

# **Truett McConnell University**

**2020-2021**

## **Student Handbook**



**Truett McConnell**  
U N I V E R S I T Y™



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# SECTION I: INTRODUCTION

## Welcome from the President

Thank you for choosing Truett McConnell University. At TMU, we are blessed with the highest caliber of faculty who also consider themselves missionaries. Our professors excel academically, having their doctoral degrees from respected secular universities including Georgia, Clemson, Auburn, Florida, Texas, and Florida State, and private universities including Harvard, William and Mary, Regent, and numerous Southern Baptist seminaries. They are widely known and highly respected scholars, having published books that have sold hundreds of thousands of copies. But most importantly, they are devoted believers in Christ who have dedicated their lives helping students find the place to which God is calling them and to which He is equipping them.

Truett McConnell University is a liberal arts, distinctively Christian institution that seeks to impact the next generation and, indeed, the world through missions. Here, we are not simply a university; we are family brought together by the grace of Christ. Welcome to Truett McConnell University. Welcome home.

Philippians 3:10 (NKJ) that I may know Him and the power of His resurrection, and the fellowship of His sufferings, being conformed to His death

Truth is Immortal,  
Emir F. Caner, Ph.D.  
President

## Mission Statement

The mission of Truett McConnell University is to equip students to fulfill the Great Commission by fostering a Christian worldview through a Biblically-centered education in a family friendly environment.

## Student-University Partnership

Enrollment at Truett McConnell University establishes a relationship between the student and the university. The faculty and administration pledge their best to assist the student with his/her educational and spiritual growth. The student commits to work and study conscientiously, to abide by the demands of group living, and to abide by the moral and spiritual standards that make Truett McConnell University a Christian institution.

## The Student Handbook

The provisions and information set forth in this publication are intended to be informational and not contractual in nature. Thus, this publication is not intended, and shall not be construed, to constitute a contract between Truett McConnell University and any employee or prospective employee, any student or prospective student, or any person or legal entity of any and every nature whatsoever. Truett McConnell University reserves and retains the right to deviate from, amend, alter, change, delete or modify any of the provisions of this publication at any time, and from time to time, without notice, in any manner that the Board of Trustees or the administration deems to be in the best interests of the University. Additionally, unless otherwise noted, all provisions of this handbook apply to all students regardless of classification or mode of instructional delivery.

***All students are responsible for reading and understanding the TMU Student Handbook.***

***Ignorance of the provisions contained herein shall not be an excuse for violation of same.***

***Enrollment as a student at TMU constitutes agreement to the policies and procedures contained herein.***

## SECTION II: TMU SERVICES

### Academic Services

To encourage academic success, Truett McConnell University offers a variety of campus services. These services are outlined below.

#### Academic Advisement

Upon enrolling at TMU, students are assigned academic advisors who assist them in choosing a course of study. However, the ultimate responsibility for academic progress is the student's. Each semester, before registration, students may meet with an advisor to review progress, evaluate goals, and choose classes. The advisor is available by appointment throughout the year to assist in many ways.

#### Disabilities

The Office of Special Support Services at Truett McConnell University provides reasonable accommodations to students identified as having disabilities. The office provides a variety of accommodations and reasonable aids for students with documented physical impairments or learning disabilities. Upon presentation of appropriate documentation of disability, students may request accommodations.

Determination of reasonable accommodations is made on an individual basis. For additional information on Special Support Services, contact the Office of Special Support Services at (706) 865-2134 ext. 2141.

#### Faculty Office Hours

All TMU faculty members maintain office hours each week in order to facilitate individual meetings with students. Each faculty member will have his or her office hours posted on the outside of their office door throughout the semester. Students are encouraged to meet with faculty to discuss any issues or concerns they may have.

#### Library Services

TMU's Cofer Library provides a broad range of library resources to support the library mission of "... serving as a center of learning for students and faculty..." These resources fall into various categories: printed materials such as general circulating volumes and reference volumes; microfiche materials; periodicals, journals and newspapers; musical scores and recordings; AV materials (DVDs, CDs, VHS); on-line resources consisting of many electronic databases; ebooks; and the equipment necessary to access the electronic, AV, and microfiche resources.



Most materials are available for loan to users for two-week periods. Reference materials, reserve materials, periodicals, newspapers and some AV materials must be used in the library. TMU ID cards serve as “library cards” and are required for most library services.

Computers are available for research to access the online databases, the online catalog of library resources (PAC), and the Internet. Wireless internet service is available throughout the library building. All online databases are accessible for viewing and downloading articles and information from any computer or electronic device at any time. Faculty and students may access needed information at any time of the day or night from their offices, dorm rooms or any location via their laptops. A secure password is provided every semester for off-campus access to TMU databases.

Cofer Library has the capability of requesting materials that may be borrowed from most libraries in the United States and worldwide through the Interlibrary Loan Service. Faculty and students may request any needed journal articles or books, and the materials will be sent via mail or email to the Cofer Library for pick-up. This service allows access to virtually unlimited resources from cooperating libraries worldwide.

Printing, scanning and copying services are provided, with students being allowed 250 complimentary copies per semester via their student ID. If more copies are needed, students may purchase them for a nominal fee per page.

Cofer Library is open year-round with the library hours posted on the library website and on the library doors. Any special closings are announced in a timely manner.

### Tutoring Services

In person tutoring is offered in mathematics and English with both regularly scheduled hours and appointments available. Tutoring schedules and locations are made available to students via campus flyers, email and library website announcements. Truett McConnell also provides an online tutoring service covering virtually all subjects that is available 24/7 to all students. Information about online tutoring is communicated to all students via email each semester. Additionally, several courses that have been identified to have special need offer course specific tutoring throughout the semester. All tutoring services are provided at no additional cost to students.

### Student Services

To further enhance student success, TMU offers the following services to its students.

#### Campus Store - The Outpost

The Truett McConnell Campus Store is located in the John L. and Sarah Nix Student Center. The Campus Store carries a variety of TMU apparel and gift items, school supplies, snacks and

refreshments, reference and Christian trade books plus many other items. The Campus Store also offers a full-service Copy Center and Shipping Depot (USPS, UPS, & FedEx).

The TMU Campus Store is available to answer your Online Bookstore questions. The Online Bookstore can be found on the TMU website by clicking the “I am” link at the top of the home page and selecting “a current student.” Then click the “Order Textbooks” link. Class listings, their required textbooks and associated ISBN information will be posted on the Online Bookstore prior to each semester. For questions concerning textbook orders, please feel free to call or come by the Campus Store for help.

Normal hours of operation will be posted in the Campus Store. The Campus Store will extend hours when necessary and for special events on campus. Students may use the Campus Store’s online service, which is available 24 hours a day and can be accessed through the [www.truett.edu](http://www.truett.edu) website. The Campus Store phone number is 706-865-2134 Ext. 3100.

The Campus Store accepts cash, checks, Visa, MasterCard, and Discover cards. Checks in either the student’s or the student’s parent’s name require a valid driver’s license and TMU ID as verification. No two-party checks, bank drafts, counter checks, or temporary checks are accepted.

## Chapel

In accordance with the mission of Truett McConnell University, the purpose of chapel is to promote a Christian worldview and Christian discipleship among the campus community. All full-time, residential students are required to attend chapel.

Speakers include pastors, missionaries, university leadership, faculty members, other Christian leaders and student leaders. Students are involved in leading worship under the direction of assigned faculty and/or staff.

Chapel meets on Tuesdays at 9:30 AM throughout the year, and at other times listed on the chapel schedule. A copy of the chapel schedule can be obtained in the Student Development Office or online at [www.truett.edu/chapel](http://www.truett.edu/chapel).

## Chapel Attendance

The chapel series is an integral part of the educational experience at TMU. As such, attendance is expected of all students. Students are required to successfully obtain chapel credit each semester they are enrolled at TMU. In accordance with TMU’s attendance policy for classes that meet once each week, students who miss no more than two chapel services in a semester will be awarded chapel credit for that semester.

Students who fail to obtain chapel credit for a semester will be ineligible to participate in extra-curricular activities and be subject to TMU’s curfew for the following semester. Additionally, a hold will be placed on the student’s account that will prevent registration for future classes

until such time as the student successfully obtains chapel credit for that semester. Tardiness (entering chapel more than five minutes late or leaving chapel before it is over) is highly discouraged and will be counted as an absence. Students who miss more than 2 chapel services in a semester may have the opportunity to make up missed services. The Student Development Office can assist students with potential make-ups.

Students may seek an exemption from chapel attendance from the Office of Student Development. Exemptions will be granted in certain circumstances where a student's attendance is impractical or impossible. Such circumstances may include a student teaching semester or a commuter who has no classes on chapel days. An application for exemption must be filed prior to missing a chapel or the absence will be counted against the student. Students will receive written notification about the status of their application for exemption from chapel attendance. Students should not assume that an exemption has been granted until they receive written notification of such.

Students must check in at chapel using their TMU student ID. Any student who does not present his or her ID at check-in will be counted absent from chapel.

### Chapel Guidelines

The student's Truett McConnell University student ID will be used to record the attendance of the student in chapel. Chapel attendance is credited by scanning the student ID as the student enters the chapel service. Students are expected to get their student ID in the Information Technology Office prior to the first chapel. If an ID card is lost or misplaced, students must get a replacement ID card prior to the next chapel service.

Students who do not present their ID will be counted absent from chapel.

Chapel is a worship experience, and students are expected to dress and behave appropriately. Anyone who fails to comply with the standards of good conduct and appropriate dress may be asked to leave and may be counted absent for the day.

Any questions concerning chapel attendance or requirements should be directed to the Office of Student Development.

### Computer Labs

Computers are available for student use on campus. All computers are connected to the University network. Lab hours are posted at the appropriate locations.

### Counseling Services

TMU offers professional counseling services to students through an independent third-party organization who employs licensed and insured counselors. Referrals for counseling are made through the Student Development office and can be initiated by any student, faculty, or staff member. TMU provides initial evaluation and preliminary follow-up at no cost to students,

although a student's insurance plan may be billed if applicable. The duration of counseling that will be provided is determined on a case-by-case basis.

### Dining Hall Services

All resident students, except for those residing in Twin Springs Apartments or Heritage Condos and junior/senior education and nursing majors involved in student teaching or clinicals, must purchase a full meal plan each semester. The student ID card allows the resident entrance to the serving line. Apartment or condo residents, commuter students, education and nursing majors, university employees, and guests may be required to purchase a reduced meal plan or may eat in the dining hall by paying on a per-meal basis.

### Mail Service

All resident students are expected to have a campus mailbox. Mailbox assignments are available at the Welcome Desk in the Nix Student Center near where the mailboxes are located. Oversized packages will be held in the campus store and a notification will be placed in the student mailbox. Students are responsible for checking their mail on a regular basis. Students who lose their mailbox key must pay a fee for a replacement.

Students may leave outgoing mail at the Welcome Desk in the Nix Student Center. Postage can be purchased there as well. All mail sent to a student attending Truett McConnell University should be addressed as follows:

Student Name  
Truett McConnell University Box  
100 Alumni Dr.  
Cleveland, GA 30528

Mail not addressed in this manner may be delayed. Mail is sorted by box number, not by name. Mail received with an incorrect box number will be sorted according to the incorrect number.

### Nix Student Center

The Nix Student Center is a place for students to relax, play, meet, and study. It provides televisions, snack areas, computer lab, and meeting rooms. In addition, the Admissions Office, student mailboxes, campus store, and the Offices of the Student Development staff are housed in the building. Student Center hours will be posted on campus. Portions of the Nix Student Center are monitored by video recording devices.

### Student Activities

The student activities program is an important part of the total educational experience of the TMU student and is designed to enhance the spiritual and social development of the student. The Student Development staff works with students and the Campus Activities Board to plan and implement social and educational activities and supervises all student activities on campus.

## The George Blaurock Student Wellness Center

The George Blaurock Student Wellness Center is the newest facility on campus. The Student Wellness Center features a walking track, a fitness center, a leisure pool, two racquetball courts, three full basketball courts, and an aerobics classroom for students, faculty, and staff to enjoy. With state-of-the-art fitness equipment and helpful staff, the facility offers a wide range of opportunities for a healthier lifestyle including fitness classes, nutrition seminars, and recreational sports to promote active living.

The Student Wellness Center is also a central place to enjoy campus community. Students can meet friends for lunch at the conveniently located restaurant or relax in the lounge areas which house soft seating, televisions, ping-pong, and pool tables.

## Voter Registration

The University encourages its students to inform themselves on the issues and candidates for public office and to register and vote in all elections. Information regarding voter registration and voter registration forms is available in the Office of the Registrar. Students may also secure voter registration applications and instructions at [http://sos.georgia.gov/elections/how\\_to\\_register.htm](http://sos.georgia.gov/elections/how_to_register.htm).

## Residence Hall Services

### Housekeeping

Housekeepers are employed to keep the public areas of the residence halls clean. They assist in the general cleanliness and upkeep of the residence halls, a task that can be accomplished only with the cooperation of the students in the hall. Students are responsible for the cleanliness of their rooms, hallways, bathrooms, lounge areas, and lobbies on a daily basis. It is not the responsibility of the housekeeping staff to pick up after students. This means each resident is responsible to carry out his or her own trash. Residents may not leave personal property in common areas or hallways. Housekeeping will not be held responsible for lost or destroyed items left in common areas.

### Satellite Television Service

DirecTV satellite television service is provided in most residence hall rooms/apartments. Residents are responsible for providing a television and HDMI cable for their rooms. Problems with satellite TV service should be submitted as a helpdesk request to the IT department by emailing [helpdesk@truett.edu](mailto:helpdesk@truett.edu) with the description and location of the problem.

## Washing Machines and Dryers

TMU offers unlimited use washers and dryers in each of its residence halls. These machines do not require cards or coins and are intended for residential students only. If a machine is not functioning properly, please submit a maintenance request to [mr@truett.edu](mailto:mr@truett.edu).

## SECTION III: TMU POLICY

### Academic Policy

#### Academic Honesty

Truett McConnell University expects its students to be honest in all their academic endeavors. Cheating, defined as giving or receiving aid not approved by the instructor, will be handled directly by the faculty member concerned. The faculty member may take whatever action is deemed appropriate. The student may be dismissed from the course with a grade of F. When cases of cheating are referred to the Vice President for Academic Services, he may suspend or expel the violating student from the university.

The following items have been identified as the more common forms of cheating; however, individual instructors may identify other forms of cheating. Violation will result in disciplinary action.

1. Asking for information from another student during a test.
2. Copying answers from another's paper during a test.
3. Knowingly allowing someone to copy from one's paper during a test.
4. Using sources other than those permitted by the instructor on a test.
5. Copying material exactly or essentially or paraphrasing from outside sources and omitting appropriate documentation and punctuation (plagiarism).
6. Copying or falsifying a report for a laboratory, clinical project, assignment, or paper without doing the required work.
7. Changing answers on a returned, graded test or assignment in order to have the grade revised.
8. Obtaining in any manner a copy, in part or in whole, of a test that has not yet been released or given by an instructor.
9. Not stopping as instructed in a timed test or writing situation.
10. Submitting work actually prepared outside class as work required to be done during class time.

#### Intellectual Property Rights

Intellectual property includes works eligible for copyright protection and inventions eligible for patent protection under U.S. or international law.

Intellectual property created by TMU faculty/staff resulting from TMU initiated or sponsored research must have a specific written agreement regarding ownership of the particular intellectual property and the sharing of any related costs and income. It is the responsibility of the university to create such an agreement. This written agreement should be completed in advance of the beginning of any intellectual property development project involving TMU facilities, resources, or employees. In the absence of an agreement, intellectual property created by university employees who were assigned specifically to produce that particular

intellectual property within the scope of employment will be owned by the university. If the university so desires, it may choose to share ownership. The University extends its faculty policy regarding intellectual rights and ownership to both students and staff.

Ownership of intellectual property created by TMU faculty/staff resulting from work done under an agreement between the university and an external sponsor will be decided by the terms of the agreement with the external sponsor. If ownership is not specified in the agreement, the university will assume the external sponsor has no claim to that intellectual property and the University Sponsored Policy will apply.

### Privacy Rights of Student

This policy was approved by the University in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). It is the University's policy regarding appropriate access to student records while protecting their confidentiality.

### Definitions

**Student:** One who is attending or has attended the University.

**Educational records:** Any record in whatever form (handwritten, taped, print, film, or other medium) that is maintained by the University, except the following:

- Personal records kept by a university staff member if the record is not revealed to others and is kept in the sole possession of the staff member.
- Student employment records that relate exclusively to the student in the capacity of an employee.
- Records maintained separately from educational records solely for law enforcement purposes that are revealed only to law enforcement agencies of the same jurisdiction.
- Medical records maintained by the University student health clinic if those records are used solely for treatment and made available only to those persons providing treatment.

### Rights

The University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.



2. The right to request an amendment of the student's education records that the student believes are inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate. If the Registrar decides not to amend as requested, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request and will provide the student with additional information regarding hearing procedures.
  
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including campus safety personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may disclose without the student's consent "directory information," unless the student has advised the Registrar in writing at least five days following registration. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

The primary purpose of directory information is to allow the University to include this type of information in certain University publications, the media, and outside organizations. The University has designated the following as examples of directory information: the student's name, addresses including electronic mail address, telephone number, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees awarded and received, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information.

The University may disclose education records in certain other circumstances but shall do so only upon the authorization of the Registrar.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and

address of the office that administers FERPA and to which complaints are to be sent is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

#### *Right of the University to Refuse Access*

The University reserves the right to refuse to permit a student to inspect the following information:

1. The financial statement of the student's parents.
2. Letters of recommendation for which the student has waived his or her right of access.
3. Records of applicants who were not admitted to the University.
4. Records that are excluded from the FERPA definition of educational records.
5. The University reserves the right to refuse to provide copies of records to students with outstanding financial obligations to the University or if there is an unresolved disciplinary action pending against the student.

### Student Policy

#### Access to TMU Property

Buildings and areas of TMU have a scheduled opening and closing time throughout the year. These schedules may change from time to time. Generally, only individuals with a need to access a location will be allowed to do so. Keys to specific buildings/areas may be issued to individuals who have a legitimate and approved need to access buildings during non-standard hours. Residence hall exterior doors are locked at all times and residents are issued keys to their assigned residence hall. TMU reserves the right to declare an area unsafe or closed and to restrict access as necessary.

#### Advertisement and Poster Policy

All advertisements, announcements, and posters must be approved and stamped by the Office of Student Development prior to posting. Posting guidelines are listed as follows:

1. Postings are not permitted without special permission from the Student Development Office.
2. Posted materials which do not bear the Office of Student Development stamp are subject to removal.
3. Only University approved organizations are permitted to advertise events on campus.
4. Postings must be removed within twenty-four (24) hours after an advertised event has taken place.
5. Postings must be placed in properly designated locations (i.e. bulletin boards).

Failure to adhere to the advertisement, announcement, and poster policy may result in loss of posting privileges.

## Alcohol and Drugs

The University's alcohol and drug prevention program and policy are intended to educate members of the University community about the health risks associated with the use and abuse of alcohol and other drugs and about the resources available for counseling and therapy. All incoming students are made aware of the dangers of alcohol and drug use during new student orientation. Additional information is distributed via email and campus programs each semester.

In addition, in order to assure a work and learning environment that promotes the University's mission and proper function, the University prohibits the use, possession, or distribution of alcoholic beverages and/or other illegal drugs on or off campus. The University reserves the right to use all legal means necessary to enforce its regulations and applicable laws. This may include breath tests, drug testing, and involving law enforcement in searches. A student on campus or off campus who is under the influence of alcohol or drugs, or otherwise violates the university's policy on alcohol and drugs, shall be subject to disciplinary action and may be referred to law enforcement officials for criminal prosecution. Additionally, the University reserves the right to contact the parents of any student who is found to be in violation of this policy.

Students may be subject to random room searches and suspicion-based drug and/or alcohol testing. Any student who refuses, or is otherwise unable, to submit to the requested test(s), will be treated as though the student has failed the test. Additionally, students whose dishonesty is revealed through testing may be subject to additional sanctions.

Violation of this standard of conduct shall result in the imposition of one or more disciplinary sanctions up to and including expulsion. In addition, violation of this standard of conduct may result in criminal penalties under local, state, and federal law. Descriptions of these laws and penalties are available in compliance with federal law in the Student Development Office. In accord with changes in the Federal Educational Rights and Privacy Act, the University may contact parents when a student under age 21 violates University alcohol or drug policies or laws. The University reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

### *Notification of Drug-Related Convictions*

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

The University encourages students with alcohol or other drug-related problems to seek assistance. The Office of Student Development can provide students with referrals to drug assistance or rehabilitation programs and can provide information about the criminal penalties and physical effects of many illegal drugs and alcohol. Please refer to TMU's amnesty policy for information on the university's handling of self-reported violations of policy.

### Mass Notification

TMU utilizes a mass notification system to alert the university community of important announcements and emergencies on campus. Students are required to complete a registration form at the beginning of each year that provides the student's contact information for this system. The system can deliver telephone voice messages, text messages, and e-mail messages to the entire campus community in a timely manner.

Students are required to notify the Student Development Office of any changes in contact information as soon as possible.

In the event of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees, an immediate notification will be made to the campus community. In many cases, this notification will be made via phone call or text message. In some cases, such as tornado warnings, campus alarms may be utilized in place of calls or text messages.

Students can also receive non-emergency news and information via text message. Students should notify the Student Development office if they do not wish to receive non-emergency text messages.

### Appropriate Dress

In Romans 12:1-2, Paul urges us to present our bodies in a way that is pleasing to the Lord. In an effort to heed this passage, the University has established dress standards that promote the modesty and appropriateness consistent with our spiritual, educational, and community purposes.

Honoring these standards demonstrates a sense of mutual respect for one another within the TMU community. Dressing modestly encourages holiness and does not promote lewd or sensual behavior. Therefore, students are expected to wear clothes that are: clean, not tight fitting or sheer, covering all undergarments, and not advertising tobacco, alcohol, or drug products. Students are also expected to be appropriate, evaluating each situation with biblical maturity and dressing accordingly. Realizing that these standards can be subjective, each student is expected to submit to the judgment of University officials regarding interpretation of dress and grooming standards. If a garment is deemed offensive or inappropriate by any University official or member of the Student Development Staff, immediate cooperation is

expected from the student. Departments and programs may set standards within the University guidelines appropriate to their given purposes.

### Commuter Policy

Truett McConnell University believes that living in campus housing and becoming an active member of the campus community is an integral part of the educational experience. Therefore, all students are required to live in campus housing unless they meet one of the following conditions:

1. Living with, and commuting daily from, the primary residence of a parent or legal guardian
2. Twenty-two years of age or older and completed 90 or more hours of coursework
3. Married
4. Twenty-five years of age or older

Students who wish to live off campus must obtain written permission from the Office of Student Development prior to beginning coursework at TMU.

All student athletes and international students are required to live in campus housing throughout their enrollment at TMU.

Exceptions to this policy are made in the discretion of Truett McConnell University when special circumstances exist. Any student found to be in violation of this policy will be suspended for the remainder of the current semester and one additional semester.

Campus housing is not provided to first time students at TMU during the summer term. Commuter policies are waived during summer term.

Since the residence hall program is designed for traditional-age students, campus housing is not typically offered to students age 25 and older. Students who are age 25 or older can apply for campus housing. If space permits, an older student may live in campus housing with the requirement that they purchase and live in a private room for at least one semester. After the first semester, the student may find a roommate who agrees to share a room with him or her.

### Closed Campus

The campus of TMU will close on a nightly basis from 2:00 a.m. to 6:00 a.m. During these hours, students are expected to be in their assigned residence hall. Campus security will monitor campus during these hours and anyone found outside will be instructed to return to their assigned residence hall and may be subject to disciplinary action.

## Computer/E-mail Policy

The purpose of this policy is to set guidelines for appropriate and inappropriate use of the Truett McConnell University network. The TMU network includes instant messaging, postings to newsgroups and any electronic messaging involving computers or cell phones and computer networks that are part of and/or owned by Truett McConnell University.

Students are responsible for obtaining a TMU e-mail address at the beginning of their first semester at TMU. E-mail addresses can be obtained in the Information Technology department in the Miller Building.

Students are required to check their TMU e-mail on a regular basis. Student e-mail is the university's official means of communicating with students. Students will be held responsible for communications sent via university e-mail without exception.

Unauthorized and/or inappropriate use of computers is prohibited. Such use includes damaging or altering records or programs; furnishing false information; invading the privacy of another user by using files, programs, or data without permission; engaging in disruptive and annoying behavior; and any unauthorized use of computer hardware, software, accounts, passwords, or keywords.

TMU e-mail is not private. Do not send anything in an e-mail that you do not want read by others.

While not an exhaustive list, the following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at Truett McConnell University. In general, e-mail shall not be used for the initiation or re-transmission of:

1. Chain e-mail that misuses or disrupts resources—E-mail sent repeatedly from user to user, with requests to send to others.
2. Harassing or hate e-mail—Any threatening or abusive e-mail sent to individuals or organizations that violates University rules and regulations.
3. Virus hoaxes.
4. Spamming or e-mail bombing attacks—Intentional e-mail transmissions that disrupt normal e-mail service.
5. Junk mail—Unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it.
6. False identification—Any actions that defraud another or misrepresent or fail to accurately identify the sender. Remember, use of the TMU e-mail and internet must stay within institutional standards of conduct.
7. The display of or use of pornographic materials is prohibited.

## Curfew

In an effort to help students succeed academically, socially, and spiritually, TMU has instituted a curfew policy. All resident students are subject to curfew during their first two semesters, exclusive of summer semester, at TMU. Curfew requires that a student be in his or her assigned residence hall room by midnight Sunday through Thursday nights. There will be no curfew on Friday, Saturday, or other nights when classes do not meet the next day.

Students who have no disciplinary infractions and who earn a GPA of 3.0 or higher for two consecutive semesters will be exempt from curfew; however, curfew may be reinstated following disciplinary infractions, earning a GPA below the required minimum, or other reasons as determined by the TMU Student Development staff or TMU administration.

Students who are 24 years of age or older may apply for an exemption from TMU's curfew policy by contacting the Office of Student Development in the Nix Student Center.

Students who violate curfew will be assessed a minimum \$25 fine and may face disciplinary action including loss of preferred residence hall, community service, and/or loss of resident privilege.

## Emergency Withdrawal Policy

When Truett McConnell University administrators have reason to believe that a student may pose a danger of physical harm to self or others, that student may be immediately removed from campus housing. That student may also be subject to withdrawal from the academic program at TMU or otherwise restricted in accessing university property. University administrators will make every effort to consult with the parents or legal guardians of any such student prior to taking such action. TMU does not employ medical or counseling personnel on a full-time basis. As such, in order to ensure the safety of all members of the TMU community, such students should return to their parents or legal guardians so they can receive any specialized assistance they require. In such cases a student may be required to undergo a physical and/or psychological evaluation prior to being re-admitted to student housing, academic programs, or both.

Additionally, any student whose presence on campus may place other students at risk of imminent harm may be immediately removed from campus housing and restricted from accessing university property.

## Flags / Stops on Accounts

An administrative flag is placed on a student's record when the student has unfinished business with an office or department. A flag prohibits a student from any or all of the following: readmission, obtaining transcripts, graduating, receiving refunds, and registering. The flag is

removed when the student attends to the matter that necessitated the flag. Flags will be placed on every resident student's account until they have cleared the check-out process.

## Fundraising

All student fundraising activities must be approved by the Student Development Office prior to the onset of the fundraising drive.

## Harassment

### *Principle*

Truett McConnell University strives to maintain high standards of professional ethics in an atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. Accordingly, the University prohibits sexual harassment by any member of the University community, whether faculty, staff, or student.

Definition: Sexual harassment is defined as any unwelcome sexual advance or other unwelcome verbal or physical conduct of a sexual nature when (1) a reasonable individual would believe that his/her response to the conduct will affect his/her employment or academic status; or (2) the conduct creates an intimidating or hostile environment for work or learning. Sexual harassment can be verbal, visual, physical, or communicated in writing or electronically.

Although sexual harassment may not violate state or federal law, the University may consider conduct to be sexual harassment whether or not it rises to the level of illegal sex discrimination. The following are examples which may be sexual harassment: requests for sexual favors; hugging, touching, patting, or brushing another's body; inappropriate whistling or staring; veiled suggestions of sexual activities; requests for private meetings outside of class or business hours for other than legitimate mentoring purposes; use in the classroom of sexual jokes, stories, or images in no way germane to the subject of the class; remarks about a person's body or sexual relationships, activities, or experience.

### *Informal Response to Harassment*

Any person who wishes to make an informal response to unwelcome conduct, including conduct which may be sexual or other prohibited harassment, is welcome to communicate to the other party either in person or in writing that the conduct is offensive or unwelcome and request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive. Such an informal response may be made in addition to pursuing the complaint process described below.

### *Complaint*

Truett McConnell University encourages anyone who believes that he/she has been subjected to prohibited harassment, including sexual harassment or some other civil rights violation, to make a complaint promptly. A student should make a complaint to any member of faculty/staff



with whom the student feels comfortable. The University will investigate the complaint promptly.

#### *Confidentiality; Retaliation*

The University will undertake to protect, as much as possible, the confidentiality of persons reporting harassment or other civil rights violations and of those accused. However, the University has a legal and moral obligation to investigate all complaints of civil rights violations and, if appropriate, to take corrective action. Therefore, complete confidentiality cannot be guaranteed. Truett McConnell University strictly prohibits retaliation against any student or employee who makes a good faith complaint of sexual harassment or other civil rights violation, or who testifies, assists, or participates in any investigation, proceeding, or hearing involving such a complaint.

#### *Investigation*

Truett McConnell University will promptly investigate any claim of sexual harassment or other civil rights violation. If the investigation leads to charges of sexual harassment or other civil rights violations, the person charged will be given written notice of the charges and given an opportunity to respond.

#### *ID cards*

All traditional students are required to have a Student Identification Card. It is mandatory for a student to have in his or her possession at all times a current official ID card of the university. The current university ID card shall be surrendered upon request to any university official or campus safety officer of the university. The use of student identification, such as an official ID card or meal ticket, by anyone other than its original holder is prohibited.

Traditional students will receive an ID card upon their initial enrollment at TMU and the cost will be included in the new student enrollment fee. This ID card should be maintained for the duration of enrollment at TMU. Replacement cards are available at a cost of \$25.

Non-traditional students, including all on-line and dual-enrollment students, may obtain a student ID card by reporting to the Information Technology Office and paying a \$25 fee. Online students living out of state may request an exception from the director of online. After the Information Technology office has received the student's payment, then the Director of Online may mail out of state students their ID card.

#### *Internet Postings (Facebook, Twitter, etc.)*

Students at TMU represent the integrity and Christian values of the institution to the world. Therefore, students are discouraged from posting pictures, statements, or other items on internet message boards or social networking sites that would tend to discredit the student or the institution. Postings that depict or describe violations of TMU standards of student conduct will result in disciplinary action against the involved students.

## Loitering / Gathering on Campus

After 9pm each evening, individuals are not permitted to:

1. Sit in parked cars on campus, except in the Otwell Hall parking lot immediately in front of Miller Hall;
2. Congregate near residence halls in a manner that may hinder the ability of resident students in such residence hall to study and/or rest; or
3. Remain in remote areas of campus.

## Organizations and Clubs

In order to ensure compatibility of student organizations with the mission and goals of the university, as well as to coordinate the plans of all campus clubs and organizations, the following policies have been adopted:

1. All organizations must reflect the values and mission of the University.
2. Only clubs and organizations chartered by the Student Government Association and approved by the President through the Office of Student Development will be permitted to function on campus.
3. All organizations must have an approved constitution on file with the Student Development Office.
4. All organizations and clubs must have a faculty or staff advisor who is approved by the Office of Student Development and the Vice President for Academic Services.
5. All organizations will submit minutes of meetings and regular financial reports to the Student Development Office.
6. The Office of Student Development must approve off-campus personnel, including speakers and entertainers, prior to issuing an invitation to such groups or persons.
7. Campus organizations planning off-campus trips must notify the Student Development Office prior to the trip.
8. All activities of student organizations must be submitted to the Student Development Office in order to put the activity on the master calendar, reserve facilities for the meeting, and announce the activity through the campus newsletter or bulletin.
9. All policies and behavioral expectations listed in this handbook apply to all student organizations and their functions, whether on or off campus. The student organization and/or individual members of the organization may be disciplined for infractions of university policy during organized events.
10. All fundraising projects (on or off campus) must be approved by the Office of Student Development. Complete plans, including planned use of money, should be submitted in writing to the Office of Student Development for consideration. Money-raising projects will not be approved unless they are for the purpose of raising money for necessary club expenses or for a project that will benefit all students or an acceptable charity.

## Parent Notification of Drug and Alcohol Violations

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act of 1974, Truett McConnell University may notify a parent or legal guardian of a student under 21 years of age when the student has been found responsible through disciplinary channels for violating any TMU rule regarding alcohol or illegal drugs.

## Personal Property

The University does not assume responsibility for loss or damage to the personal property of students or guests. Students are reminded to lock room doors and vehicles on any occasion when leaving. Also, students are encouraged to guard possessions and books at all times. Resident students are expected to purchase and maintain a renter's insurance policy to protect their personal possessions against theft and damages that may result while living on campus. These damages could include facility related failures such as burst water lines or hot water heaters.

## Personal Property Confiscation

Truett McConnell University personnel will immediately confiscate any items that are in violation of university policy or state or federal statute. Any student whose property is confiscated will be issued a receipt for the confiscated property showing what items have been taken and by whom. TMU will make a determination as to the disposition of all confiscated property. Any items that are per se illegal will be turned over to local law enforcement. TMU will make every effort to return items that are not illegal to their owner. Students whose property has been confiscated should contact the Student Development Office to learn the disposition of their property. Confiscated property that is eligible for return will be returned only at designated times near the end of each semester. Any property not claimed by the end of the academic year in which it was confiscated will be deemed abandoned property and will be disposed of at the discretion of TMU.

## Private Property

The University is a private institution and its property is private. The University may determine who may be invited or permitted to come onto the property and may restrict access to the campus as it chooses. A student has agreed to be regulated by the University's rules and regulations and subjects himself to the University's authority as provided in those rules, including but not limited to the rules concerning vehicles, alcohol, drugs, weapons, searches and seizures. A student's guest(s) must conform to the University's rules. The University may request one who is not welcome on the University's property or who is not acting in compliance with the University's rules to leave the campus and if necessary, may cause the person to be arrested for trespass.

## Room Entrance

Truett McConnell University seeks to respect a student's right to privacy while balancing those rights with the safety of persons and property and with the student's responsibility to live within the policies and values of the University. Maintenance and/or Student Development staff may enter rooms for health and safety inspections or if there is reason to believe a health or safety hazard exists. Additionally, Student Development staff may enter student rooms to verify student presence after curfew.

The Student Development staff of the University may search any student's property (possessions, residence hall room or vehicle) at any time there is reasonable suspicion that university standards or policies are being violated or a danger exists. Any material determined to be contraband may be seized in the search and may not be returned to the student (refer to university confiscation policy). In cases where University officials have reason to believe a law is being or has been violated, local law enforcement officials may be contacted and asked to search and seize contraband. Any student who refuses to submit to a search will be subject to disciplinary action and may be asked to leave the university immediately.

## Solicitation and Sales

No one, including students, may solicit money or goods or undertake to make sales on campus. As an exception to this policy the Office of Student Development may authorize a solicitation or sale or fundraising activity. See the policy Student Organizations. Students otherwise solicited should refrain from patronizing the solicitor and should report the event to the Student Development Office.

## Student Grievance Procedure

The student grievance procedure has been established to provide a means for TMU to react to student concerns. Any student who wishes to file a formal grievance should complete a Student Grievance Form in the Office of Student Development. (Note: Grade disputes are handled through the Academic Services Office.) This form should be completed and returned to the Director of Student Development or the Vice President for Academic Services if the complaint involves the Student Development Office. Upon receiving the form, TMU will investigate the complaint and will provide a written response to the student regarding the findings. If necessary, the student may schedule a meeting with the person who conducted the investigation to discuss the matter further. Students will not be subject to any adverse actions as a result of filing a grievance.

## Swimming Pool

All swimmers are expected to display courteous behavior and to refrain from damaging and dangerous actions while using this facility. Swimming is allowed only during posted hours. Lifeguards may not be on duty at all times. Persons using the TMU swimming pool assume all

risks associated with such use. Regular hours will be posted at the pool and the Student Wellness Center. These hours are subject to change at the discretion of the TMU Administration.

Rules and regulations for pool use are posted at the pool. Anyone wishing to use the pool is expected to observe the rules posted and respond to the instructions of the lifeguards, if on duty, as they work to keep the environment as safe as possible. Lifeguards may issue warnings and reserve the right to require ANYONE who puts self or others in danger of harm to leave the pool area. Anyone attempting to enter the pool area during a time when the pool is closed will be subject to ejection from the pool area and disciplinary action.

All visiting guests 17 years and younger may be classified as to their swimming ability on a daily basis. There should be one attending adult per every 15 children under the age of 14 within the pool area.

TMU personnel who invite guests to use the pool must accompany their guests. A guest is not regarded the same as a family member.

All Truett McConnell University rules and regulations will be followed at all times. Specifically, the use or possession of alcohol or other drugs will not be tolerated in any form.

Pool toys and floats are allowed in the pool at the discretion of the TMU Student Development staff. Some floats and toys are provided at the pool for the use of visitors. Please feel free to use and care for the equipment.

#### Tobacco

Tobacco use of any kind by students, employees, and visitors is prohibited on the campus of Truett- McConnell University. This includes tobacco use in vehicles.

Tobacco products including but not limited to cigars, cigar boxes, cigarettes, cigarette boxes, lighters or matches, dip cans, spit bottles, and chewing tobacco are prohibited on campus.

#### Vapes / Electronic Cigarettes

In addition to tobacco (cigarette smoking, pipes, cigars, chewing tobacco and snuff), Truett McConnell University now prohibits the use of electronic cigarettes. No vapes or vape paraphernalia are allowed on campus.

#### Weapons, Firearms, Fireworks, or Explosives

Students are prohibited from possession of firearms, knives, bows, arrows, sling shots, BB or pellet guns, airsoft guns, fake weapons of real appearance, or other weapons on university property or at events sponsored or supervised by the university or any recognized university

organization, unless authorized in writing by the Office of Student Development or Director of Campus Safety.

Students are prohibited from possessing, furnishing, selling, or using explosives of any kind on university property or at functions sponsored or supervised by the university or any recognized university organization.

Ordinary kitchen knives are permitted in campus housing where kitchens are provided. Drones Truett McConnell University prohibits flying a drone anywhere on campus. Drones, and other remote-controlled flying objects are not allowed on campus for any reason.

#### Working on Campus

Any student who wants to work on campus can obtain information from the Financial Aid Office. In order to work on campus, the student must have completed all financial aid documents including a work-study application.

## Campus Safety / Security

### After Hours Access to Campus

The entrance gate to the main campus may be closed at any time. All incoming traffic at the main gate will be monitored. Vehicles with properly displayed parking decals will be readily admitted. Campus residents who expect guests can assure minimal delay for their guests by providing the Gate House with appropriate information (student name, visitor name, time of arrival, vehicle description) prior to their visit.

### Campus Crime Report

Each year by October 1, the University publishes and distributes to students the Campus Crime Report, giving specified campus crime statistics for the previous three calendar years. This is in compliance with the Campus Security Act of 1990.

The report shall include:

1. Crime statistics on campus;
2. Crime statistics on areas contiguous to campus;
3. A statement of current campus policies regarding procedures for reporting criminal actions or other emergencies;
4. A statement of current policies concerning security of and access to campus facilities;
5. A statement of policies concerning campus law enforcement; a description of programs designed to inform students about campus security procedures and the prevention of crimes;
6. A statement regarding campus sexual assault prevention programs and policies; and
7. The source for registered sex offender information.

The campus crime report is posted on the university web site at [www.truett.edu](http://www.truett.edu) or a copy may be obtained from the Student Development Office.

### Citation Appeal Procedure

Students may appeal any citation they receive from Truett McConnell University Campus Safety Officers. Information on the citation appeal procedure can be found on the Campus Safety page of the TMU website at <https://truett.edu/about/campus-safety/>.

### Missing Student Notification Policy

All students will be offered the opportunity to designate a person to be contacted in the event he or she is determined to be missing for a period of more than 24 hours. This designation will be made as part of the emergency contact information provided for the University's emergency mass notification system. Students may choose to have this information kept confidential.

Anyone may report a student missing to any member of the University administration, Student Development staff, or Campus Safety officers. Any such report that is received will be documented and referred immediately to the Student Development office for investigation. The Student Development Office, in cooperation with the university administration, will immediately initiate an investigation into the report to determine if the student is actually missing.

If, after investigation, the student is determined to have been missing for at least 24 hours or is believed to be in danger, the Cleveland Police will be immediately notified and the university will attempt to contact the student's designated emergency contact. If the missing student is under 18 years of age, and is not an emancipated individual, the university is required to notify a custodial parent or guardian within 24 hours after that student is determined missing. In all cases, the university will notify the Cleveland Police Department if criminal activity is suspected.

### Motor Vehicles

Parking on the campus of Truett McConnell University is a privilege, not a right. In order to ensure enough parking for each individual coming onto campus, there will be no driving on campus for TMU students. Students are allowed to drive on and off campus, but once on campus, each student is expected to park in his or her assigned lot and refrain from driving on campus. The parking regulations will be enforced twenty four hours a day, seven days a week. Students may have only one vehicle on campus at any given time. The Campus Safety Office may grant exceptions for limited periods of time. Non-street-legal vehicles such as 4-wheelers, all-terrain vehicles, and motorized bikes or scooters are not allowed on campus and will not be issued permits.

The privilege to park a vehicle on campus may be suspended or revoked at any time at the discretion of the Student Development Office.

### Motor Vehicle Accidents

Any student involved in or witnessing a motor vehicle accident on campus must immediately contact the Campus Safety Office. A Campus Safety officer will respond to the location of the accident and contact the Cleveland Police Department for an accident report. Students may obtain copies of the accident report from the Cleveland Police Department in accordance with their policies.

### Personal Safety

Personal safety and property protection at TMU are everyone's responsibility. We urge all members of the TMU community to participate in making our campus as safe as possible. Officers are available for personal safety information and residence hall programs. If you develop good safety habits, you can assist us in safeguarding your property and university property.



## Campus Safety Office

The TMU Campus Safety Office works to ensure the physical security and personal safety of the TMU community. Campus Safety officers are on duty 24 hours a day, 7 days a week. A Campus Safety officers can be reached by dialing 3200 on university telephones or by calling TMU at 706-865-2136 and dialing ext. 3200. In the event of an emergency, students should immediately call 911. There is not a Campus Safety officer on campus at all times. Campus Safety officers are available to discuss safety issues and prevention methods. The Campus Safety office is located near the Facilities Complex.

## Residence Hall Safety

Lock your door when you leave your room, even if you will be gone only for a minute. It takes only about 8 seconds for someone to walk into an open room and remove an item. Notify Campus Safety promptly of any suspicious persons loitering in the vicinity of your building or room. Never leave purses, wallets, jewelry and other valuables unattended in laundry rooms, showers, or lobby areas. Mark your valuables for identification purposes.

## Safety In Your Car

You should always lock your car. Leaving your vehicle unlocked is an invitation for someone to remove your personal belongings. When you are walking to your car, you should have your keys in hand so that you don't have to linger before getting in, especially at night. You should always check the back seat of your car before getting in.

## Safety Outside and at Night

Walk confidently, directly, and at a steady pace on the side of the road facing traffic. Stay in well-lighted areas as much as possible. Never work alone in an office or classroom at night. Arrange a buddy system with someone with whom you work or study. If you should ever feel you are in danger, attract attention any way you can. Do not be reluctant to scream.

## Sexual Assault Policy

### *Definition*

Truett McConnell University is committed to maintaining an academic environment free from any form of sexual assault. Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. An individual is unable to give informed consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also the term used to define any unwanted touching of an intimate part of another person.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

- having sexual relations against the victim's will and without the victim's consent
- having sexual relations with someone who is drunk or high and therefore unable to give consent
- using physical force or threats of physical force to coerce the victim into sexual relations
- using emotional manipulation and/or threats to coerce the victim into sexual relations

Sexual assault can occur against males and females, regardless of sexual orientation, race, class, religion, age, or disability. Truett McConnell University strictly prohibits and will not tolerate any act of sexual assault.

### *Frequency and Prevalence*

A sexual assault is reported about once every six minutes in the United States. Reported assaults represent only a fraction of the rapes that actually occur. In a national survey of university students, 90 percent of the victims never reported their assaults to the police; therefore, the frequency of an assault is grossly underestimated in law enforcement statistics. University students of traditional age are vulnerable to being victims of sexual assault. The new setting coupled with sexual impulses and peer pressure may lead to dangerous experimenting with new freedoms. Acquaintance rape is prevalent on university campuses. Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from living in the same residence hall or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one's self. Sexual contact when the victim is intoxicated is sexual assault because a person is unable to give informed consent when drunk. Intoxication of the assailant does not diminish responsibility.

### *Emergency Procedures and Reporting Options*

In the case that a sexual assault occurs, the student has the option of notifying any or all of the following: residence life staff, Student Development staff, TMU Campus Safety, or the Cleveland City Police. Although the choices about who is notified rest solely with the victim, he/she is encouraged to take the steps listed below. In the event that the victim is physically or psychologically unable to make her/his own decisions, normal emergency medical and psychological procedures will be followed, including taking the victim to the hospital and calling a member of the Truett McConnell University Student Development staff.

The following steps are those which Truett McConnell University encourages all victims to consider:

1. In order for the victim to feel supported, the victim is advised to immediately contact a friend, Resident Assistant (RA), Residence Director (RD), University faculty or staff, or someone with whom they feel safe.
2. In order to protect an individual's own health and to attend to any injuries, possible pregnancy, or infections (such as sexually transmitted diseases) that may arise from an assault, the victim is advised to seek medical attention at a hospital of the victim's choice. Emergency room personnel are trained in the collection of physical evidence, which will be helpful and necessary if a person should choose, then or at a later time, to utilize the legal avenues available in prosecuting her/his case.
3. In order to preserve all evidence, the victim is advised to not change clothes, shower, bathe, or douche and if possible, to not urinate. In addition, victims are advised to save all clothing, linens, or other items that may have been touched by the assailant so that they may be given to the Cleveland City Police for evidence. All physical evidence, including seminal fluids, hair, blood types, and scrapings of flesh from the victim's fingernails may be used in Court.
4. In order to collect evidence and solicit clear recollections of facts and events, the victim is advised to contact the Cleveland City Police immediately following an assault. Institutional employees will assist the victim in notifying the authorities, if the student requests the assistance of these personnel. Once the assault is reported to the police, if the evidence warrants such action, the police will file charges.
5. In order to assure that the victim and other potential victims have a safe campus environment after an incident, the victim is advised to alert the appropriate administrative personnel of the University of the assault as soon as possible. At Truett McConnell, this official is the Director for Student Development. Reporting a sexual assault does not commit a victim to filing a complaint with the University. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual assault may be reported by the victim, or by another person who shall serve as a liaison with the Student Development Office. The liaison could be any faculty, administrative or professional staff member at Truett McConnell. This person may assist the victim during any investigative proceedings. If the victim wishes, action will be taken to insure her/his safety. These actions could include: relocation to another room or residence hall, changing of room locks, contacting professors, adjusting class schedules, and assisting with filing a legal protection order against an assailant. Victims are encouraged to file a formal complaint with University authorities.
6. In order that the victim receives the confidential help and emotional support necessary to cope with the incident, the victim is advised to utilize as many of the following services as will be helpful: the Truett McConnell Student Development Office, Resident Assistants, Resident Directors, and local health centers.

### *Jurisdiction*

Truett McConnell University reserves the right to pursue adjudication of an incident of sexual assault apart from, and independent of, any legal recourse a student might choose. An

individual who decides against filing a criminal complaint does not relinquish the right to an institutional investigation. Sanctions which might be imposed on an assailant by the University are not predicated upon, or limited to, those which might be administered through a court of law. The University makes no attempt to shield members of the Truett- McConnell community from the law, nor does it initiate involvement in legal proceedings against a member of the community. Membership in the Truett McConnell community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of Truett McConnell's policies.

Truett McConnell University also reserves the right to hold its students and employees accountable for acts of sexual assault at all times and places. The jurisdiction of the Truett McConnell University Sexual Assault Policy includes all campus property, as well as any University sponsored event which takes place off-campus (i.e. athletic event, concert tour, trip, conference, or retreat). The jurisdiction of this policy also includes any conduct which occurs off campus which is deemed to have a negative impact on the campus.

#### *University hearing process and disciplinary sanctions*

When a report of a sexual assault is filed with the Student Development Office, the following hearing procedure will be followed:

1. The Director for Student Development will make an in-depth investigation, which will include the solicitation of written statements from both the assailant and the victim and personal interviews with each party (and others who might provide pertinent information).
2. At the victim's discretion, and only with her/his permission, notification will be given to pertinent professors that an individual may be missing classes, assignments, etc.
3. The decision will be rendered by the Director for Student Development regarding the merit of the allegations, and any sanctions that will be imposed by the institution.
4. Both the victim and the alleged assailant will receive written notification of these findings and of the sanctions imposed.
5. Because of the sensitive and unique nature of sexual assault cases, any appeal of disciplinary decisions (either by victim or by the alleged assailant) may be made only to The Values Council. Both the accuser and the accused are entitled to the same opportunity to have a support person present during the hearing. Any appeals of the decision made by this panel shall be directed solely to the President of the University. The decision made by the President is final.
6. Sanctions may include, but are not limited to any of the following: loss of housing, restitution, counseling, probation, suspension, or dismissal.

#### *Rights of the victim of a sexual assault*

In an effort to be sensitive to the needs of a victim of sexual assault, the following are basic rights to which every victim is entitled.

1. The right to be believed. Truett McConnell University and its staff are committed to listening to your situation and to take your complaint seriously.
2. The right to safety. If you feel you continue to be in a dangerous situation, Truett McConnell personnel will work with you to insure your safety.
3. The right to not be academically penalized. At your discretion (and with your consent), contact will be made with your professors to explain absences from class, missed assignments, etc.
4. The right to advocacy. Truett McConnell University offers staff members (Resident Assistants and Resident Directors) who are available to work as your advocate through judicial and recovery processes.
5. The right to confidentiality. All matters regarding sexual assault will be handled in a confidential and respectful manner.

#### *If you know someone who has been the victim of sexual assault*

If you know someone who has been the victim of sexual assault, the following are suggestions of things that you can do to help.

1. Be supportive. Give the person the opportunity to express and talk about her/his feelings, fears, and reactions as he/she chooses.
2. Encourage the individual to seek medical attention as soon as possible. It is important to encourage an individual not to bathe, wash, or change clothes immediately following a sexual assault before seeking medical attention. Seeking medical attention is both to safeguard the health of the victim and to preserve valuable evidence should he/she decide to report the attack and prosecute the assailant.
3. Suggest that the individual talk with someone trained to help sexual assault victims.
4. Encourage the individual to report the assault to both the Cleveland City Police Department and the Truett McConnell University Director for Student Development.

#### *Education and Prevention Programs*

Truett McConnell University takes very seriously the important role which education and prevention programs play in a safe campus environment. The University is committed to providing this type of programming for its community. This commitment is exemplified through training programs during new student orientation, acquaintance rape prevention programming, the Truett McConnell University Harassment Policy, and the Truett McConnell University Sexual Assault Policy.

#### *Reports*

Truett McConnell University believes that a well-informed community can better prevent the incidence of sexual assault. The Student Development Office will give timely notice to the Truett McConnell community when an assault or attempted assault is reported on campus so that the community can take appropriate steps to prevent this type of activity in the future. The name of the victim will not be released by the University in any notifications to the community members informing them of information pertaining to the offense. Also, such notifications will

not include information that would cause the victim to be identified. Thus, the University will strive to balance its concerns for the privacy of victims of sexual assault with its duty to warn members of the Truett McConnell community when serious crimes are reported.

An annual report of the number of sexual assaults on campus will be prepared. Both the timely notice and the annual report are required components of the Student Right-to-Know and Campus Security Act. The annual report is distributed to all members of the Truett McConnell community.

#### *Student Access to TMU Property*

Buildings on the TMU campus will be open to students according to a regular schedule. During residence hall quiet hours, students will be allowed to gather only in places and in manners that do not disturb residents. For safety and security concerns, students will not be allowed in remote areas of campus after dark. Campus Safety officers have the authority to declare any area of campus unsafe and to restrict access as necessary.

#### *Traffic Regulations*

The student in whose name a permit is issued is always responsible for the operation and parking of his or her vehicle, regardless of who is actually driving it. This does not absolve the driver from blame if he or she is anyone other than the normal operator or owner in whose name the vehicle is registered. In some instances, citations may be issued to both the driver and owner of a vehicle for the same offense.

Every person who operates a vehicle on the campus of Truett McConnell University is required to obey all city ordinances and state laws relating to the operation, insuring, and registration of motor vehicles. A citation may be issued to anyone who violates any such law or ordinance, or any regulation of Truett McConnell University. Each violation will result in a \$25.00 fine unless otherwise noted. These fines will be added to the student's bill through the Business Office.

#### *Registration Violations*

1. Failure to register a motor vehicle on the first day the vehicle is on campus.
2. Failure to display a permit.
3. Improperly displaying a permit.
4. Displaying more than one permit.

#### *Parking Violations*

1. Parking in a space reserved for another class of permit. The faculty/staff and other restricted spaces in front of the Miller Building and adjacent to the bell are never available to students.
  - a. Exceptions: After 5:00 p.m. until 7:00 a.m. each day, students may park at the pool, at the Nix Student Center, in the commuter lots near the Otwell Hall, in

2. the overflow parking for other residence halls, faculty parking between the gym and the chapel, and Cofer Library as space permits.
3. Parking in a space marked "Handicapped" or "Visitor."
4. Parking in any space prohibited by signs or yellow or red curbs.
5. Parking in a space marked Reserved, TMU Guest, 15 Minute Parking, or otherwise designated for specific persons.
6. Parking on grassy areas.
7. Blocking a driveway or an entrance/exit space of any building, including the gymnasium entrance and residence hall walkways.
8. Double parking.
9. Blocking another vehicle.
10. Parking in more than one space in marked parking areas.
11. Parking between the Miller Building and the Otwell and Merritt Residence Halls (fire lane).
12. Parking on President's Drive is prohibited at all times.
13. Parking in the President's parking spot in front of the Miller Building.\* (This parking spot is reserved twenty-four hours a day and seven days a week.)
14. \$75 fine for this violation.

### *Moving Violations*

1. Driving in excess of speed limit.(15 m.p.h. campus-wide)
2. Driving in a careless, reckless, or imprudent manner. (\$50.00 fine)
3. Failure to stop at stop sign.
4. Permitting careless, reckless, or imprudent behavior by passengers. This shall include riding on the outside of the vehicle, riding in the trunk of a vehicle, or hanging out of a vehicle. (\$50.00 fine)
5. Riding a motorcycle without a helmet. (Driver or Passenger)
6. Driving the wrong way on a one-way street.
7. Driving across any grass or sidewalk.
8. Operating or occupying a moving motor vehicle without wearing a seatbelt.

Campus Safety officers are authorized to issue citations for violations or turn incidents over to local law enforcement. Motor vehicle privileges will be suspended for any person who receives more than three citations during a semester.

### *Vehicle Permits*

Every student who drives a motor vehicle to campus, operates a vehicle on campus, or maintains a vehicle on campus must obtain and display a motor vehicle parking permit. Permits can be obtained from the Business office in the Miller Building after registering a vehicle on-line at [www.truett.edu](http://www.truett.edu). A parking fee will be assessed for each semester a student operates a vehicle on campus or registers a vehicle with Campus Safety. Students must produce a valid driver's license, proof of current motor vehicle insurance, and vehicle registration information in order to receive a permit. Permits are valid only until the end of the current academic year

regardless of when they are issued. Returning students must obtain a new permit each fall semester. Every vehicle must be registered with Campus Safety on the first day it is on campus. Non-street-legal vehicles such as 4-wheelers, all-terrain vehicles, and motorized bikes or scooters are not allowed on campus and will not be issued permits. Permits will not normally be issued to a motor vehicle that is not equipped with a muffler and exhaust pipe in good working order.

Students will generally not be allowed to bring boats, RVs, or any other form of camper on campus. Such vehicles are subject to removal at the student's expense by the Campus Safety office.

#### Video Surveillance

Many areas of the campus are monitored by video surveillance which may be monitored and reviewed by appropriate university employees as necessary.



## Residence Life Policy

Living in a residence hall provides students with opportunities to learn relationship skills that impact all areas of life and to participate fully in the life of the University. It is one of the most rewarding and important facets of the university educational experience.

Truett McConnell is so committed to the value of residential living that traditional-aged, single students are required to live in a residence hall and take their meals in the university dining hall. Exceptions are made for students from White County and the surrounding counties who live with their parents or legal guardians.

Since the residence hall program is designed for traditional-age students, campus housing is not typically offered to students age 25 and older. Students who are age 25 or older can apply for campus housing. If space permits, an older student may live in campus housing with the requirement that they purchase and live in a private room for at least one semester. After the first semester, the student may find a roommate who agrees to share a room with him or her.

Students living in the residence halls are expected to cooperate fully with the Residence Life staff to maintain an environment conducive to rest, study, reasonable social interaction and a wholesome Christian university life. Living in the residence halls is a privilege and the university reserves the right to revoke this privilege whenever the actions of a resident are not conducive to good study habits, interfere with rights of others, or are not in keeping with the purpose or standards of the University.

Students living in campus housing are allowed on campus only during the regular academic sessions as listed in the University Catalog. A schedule of when campus housing is open will be published each academic year. Resident students are responsible for making other housing arrangements during fall break, Thanksgiving, Christmas and spring break holidays.

Summer housing on campus is available to students registered for on-campus summer school classes and students who are employed on campus at least 20 hours per week throughout the summer. The summer housing application, which includes the conditions, terms, and guidelines of summer housing, is made available in April in the Student Development office. TMU reserves the right to refuse summer housing to students who have had behavioral problems during the previous academic year. Summer housing will not be offered to first-time students at TMU.

Resident students must accept the responsibility of community living. Students are expected to be respectful in caring for the facilities provided. They should exercise patience and kindness with roommates and neighboring students. Resident students should respect the rights of others at all times. Excessive noise, profane language, or offensive acts are prohibited. Students are expected to be clean and to practice good health habits.

Residents are treated as responsible individuals and are expected to honor and abide by the standards of conduct for the university and the residence hall, or face appropriate

consequences, up to forfeiture of the right to live on campus. Should a student forfeit his/her privileges to live in a residence hall because of unsatisfactory citizenship, he/she may also forfeit his/her privilege to be a member of the university student body.

When a student is no longer enrolled or when violation of residence life or general university policies results in cancellation of the right to occupancy, all personal belongings must be removed immediately from campus.

Students are required to maintain full-time, on campus enrollment to live on campus. Students who drop below full-time status (12 hours) must speak with the Office of Student Development regarding whether the student shall be given permission to remain in the residence halls.

Each resident student is subject to the terms of all stated regulations in this handbook as well as regulations posted by the Student Development office. In addition to University sanctions, legal action may be taken against persons destroying, stealing, or defacing university property.

The following policies are applied specifically to resident students of Truett McConnell University and their guests.

#### Babysitting

Out of concern for other residents, babysitting is not allowed in campus housing.

#### Care for Residence Halls

Students are responsible for the cleanliness of their personal rooms and the care of lobbies. Custodians, under the supervision of the Director of Facilities, clean lobbies, hallways, stairwells, and bathrooms in Merritt, Garrison, Otwell, and Sewell halls. Custodians also clean lobbies, hallways, and stairwells of the New Dorm. Bathrooms and common areas of the Cleveland Courts and Twin Springs Apartments are to be kept clean by the residents of each individual apartment and will be included in normal room inspections.

No paint, wallpaper, contact paper or stickers may be applied to rooms in any form. No holes may be created in any walls, including small holes for push pins and nails. Infractions of this policy will result in charges against the responsible party or, in the absence of a determination of responsibility, the room occupants' accounts (in equal shares) to cover the costs of materials and labor for repair.

All residence hall rooms will undergo scheduled room inspections by the Resident Director and Resident Assistants. Residents are responsible for maintaining pleasant and healthy conditions in their rooms by:

1. Changing linens regularly;
2. Arranging clothing and other possessions in a neat and orderly manner;

3. Sweeping, mopping, and vacuuming floors as needed (do not sweep trash into the halls!);
4. Emptying trash cans in the area dumpster;
5. Keeping all food in covered containers;
6. Helping keep the bathrooms and other common areas clean.

### Check-in

The dates for move-in are posted for each academic year on the campus calendar online at <http://www.truett.edu> and are available by calling Student Development at 706-865-2134 ext. 4100. For those students needing to arrive early for a University-sponsored activity, a request in writing from the advisor or department head must be sent to the Director of Student Development. The move-in process includes filling out the appropriate paperwork, and informational sheets, as well as verification of the \$175 enrollment fee prior to receiving your room key.

Students must have clearance from the business office and be registered for at least 12 on-campus credit hours in order to check into campus housing. Students who do not complete the academic check-in process or whose accounts are not cleared (e.g., finances, health forms, registered only part-time, etc.) are subject to displacement from campus housing.

The Residence Life staff will complete a Room Check-In Form for each resident student. The form provides a detailed assessment of the condition of the room at move-in and prevents students from being charged for damages unnecessarily. It is the student's responsibility to review the Room Check-In Form for the room. If there are any corrections, the student must contact the RA within 24 hours of the move-in date. When checking out, the form will be used to assess the condition of a resident's room. If the condition of the room has changed during the semester, the resident will be held responsible for the repair or replacement of items damaged or missing. Holds will be placed on student accounts until all residence hall issues have been cleared.

### Check-out

Each resident is required to vacate the room no later than 12:00 p.m. on scheduled hall closing day as determined by the academic calendar, or 24 hours after their last exam, whichever is earlier. (Note: Residents who are participating in graduation may be granted permission to remain in campus housing until graduation day.) Prior to the end of the academic year, hall meetings will be held to inform students of specific check-out procedures. Students will be asked to sign up for a move-out time at least 72 hours in advance. Appointments with the Residence Life staff are available on a first-come, first-serve basis.

A resident is ready to check out when s/he has removed all belongings from the room/suite, cleaned the room/suite, removed any tape from walls and completed his/her assigned cleaning duty for the suite. Residents also must ensure that all common areas cleaned by a roommate

(who has already checked out) are clean before checking out of the hall. During check-out, the RA will go through the room/suite with each resident and assess the condition of the room against the Room Check-In Form. Both the resident and RA will sign the form upon completion of move-out. In some residence halls, all occupants of a suite may have to check out at the same time.

Failure to complete the move-out process properly by the given date at the end of the semester will result in a hold being placed on the student's account, a fine and the possible forfeiture of your privileges to secure campus housing in the future. Please see the Residence Life staff for a complete listing of residence hall damage charges and fines.

After all residents have vacated the room, the Residence Life staff will inspect the room for cleanliness, property damage, and room inventory. Any damage or fine charges will be posted to the student's account. Students assessed damages will be notified via mail of the charges and will have an opportunity to appeal any damage fines. After the room/suite has been assessed, keys are collected and/or card swipes deactivated. Students are required to turn their keys in to the Residence Life Staff during the check-out process. Lost room keys, which are not reported until move-out, result in a \$75 charge to student's account for re-keying and a \$25 fine. Lost exterior door keys will result in a \$250 charge.

Residents who leave personal belongings after checking out of university housing will have 30 days from their checkout date to claim and retrieve their belongings. All food items, any items deemed unsanitary, and any large furniture items, including but not limited to couches and chairs, will be discarded immediately. Other items will be removed from the housing unit and stored on campus for a maximum of 30 days before being discarded. Residents will be notified via their university email address of the deadline to claim and retrieve their belongings.

Residents are subject to a \$50 improper check out fine assessed to their student account, along with additional charges for the removal and discarding of large furniture items when necessary.

#### Consolidation Policy

Consolidation is the period of time when vacant spaces are claimed in order to create space for private rooms or new students. During the first three weeks of the semester, when students either do not show up for school or choose to room with someone other than who was originally assigned to the room, vacancies are created. In an effort to consolidate these vacancies, each student who is left without a roommate is expected to move in with someone else, ask someone to move in with him/her, have the Director for Student Life assign him/her a roommate, or agree to pay for a private room. The Director for Student Development will provide the students who are left without roommates a listing of all students of the same gender who also are without roommates.

If, at the end of the consolidation period, a student chooses not to accept a roommate and/or move to another room, a private room charge will be assessed. This is an additional charge of

one half of room cost per semester. If no other student is available as a roommate, the student will not be assessed a private room charge, but will be assigned a roommate as new students move onto campus. After the end of consolidation, no further private room assignments will be made. It is imperative for a student who is left without a roommate and who wishes to have a private room to sign a private room letter during the consolidation period.

If, at the end of the consolidation period, a student does not have a roommate due to the lack of roommates and does not agree to pay the private room fee, the resident is required to keep one side of the room ready for another person to move in at any time. If at any time during the semester it appears that the person has taken over the whole room, a private room fee may be added to the resident's account. This insures that at any time a new resident would be able to move into the room.

### Cooking Appliances

For health, safety, and sanitation considerations, only the following appliances are authorized for use within residence halls: small, UL approved, electrical appliances with completely enclosed heating elements and small refrigerators meeting the following requirements:

1. The unit and power must be UL approved.
2. Maximum size approximately four (4) cubic feet.
3. Maximum of two (2) running amps.

Appliances NOT permitted in traditional residence halls include electric skillets, electric blankets, microwave ovens, hot plates, toasters/toaster ovens, and any other item with exposed heating elements. The high potential for fires and damage from these items makes these provisions necessary. A microwave oven is provided in the lobby of Garrison, Merritt, Otwell, and Sewell Halls. Residents who reside in Twin Springs and Cleveland Courts are allowed one microwave oven per unit.

### Dead Hall

During finals the residence halls observe "Dead Hall," during which additional policies are enforced, including:

1. No overnight guests allowed;
2. Study/quiet hours 24 hours per day; and
3. Regular visitation hours.

Anyone found in violation of these additional policies will be subject to disciplinary action.

### Furniture

Each room's furniture has been assigned and labeled for that room. No furniture may be removed from rooms without prior written approval from the Director for Student Development. Disassembling TMU furniture is prohibited, and damage charges will be added to

the accounts of both room occupants. Furniture assigned to a specific room must stay in that room.

Lofts are prohibited.

University-owned furniture, whether in common areas or resident rooms, may not be taken outside. This includes but is not limited to wooden chairs and couches. Also, common area furniture may not be moved into individual residents' rooms. The common area furniture is for all residents to use.

### Illness and Injury

If a residence hall student contracts a communicable disease or has an extended illness, whether he/she stays in the residence hall during the period of contagion or illness shall be an administrative decision.

Transportation by an ambulance to an area hospital is at the expense of the student and/or parent.

Upon checking into the residence hall or during registration, the student will be asked to fill out a general health form and provide medical insurance information.

### Keys

Each student is issued his/her own room key at check-in. Students are responsible for their keys and should carry them whenever they are away from their room. The exterior building doors to residence halls are locked 24 hours a day. For safety reasons, students may not loan or duplicate keys.

Lost keys should be reported immediately to the Director for Student Development. You will be charged a \$75 Lost Key Fee for individual rooms keys and a \$250 Lost Key Fee for and exterior door key. Should the original key be found and returned before the end of the semester, the fee will be refunded.

If you lock yourself out of your room, the following persons should be contacted in the order listed to obtain assistance.

- Your roommate
- Your Resident Assistant
- Your Resident Director
- Campus Safety officer on duty

## Lobby Hours

Students and guests of the opposite gender are limited to the common lobby areas in the traditional residence halls unless visitation is in effect. No resident will be made to feel uncomfortable in his or her own lobby area due to the behavior or presence of another student or guest.

Lobbies of traditional residence halls are open to members of the opposite gender from 9:00 AM until midnight Monday through Friday and 10:00 AM until midnight on Saturday and Sunday. The second and third floor lobbies of the New Dorm will not be available to opposite sex guests outside of visitation hours.

## Maintenance Request

Students are encouraged to report all potential maintenance issues to the Facilities department. These reports should be made by sending an e-mail describing the location and nature of the problem to [mr@truetts.edu](mailto:mr@truetts.edu).

Resident Directors and Resident Assistants are available to assist students in this process; however, it is the student's responsibility to send the e-mail and to follow-up with the Director for Student Development if an issue is not addressed.

## Noise

Often excessive noise is caused by students participating in activities that are not appropriate inside or near a residence hall. Such activities include but are not limited to skate boarding, kicking or bouncing a ball, throwing a Frisbee, loud radios, playing tennis, roller skating, hitting a golf ball, or participating in a water fight. Loud music should not be played as outside entertainment, as it may disturb neighbors, classes, and office personnel. These activities are prohibited, and violators will be subject to disciplinary action.

Excessive noise is prohibited at all times, not only during quiet hours.

## Overnight Guests

Residents are permitted to have guests of the same gender stay overnight in their rooms on occasion, if that guest is registered with a member of the Residence Life staff (RA, RD, etc.) at least 24 hours prior to the guest staying overnight. A resident must receive his/her roommate's permission prior to permitting a guest to stay overnight. Overnight guests of the opposite sex are never permitted. Guests are to stay no more than two nights per week. Any guest who stays on campus more than two nights in a week will be assessed a \$25 per night charge for all additional nights. Students with non-registered guests will be subject to disciplinary action and assessed a \$25 per night charge. A resident should receive his/her roommate's permission prior to permitting a guest to use the roommate's bed or any other of the roommate's personal

items. Children under the age of 16 are not allowed to remain in the residence halls overnight without prior permission from the Office of Student Development. Residents who host guests are responsible for the actions of their guests. Overnight guests are prohibited during finals.

### Personal Property

The University does not assume responsibility for loss or damage to the personal property of students or guests. Students are reminded to lock room doors and vehicles on any occasion when leaving. Also, students are encouraged to guard possessions and books at all times. Resident students are expected to purchase and maintain a renter's insurance policy to protect their personal possessions against theft and damages that may result while living on campus. These damages could include facility related failures such as burst water lines or hot water heaters.

### Pets

For reasons of health and sanitation, pets or other animals, except properly documented service animals, are not permitted on campus.

### Propping Doors

Propping doors with objects compromises the security of the building and may also damage the locking mechanism, which can be very costly. All doors are locked for the safety and security of residents. This is not a matter of convenience but of personal safety. Please help protect yourself and your fellow residents by not propping doors with foreign objects. Residents found propping doors or walking away from propped doors and not removing the prop will be subject to disciplinary action.

### Public Areas

Responsibility within community is an important value at Truett McConnell. Therefore, when a student is aware of damages made to public areas, the University expects that student to identify the one causing the damage so that individuals may be held accountable and pay for those damages. If a student is found destroying or defacing university property, he/she will face disciplinary action and make restitution for the damages. The defacing of university property includes the use of any writing implement on any room door, wall, or clean surface not meant for this purpose.

Residents are responsible for the actions of their guests in and around the residence halls and will be held financially responsible for all damages caused by their guests.

Misuse of restroom facilities and/or restroom supplies is not tolerated. Trash from resident rooms should be taken to dumpsters, not put into hallways, stairwells, bathroom/snack room trashcans. Common area trashcans are not for room trash.



## Prohibited Items in the Residence Halls

- Alcohol
- Alcohol or drug advertisements/paraphernalia
- Illegal drugs
- Incense or candles with blackened/burned wicks
- Fireworks
- Gasoline/fuels
- Paintballs/paintball guns/ paintball launchers
- BB guns/airsoft guns (see TMU Weapon Policy)
- Pornographic materials (posters, magazines, videos, DVDs, etc.)
- Prescription drugs that are not labeled with resident's name
- Street signs
- Weapons
- Pets
- Space heaters
- Halogen lights
- Grilling devices
- Tobacco products
- Lighters/matches

## Residence Hall Schedule

Students living in campus housing are allowed on campus only during the regular academic sessions as listed in the University Catalog. A schedule of when campus housing is open will be published each academic year. Resident students are responsible for making other housing arrangements during fall break, Thanksgiving, Christmas and spring break holidays. Resident students are required to vacate the residence hall in accordance with the check-out policy contained in the student handbook.

Certain exceptions are made to the residence hall closing schedule to accommodate activities such as athletic events and other university sponsored functions. There is no opposite sex visitation allowed outside the normal residence hall operating schedule. Students remaining on campus during these times will be required to leave campus immediately for violation of any university policies or conduct regulations.

Any student required to leave campus during these times may be allowed to return to campus at the regularly scheduled time but will not be allowed to remain on campus during any future campus closings.

Any student, other than those required to be on campus for approved TMU activities, will be charged \$50 per night for any nights spent on campus outside of the normal residence hall

operating schedule. Students who need to remain in campus housing outside the normal residence hall schedule, must obtain prior permission from the Student Development Office.

### Residence Life Staff

The purpose of the Residence Life staff is to promote a rich Christian living environment in which resident students may succeed in academic endeavors and grow toward spiritual, social, psychological, and physical maturity. The staff consists of both full and part-time professionals and students. It is their job to provide crisis interventions and act as an emergency resource, help insure a safe and secure living environment, provide routine hall activities, and resolve behavior problems, while assisting in the administration of their residence facility.

Each residence hall on campus is under the supervision of the Director for Student Development, a Resident Director, and Resident Assistants.

The Director for Student Development administers the operation of the University residence halls, oversees residence hall procedures, and supervises the Residence Life staff. The director maintains the order of the residential community by insuring the fair enforcement of policies and rules. The director is a liaison to the University administration for the concerns, needs, and issues of residential students.

The Resident Director (RD) is responsible for the care of the residence hall. These responsibilities include support, guidance and encouragement to residing students, maintenance issues, crisis intervention and the coordination of programming. The Resident Director strives to facilitate and maximize the education of the student through the residence hall experience.

The Resident Assistant (RA) is a university student employed primarily to assist students in all their emotional, physical, and spiritual needs in the residence halls. RA's remind the student of the policy and regulations of the university and hold the resident accountable to them. RA's maintain a proper Christian atmosphere that is conducive to rest, study, relaxation, recreation, and healthy living on campus. RA's are selected on their ability to communicate with others, their willingness to accept responsibility and their desire to be helpful to others. They are also responsible for reporting any violations in the form of an Incident Report that will then be reviewed by the Director for Student Life. The Resident Assistant is the primary resource person for information and assistance to all students.

In addition to the Residence Life positions listed above, Christian Life Coordinators (CLC) help organize and coordinate campus events.

### Residence Room Care

Nothing shall be attached to the walls of residence halls unless it is easily and completely removable without damage or disfigurement. The need for repairs due to normal wear and

tear will occur. If repair to a room or its furnishings is necessary, the student should promptly report the situation to the Facilities department by sending an email to [mr@truett.edu](mailto:mr@truett.edu). Under no circumstances should the student attempt to make the repairs himself/herself. Due to the nature of community living, residents who create unsanitary living conditions leading to insect, rodent, or other infestations in their room may lose the privilege of living in a residence hall.

### Room Changes

Those students wishing to change rooms/roommates will be permitted to do so at the beginning of spring semester and on the 15th day of class during fall semester. Residents must consult their present roommate and the Director for Student Development. The appropriate paperwork must be on hand before the date of the change. Any resident changing rooms without prior approval of the Director for Student Development will be fined \$100.

### Room Entrance

Truett McConnell seeks to respect a student's privacy while balancing that respect with the safety of persons and property and with the student's responsibility to live within the policies and values of the University.

Maintenance and safety/security personnel may enter rooms for health and safety inspection, or pest control service in performance of their duties, or if there is reason to believe that a health, safety, or fire hazard exists.

When there is reasonable cause to believe that items that violate University policy/standards are present or that activities that violate the standards of student conduct at TMU are occurring, a search will be conducted by the Resident Director, Director for Student Development, a Campus Safety officer, or other members of the university administration or Student Development staff. Any materials determined to be contraband may be seized in the search. Contraband is considered to be the property of any and/or all current occupants of the room or apartment if found in a common area, unless determined otherwise. When there is reasonable cause to believe illegal items, such as illegal drugs, are in the room, law enforcement may be involved in searching the room.

### Room Inspections

The Resident Director and a Resident Assistant will conduct scheduled room inspections in order to ensure that university property is being maintained properly, reasonable standards of room cleanliness, safety, and sanitation are being met, and maintenance needs are being reported.

Residents who fail room inspection will be assessed a minimum \$25 fine and may face disciplinary action including loss of preferred residence hall, community service, and/or loss of resident privilege.

The Student Development staff will conduct unannounced room inspections throughout the year.

### Study/Quiet Hours

These times are established to provide residents a time to study, reflect or rest. Study/quiet hours begin at the end of visitation and end at 9:00 AM daily. During this time, residents should lower the noise volume and take conversations and hall activities either into a residence hall room or outside the residence hall.

Students are not allowed to congregate around the outside of residence halls during quiet hours. The Residence Life staff will monitor study/quiet hours. Violation of study/quiet hours will result in disciplinary action.

During finals the residence halls observe "Dead Hall," during which additional policies are enforced, including:

1. No overnight guests allowed;
2. Study/quiet hours 24 hours per day; and
3. Regular visitation hours are observed.

### Video Surveillance

Portions of the TMU campus are monitored by video recording devices. These areas include, but are not limited to, the exterior doors at residence halls and the inside of the Nix Student Center. Recording is not done in private residential areas.

### Visitation

The TMU visitation policies are set by the Office of Student Development and approved by the University president. They are designed to provide an opportunity for students of the opposite gender to visit and socialize within the residence halls. Visitation will begin after the first mandatory hall meeting of each semester.

Visitation hours and days are as follows:

- Sunday through Thursday, 7:00 PM to 10:00 PM
- Friday and Saturday, 7:00 PM to midnight

During visitation:

- Guests of the opposite sex must be escorted down hallways of residence halls
- Room doors must be completely open when a member of the opposite sex is visiting
- Overhead light or lamp light must be on
- Guests of the opposite sex may not use the restrooms in the traditional residence halls

- Guests of the opposite sex must sign-in with the RA on duty and leave their student ID
- Special additional rules for Twin Springs and Cleveland Courts student housing:
- Visitors of the opposite sex are allowed only in the common areas downstairs. Visitors of the opposite sex are not allowed in the bedrooms.

Specific policies governing visitation may apply to each residence hall and will be posted therein and discussed during hall meetings.

Visitation is a privilege, not a right. If visitation privileges are violated, privileges may be revoked for individuals, residence halls, and campus wide.

### Family Members

Family members of the opposite sex are only permitted to visit their family member during normal visitation hours or when helping a resident move in or out.

### Visitors

Visitors are subject to all University policies and regulations, including visitation. Ignorance will be no excuse. Whoever claims them as his/her “guest” will take the responsibility of seeing that Truett- McConnell University standards are upheld. No more than two off-campus guests (with the exception of family) per resident should be on campus visiting at any one time. If a family member of the opposite sex visits in a residence hall and wishes to go beyond the hall lobby, an RA or Resident Director should be consulted before visiting is allowed. (See above policy.)

## Charges/Deposits

### Enrollment Fee

All students are required to pay an enrollment fee of \$175 at the time of their initial registration. This fee covers the cost of orientation and helps offset some of the cost of normal wear and tear repairs in the residence halls.

### Improper Check-in and Check-out

At the end of each semester, as well as before fall, Thanksgiving and spring breaks, mandatory hall meetings are held to discuss proper check-out before leaving campus. Residents are issued a checklist outlining the proper procedures and requirements for check-out. Students who do not follow these procedures may be assessed a \$100 improper check-out fee or cleaning fee. During mandatory hall meetings, students are also given information regarding check-in times for residence hall openings after breaks. Residents who do not follow these procedures may be assessed a \$50 improper check-in fee, as well as be charged \$50 per day that a student is on

campus before the scheduled opening. It is the student's responsibility to obtain the checklist and to follow the procedures listed.

#### Private Room Fee

When space allows, students may request a private room at an additional cost. This cost is applied to the student's bill. Students without roommates who do not wish to pay the private room fee will be assisted in finding a roommate by the Residence Life staff.

## SECTION IV: STANDARDS OF STUDENT CONDUCT

Truett McConnell University assumes that students come to the University with a commitment to live according to standards of behavior consistent with the Christian faith and life. By enrolling at Truett McConnell University, each student assumes responsibility to abide by the rules and standards of conduct of the University as well as by all city, state, and federal laws. The honor of the University as an institution becomes the personal responsibility of each student. As such, the student's conduct will be in keeping with the standards of the university. All students (and the parents of dependent students) are required to read and sign the TMU Student Accountability Agreement prior to enrolling at TMU.

As a Christian institution the university has sought to establish the rules, standards, and policies of student conduct on scriptural, moral, and ethical principles. The student is expected to accept responsibility for his/her actions when in violation of the rules of the university.

The behavioral norms expected of students are those of common decency and decorum, recognition of non- infringement upon the rights and property of others and of the University, honesty in academic work and all other activities, observance of local, state, and federal laws, and respect for and conduct according to the Christian values of the University. Student conduct is not considered in isolation within the university community but is an integral part of the educational process. Disruption of orderly process of the University or with the rights of other members of the University will not be tolerated.

Students are expected to be faithful and dependable in all commitments. This includes class attendance, work on campus, participation in student organizations, and any other obligations accepted.

The standards of this handbook apply to all students who are enrolled at Truett McConnell and to any guest(s) they may bring to campus. Students are responsible for informing their guests of University policies and assuring that guests behave within the guidelines of established policy.

In commitment to the highest Christian moral and ethical standards, TMU students agree to abstain from the following while enrolled at the university, including all breaks and between semesters whether on or off campus:

- The use, possession, or distribution of alcoholic beverages, illegal drugs, and all forms of tobacco
- Sexual misconduct – sexual behavior that is in conflict with Biblical standards including pre-marital sex, extra-marital sex, homosexual behavior, viewing pornography, provocative dancing and any other form of inappropriate behavior
- The use or possession of firearms or fireworks on campus
- Visiting or patronizing inappropriate places of entertainment
- Immoral, inappropriate or illegal behavior (cheating, gambling, stealing, lying, hazing, profanity, fighting, etc.)

- Inappropriate or illegal use of internet services
- Failing to comply with any policy or procedure of Truett McConnell University

Any of the above conduct may result in dismissal from the university.

Additionally, students have an affirmative responsibility to notify the Student Development staff of any conduct violations they are aware of by other students. Failure to do so may result in disciplinary action.

Students found to have violated TMU's policy on drugs and alcohol, theft, sexual misconduct, violation of outside law, or certain other violations, may be subject to disciplinary withdrawal or other sanctions up to and including expulsion.



# SECTION V: DISCIPLINARY PROCEDURES

## Purpose of the Campus Judicial System

The standards of student conduct and the campus judicial system exist to help students maintain the personal and community behavioral expectations fitting for followers of Jesus. We practice discipline because God himself disciplines those he loves (Heb. 12:6). All students who enroll at TMU consent to this discipline process and should commit to receiving discipline in love. Generally, although students should strive to live a life that is fully pleasing to God, only outward or visible violations will be handled through official channels.

Believing that all violations of TMU's standards of conduct are sin (Rom. 13:1), TMU seeks to handle such matters with the goal of complete restoration. Restoration is accomplished when students repent of their sin and commit to compliance with the standards of conduct. TMU will use disciplinary sanctions, ranging from verbal counseling to expulsion from the university, to assist in this process. Repentance is always the goal, however, it will not always allow a student to remain enrolled at TMU and continuance in sin will normally result in expulsion from the university.

## Disciplinary Procedures / Appeals

### Charges

Any member of the University community may file a complaint against a student for misconduct. Complaints should be directed to the Office of Student Development.

### Interim Suspension

Though as a general rule the status of a student accused of violations of the University's expectations will not be altered until a final determination has been made in regard to the charges, summary suspensions may be imposed upon finding by the appropriate university official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and/or well-being of the accused or of any other member of the institution or its guests, of destruction of property, or of substantial disruption of classroom or other activities. In any case of summary suspension the student shall be given an opportunity at that time or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing by the Values Council on the suspension as promptly as feasible.

### Investigation

Depending on the nature and circumstances of the complaint, an investigation may be conducted by the Director for Student Development or his designee prior to and/or following

notification to the student charged. Typically the student will be notified in writing. However, the investigator may notify the student in person if such an approach is deemed more appropriate.

### Immediate Dismissal of the Charge

Depending on the nature of the charge, the Director for Student Development or his designee will serve as a hearing officer. Alternately, the Director for Student Development may appoint a committee to serve as a hearing board. If the hearing officer or board deems the charge to be frivolous or without merit, the charge may be dismissed. The person making the charge and the charged student will be notified of the action.

### Informal Disposition of the Charges

If, upon being advised of the charges, the student in writing admits violations of the University's expectations and waives a hearing and any right to have the disciplinary decision appealed, the hearing officer may determine discipline. If the student admits guilt and a minimum sanction is assessed, the student does not have the right to appeal the decision. If the student does opt for an informal disposition but does not admit guilt or receive a sanction greater than the minimum, he or she may appeal the decision (see below).

### Appeals

Within three business days of when sanctions are issued, a student may appeal the decision to the TMU Values Council. The student must inform the Director of Student Development, in writing, of the intent and nature of any such appeal. . The Values Council will hear the student cases and make a judgment regarding the offense and any appropriate penalty. In addition, at any time a student may address a disciplinary grievance directly with the Director of Student Development if he or she feels the discipline committee, residence life staff or faculty/staff member has not dealt fairly with the offence. Discipline committees will hear from the student, the student's witnesses, and any persons the student development staff deems appropriate regarding the matter. The committee will make a recommendation regarding guilt/innocence and any recommended sanctions to the Vice President for Student Services. The VP for Student Services will review the recommendations and make a final determination. The final determination will be communicated in writing to the student.

### Sanctions

Any combination of the following sanctions may be imposed for any violation of TMU policy. Cases are treated on an individual basis; however, more serious or repeated offenses will typically result in more severe and/or restrictive sanctions.

1. Warning: A verbal or written notification by any University official that the student's behavior is in violation of university regulations or standards, clarifying expected

behavior in the future. Further misconduct may be treated with more serious sanctions.

2. Probation: Notice that the student's standing with the University is in jeopardy. May include loss of privilege, community service, disciplinary education, tutoring, study hall, or other sanctions. ANY further disciplinary infractions may result in suspension from the university. Students placed on probation may lose institutional financial aid.
3. Suspension: Separation of the student from the University for a specified period of time. Such separation prohibits attendance at any classes, social events, other functions, or visiting university grounds or buildings without explicit permission from the Student Development Office. Reapplication for admission is not required if the suspension covers not more than one semester (not including summer term), but suspension of a full semester or more requires application for readmission as per University policy.
4. Disciplinary Withdrawal: Students found to have violated TMU's policy on alcohol and drugs, as well as certain other violations, may be required to withdraw from the university immediately. Grades will be assigned, and tuition will be billed according to the University's stated withdrawal policy. Students may be required to seek counseling for the behavior(s) that led to the disciplinary withdrawal prior to re-enrolling at TMU. Students may be eligible to re-enroll at TMU the following semester upon satisfactory progress on disciplinary sanctions and counseling. Students subjected to disciplinary withdrawal may be allowed to enroll in on-line courses during the term of their withdrawal.
5. Permanent separation from the University: Expulsion. This individual is ineligible for readmission to the University.
6. Confiscation: Articles or substances (e.g., alcoholic beverages, pornographic materials, weapons) that violate University policy and/or governmental statute may be taken into the custody of the University or turned over to law enforcement authorities as appropriate. The University retains the right to decide whether such articles will be returned to the owner, destroyed by the University, or turned over to law enforcement officials. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located.
7. Loss of Privileges: Removal of privileges for a designated period of time. The Office of Student Development will issue notification of reinstatement of privilege. Privileges that may be revoked include:
  - living in one's room of choice
  - living in one's residence hall of choice
  
  - living on campus
  - use of non-academic computer labs
  - holding elective or appointive office in campus organizations
  - participating in campus organizations
  - keeping or operating a motor vehicle on campus
  - keeping a stereo or other equipment on campus

- visitation privileges
  - intramural privileges
  - participation in intercollegiate athletics
  - other
8. Community service hours: A specified number of work hours, done in designated on-campus departments, assigned to a student in response to a violation of University policy.
  9. Disciplinary Education: Performance of an educational activity in response to a violation of University policy. Educational sanctions may include:
    - A formal apology (in writing and/or in person)
    - A public presentation on a designated topic (us. 10-15 minutes long)
    - A research paper on a designated topic (us. 7-10 pages)
    - Educational dialogs with appropriate University officials. Often there will be a minimum number of sessions stipulated. While the contents of the sessions will remain confidential, the University official will provide the hearing officer information on the student's attendance and progress.
    - Enrollment in an off-campus course (e.g., alcohol/drug, anger management)
    - Other
  10. Restitution: Payment for damages done or expenses incurred as a result of a student's actions. Restitution may be required to the University, to a specific department, or a specific individual, as deemed appropriate by the hearing officer or Values Council.
  11. Fines: Charges payable to the University for selected policy violations.
  12. Parental Notification: A letter written by the student and sent to parents or legal guardians informing them of disciplinary action. This letter is reviewed and forwarded by the Student Development Office. A copy of the finding and sanction letter accompanies the student letter.
  13. Loss of Privilege to Represent TMU: Students found to have violated TMU's policy on drugs and alcohol, as well as certain other major violations, will be ineligible to represent TMU as members of an intercollegiate athletic team, performing group, leader or officer of a campus organization, or other roles in which the student is a representative of the university. This sanction will typically last for the remainder of the semester in which the violation occurs and the entire next semester exclusive of summer.

### Amnesty Policy

Students who struggle with issues that violate the Student Standards of Conduct are encouraged to seek support and help. Examples include, but are not limited to, alcohol, drugs, sexual relationships, pornography, and tobacco. Knowing that many students who struggle with these issues may fear asking for help because of the potential consequences, TMU has established an amnesty policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process. Those students who seek help from Student

Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or seek professional help. Students must request amnesty from the Student Development staff before any report of the behavior is made or any disciplinary confrontation addressing the specific inappropriate behavior(s) occurs. Disciplinary confrontations are carried out by resident assistants, resident directors, Campus safety officers, student development staff members, or any other member of the TMU faculty or staff. Students must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact the Director for Student Development, Vice President for Student Services, or any member of the residence life staff to request amnesty or learn more about the policy. Information on the confidentiality of Amnesty request can be found in the Amnesty Informed Consent form available in the Student Development office. Requests for amnesty that involve illegal activity, or activity that otherwise endangers people or property, may be reported to local authorities as necessary.

When students request amnesty, they are not suspended for behaviors they have engaged in prior to their confession, as long as those behaviors have not been public and are not determined to have significantly harmed other members of the campus community. However, depending on the extent of the behavior students may still be removed from leadership positions (i.e. – leading in worship, captain of sports teams, etc.) in order for them to concentrate and fully restore their fellowship with Christ. Further, the behavior in violation will have to eventually change for the student to remain at TMU. However, there are circumstances when a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

## SECTION VI: EMERGENCY PROCEDURES

### Fire

- If a fire alarm sounds, immediately leave the building by means of the nearest available exit. If you discover a fire, set off the nearest fire alarm. Notify your RA or RD if in the residence hall.
- Before opening a door, see if it is hot by placing the palm of your hand against it. If the door is hot, remain in the room.
- If the door is cool, open it slightly and check for heavy smoke and heat.
- Block the entrance of smoke and heat by stuffing towels, blankets, or other available material around the door and air conditioning openings.
- Stay low near the floor to avoid smoke and heat. Cover your head with a wet cloth, if necessary, to aid breathing.
- If necessary, break a window. Do not exit through upstairs windows. Remain calm. Firemen will get to you as soon as possible.
- Close all windows.
- Turn off all electrical appliances.
- Take a towel with you as you leave your room.
- Walk quickly (do not run) in single file down the hall to the nearest exit.
- Proceed with your group to the designated area and stay there.
- Designated safety areas for fire are as follows:
  - Merritt Hall: across the street at the end of the Miller Building
  - Garrison Hall: across the street in front of the fountain
  - Otwell Hall: grass area next to the President's House
  - Sewell Hall: parking area behind Sewell-Plunkett Chapel/Fine Arts
  - Miller Building: grass area behind the building
  - Cofer Library: grass toward "Chapel Hill"
  - Fine Arts Building: grass area in front of Sewell Hall
  - Nix Student Center: front lawn
  - Cleveland Courts I and II: gravel parking areas near New Dorm
  - New Dorm: gravel parking lot at soccer field
  - Twin Springs: gravel parking lot at soccer field

### Tornado

In the event of tornadic weather, students should take shelter in an interior hallway or interior room, close all doors and windows, and stay away from windows and beware of flying glass. When a tornado "watch" is announced, this means that tornadoes may occur in or near the designated area. Radios or televisions should be tuned to a local station for information and advice from local government and the National Weather Service.

When a tornado “warning” is issued, one should take shelter immediately. The warning means that a tornado has actually been sighted, or has been indicated by radar, and may strike in this vicinity. Students must take immediate action to protect themselves.

In the event a tornado warning is issued, the EMS siren is activated. This is the signal for students to take shelter. University personnel notify students when the threat no longer exists. Shelter areas are as follows:

- Sewell, Garrison, Otwell, Merritt Halls: downstairs interior hallway
- Cleveland Courts I and II and Twin Springs: downstairs bathroom
- New Dorm: downstairs interior hallway
- Holcomb Education Center: downstairs in classroom area
- Allen House: downstairs away from windows
- Miller Building: downstairs hallway in Miller Building
- Sewell-Plunkett Chapel/Fine Arts Building: hallway behind the stage
- Cofer Library: downstairs hallway or restrooms
- Gym: men's locker rooms
- Chandler House: downstairs interior office
- Hood Building: downstairs interior office
- Baseball/Pool Complex: locker room
- Nix Student Center: interior hallways away from windows; stairwells

### Campus Closings

In the event that hazardous weather conditions exist, university officials will determine whether or not to hold classes. The decision is typically made by 6:00 AM, and the stations listed below should begin making the announcements by approximately 6:30 AM. A message will also be left on the campus’s telephone voice attendant at 706-865-2134.

Radio and Television Stations:

- WRWH 1350 AM
- WDUN 550 AM
- WCON 99.3 FM
- WSB-TV Channel 2
- WXIA-TV Channel 11
- WAGA-TV Channel 5

The campus community will be notified of campus closings via the mass notification system described previously herein.

## SECTION VII: WHOM TO SEE ABOUT...

<u>Question</u>	<u>Where to find an Answer</u>
Academic Records	Registrar's Office
Alumni	Advancement Office
Automobile Registration	Business Office
Automobile Citations (appeals)	TMU website
Automobile Citations (payment)	Business Office
Changing a Course	Registrar's Office
Changing a Field of Study	Registrar's Office
Building University Calendar	Academic Services Office
University Catalog	Academic Services Office
University Security	Office of Campus Safety
Academic Counseling	Academic Services Office
Personal Counsel Referrals	Student Development Office
Career Counseling	Student Development Office
Spiritual Campus Minister	Nix Student Center
Conduct Fines	Business Office
Dropping a Course	Registrar's Office
Dining Services	Business Office
Employment Off Campus	Student Development Office
Employment On Campus	TMU Website and Financial Aid Office
Fundraising	Advancement Office
Graduation Application	Registrar's Office
Health Needs	Office of Student Development
Identification Cards	Office of Student Development
Lost and Found	Mail Room
Mission Opportunities	World Missions Center
Recreational Facilities	Student Wellness Center
Reporting Accidents	Campus Safety Office Facilities
Reporting Crime	Campus Safety Office Facilities
Reporting Sexual Harassment	Office of Student Development
Residence Hall Maintenance	Office of Student Development
Student Activities	Office of Student Development
Veteran Affairs	Registrar's Office
Withdrawal from University	Registrar's Office