evangelicalism, and global approaches (e.g., liberation theology).

**BTH 653 Alliance Theology and Practice (3 hours)**
This course will examine the history, beliefs, and practices of the Christian and Ministry Alliance. Focus on the original writings of A. B. Simpson as well as contemporary emphasis on theological distinctives and global engagement will establish its present and future trajectory.

**BTH 693 Christian Ministry Capstone Seminar (3 hours)**
This course represents the culmination of the MAChM, and through its completion students will demonstrate an integrated knowledge of the area of Christian Ministry and how this applies to real-life ministry praxis. To that end, the capstone course requires students to engage with advanced readings, including case-studies in ministry, and successfully complete a major research project drawing upon the major areas of the Christian Ministry curriculum (Theology, Biblical Studies, and Ministry Studies) in addressing a significant issue in ministry leadership.

**BTH 700: MA Theology Supervised Research (16 weeks) (6 hours)**
Students will complete a master's thesis addressing a significant topic in the area of theological studies. The topic and research will be chosen and pursued at the direction of a primary faculty supervisor. The thesis will be 15,000-20,000 words in length and double-spaced (60-80 pages), excluding front matter and bibliography. Upon completion of the research and writing phase, and with the approval of the primary supervisor, the student will complete an oral defense of the thesis to be conducted by a committee consisting of the student's primary supervisor and another faculty member who will serve as a second reader/examiner. BTH 700 is to be taken in lieu of two elective courses in the MA Theology program, may be taken concurrently with no more than one other course left in the student's program, and must be taken in the last year of the student's program. While the thesis is intended to be completed during the course of one semester, students may be extended one additional semester to complete it, if needed. Interested students must submit a thesis proposal at least one semester prior to enrolling in BTH 700, and the proposal must be approved by the Program Director before the student will be allowed to enroll in the course. (Prerequisites: BTH 503)

**MIN 613 Spiritual Formation in Leadership (3 hours)**
This course examines the nature and practices of spiritual formation as indispensable for ministry leaders. Creating an integrated biblical and theological framework for spiritual formation will lead to an exploration of spiritual formation practices that will affect the whole of a ministry leader's life in ways that will also assist them in discipling others.

**MIN 623 Followership: The Other Side of Leadership (3 hours)**
This course will analyze an often-overlooked variable of leadership, without which there is no leadership. Content will include definition and typologies of followership, consideration of the leader as a follower, as well as effective and ethical followership.

**MIN 643 Ministry for a Lifetime (3 hours)**
While much of ministry is focused on the immediate, much of the legacy of ministry is gained over long periods of time. This course identifies the personal and organizational patterns needed to establish a long-term influence.

**MIN 653 Ecclesial Frameworks (3 hours)**
Given the continually changing ecclesial contexts, this course applies historical lessons from primary models of church to contemporary contexts. The student will review best administrative practices and apply those to models of distance worship and discipleship.

**MIN 683 Ministry Experience (16 weeks) (3 hours)**
This course is intended to provide students with practical experiential learning in a faith-based organization. Students will complete course hours working in a ministry role during which they are able to apply the knowledge they have gained to date in the program, cultivate spiritual formation in real-world ministry contexts, and come to a better understanding of the manner they are best equipped to serve others. ***Students will take this course <u>two</u> times*.**

**ICS 613 Leading Culturally Diverse Teams (3 hours)**
Leaders encounter many challenges as people from different cultures, social structures, religions, and languages participate in a globalized landscape and workforce. Learners in this course explore the leadership perspectives and skills necessary to develop high-functioning, culturally diverse teams and develop an understanding of the interrelatedness of nations in the global economy. Particular emphasis is placed on discerning the values underlying behaviors, as well as the attitudes, beliefs, skills, knowledge, and self-awareness necessary for leaders to effectively serve in diverse contexts.

**ICS 653 Cross-Cultural Ministry (3 hours)**
This course prepares students to successfully identify a community's felt needs and then realize an appropriate strategy that brings about shalom or a flourishing to all dimensions of life. Successful ministries take into consideration their own culture's perspectives along with that of the culture they seek to impact. The course also explores how sustainable ministries consistently produce new leaders through the practices of discipleship, succession plans, and delegation. These are essential skills for anyone seeking to have a lasting and meaningful presence in their vocational setting, whether it be in a cross-cultural setting or the individual's own culture.

**CSG 503 Care and Counseling Ministry (3 hours)**
This course provided an introduction and overview of the Counseling Ministries MA program. Along with the next session course CSG 513 Spiritual Dynamics in Counseling they form the essential core of the program and introduce various topics that will be expanded on in subsequent courses. **Prerequisite**: None

**MFT 593 Spirituality in Marriage and Family (3 hours)**
This course addresses the historical and biblical understanding of theological perspectives on gender, singleness, marital covenant, family relationships, divorce and remarriage, sexuality, and parenting. **Prerequisite**: None

**TFC 500 Orientation (0 hours, either semester)**
The Toccoa Falls College Orientation is designed for students who are new to graduate studies at TFC. The course equips students with knowledge, skills, and resources necessary for a positive experience as a graduate student at TFC. The College does not charge tuition for this course since it is a non-credit course; however, a passing grade in the course is a requirement to continue in the program.

# Directory

## BOARD OF TRUSTEES 2025 - 2026

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| David L. Austin | Toccoa, Georgia |
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| Janet L. Webb * | Dunwoody, Georgia |
| George Woerner | Orange Beach, Alabama |

*Chairperson

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| | |
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| Ray L. Kincaid | Ft. Myers, Florida |
| Ben LeTourneau | Longview, Texas |
| David W. Scott | Atlanta, Georgia |

## ADMINISTRATION

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

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

**Kerr, Emily C., B.S.,** Executive Director for Strategic Partnerships, B.S., M.A., Toccoa Falls College; (2011-present)

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

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

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

**Thorne, Andrew P., M.B.A.,** Vice President for Distance Education, B.S., Toccoa Falls College; M. B. A., Regent University (2014 – present)

**Thorne, Katherine J., B.S**., Vice President for Student Affairs, B.S., Toccoa Falls College (2015 – present)

## ADMINISTRATIVE FACULTY

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

**Blum, Arielle Saunders, Ph.D., LMFT**, Core Faculty and Clinical Training Supervisor, B.A., Harding University; M.S., Harding University; Ph.D., Nova Southeastern University. (2024 – present)

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

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

**Gingrich, Heather D., Ph.D.,** Core Faculty and Program Coordinator for MA Counseling Ministries and Graduate Certificate in Trauma Therapy, B.A., Carleton University; M.A., Wheaton College; Ph.D., University of the Philippines. (2022-present)

**Hedderly, Deborah, Ed.D.,** Program Coordinator of M.A. Organizational Leadership; B.A., San Francisco State University; M.B.A., Pepperdine University; Ed.D., Pepperdine University. (2020-present)

**Khan, Dilawer A., MA**, Dean of Distance Education, B.S., The King's College; M.A., American Military University. (2024 -present)

**Petke, Amy,** Director of Career Services, B.S., Toccoa Falls College. (2025)

**Shamlin, Nikki,** M. ED, Director of Academic Success; B.A., Palm Beach Atlantic College, M. ED., Columbia International.

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

**Strickland, Phillip D., Ph.D.,** Dean of the School of Graduate Studies; B.A., Point University; M.A., M.Div., Trinity Evangelical Divinity School; Ph.D. McMaster Divinity College. (2023-present)

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

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

## GRADUATE TEACHING FACULTY

**Blum, Arielle Saunders, Ph.D., LMFT**, Core Faculty and Clinical Training Supervisor, B.A., Harding University; M.S., Harding University; Ph.D., Nova Southeastern University. (2024 – present)

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

**Crosby, Jarvis L., Ed.D**., Instructor of M.A. Organizational Leadership Intercultural Studies Concentration; Professor of Cross-Cultural Studies and TESOL, B.S., Nyack College; M.P.S., Alliance Theological Seminary; Ed.D., University of Georgia. (1984-85, 1994-95, 1998-present)

**Gingrich, Heather D., Ph.D**., Coordinator, MA Counseling Ministries and Graduate Certificate in Trauma Therapy, B.A., Carleton University; M.A., Wheaton College; Ph.D., University of the Philippines. (2022-present)

**Griffith, Richard W., D.Min.** Instructor of M.A. Organizational Leadership and M.A. Christian Ministry; Associate Professor of Youth Ministries, B.S., NGA College, and University; M.A.,Toccoa Falls College; M.Th., D.Min; Fuller Theological Seminary. ( 2016 - Present)

**Huizing, Russell L., Ph.D.,** Instructor of M.A. Organizational Leadership and M.A. Christian Ministry; Associate Professor of Pastoral Ministry, B.S., Nyack College; M.A., Liberty Theological Seminary; Ph.D., Regent University. (2013-present)

**Strickland, Phillip D., Ph.D.,** Dean of the School of Graduate Studies; Director of M.A. Christian Ministry, B.A., Point University; M.A., M.Div., Trinity Evangelical Divinity School; Ph.D. McMaster Divinity College. (2023-present)

**Turner, Kenneth J., Ph.D.,** Instructor of M.A. Marriage, and Family Therapy and M.A. Christian Ministry; Professor of Old Testament and Biblical Languages, B.A., Arizona State University; M.Div., Ph.D., Southern Baptist Theological Seminary. (2016-present)

## GRADUATE ADJUNCT FACULTY

**Barnett, W. Lee, Ph.D., D.Min**., Instructor of M.A. in Organizational Leadership; B.A., Belmont University; M.A., Liberty University; M.R.E., Liberty University; D. Min., Liberty University; Ed.S., Auburn University; Ph.D., Auburn University.

**Carlisle, Garret C., Ph.D**., Instructor of Marriage and Family Therapy; B.S., Covenant College; M. Div., Amridge University, Ph.D., Amridge University. (2024 – present)

**Carson, Gabriella, Ph.D., LMFT**, Instructor of Marriage and Family Therapy; B.S., University of North Florida; M.S., Ph.D., Nova Southeastern University. (2024 – present)

**Collins, Brittany, Ph.D., LMHC,** Instructor of M.A in Marriage and Family Therapy; B.A, St. Joseph's College; M.A., Atlantic University; Ph.D., Liberty University. (2024 – present)

**DiVietro, Christopher, Ph.D**., Instructor of M.A. Organizational Leadership; B.A., Allegheny College; M.A., Reformed Theological Seminary; Ph.D., Johnson University. (2020-present)

**Grady, Toby, D.Min.,** Instructor of M.A. Organizational Leadership – Ministry Concentration; B.A., University of Georgia; M.Div. Multnomah University; D. Min., Gordon-Conwell Theological Seminary. (2021 - present)

**Hedderly, Deborah, Ed.D**., Program Coordinator of M.A. Organizational Leadership; B.A., San Francisco State University; M.B.A., Pepperdine University; Ed.D., Pepperdine University. (2020-present)

**Kelley, Anne W., Ph.D., D.Min.,** Instructor of Counseling Ministries; B.S., Clemson University; M.R.E, Southwestern Theological Seminary; D.Min., Ph.D., Southern Baptist Theological Seminary. (2012 – present.)

**Raquel, Sylvie T., Ph.D., M.Div.,** Instructor of Christian Ministry and Theology; B.A., East Texas Baptist University; M.Div., Ph.D., New Orleans Baptist Theological Seminary. (2024 – present.)

**Robinson, Warren K., D.Min**., Instructor of Counseling Ministries and Graduate Certificate in Trauma Therapy; B.S., Univ. of State of New York; M.A., Western Seminary; D.Min., Denver Seminary. (2024 – present)

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TOCCOA FALLS
COLLEGE

tfc.edu 706.914.8679
107 Kincaid Drive
Toccoa Falls, GA 30598