



Truett McConnell
U N I V E R S I T Y™

2024-2025
Student Handbook

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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 TMU is to equip students with the Truth, through a Biblically-centered education, to fulfill the Great Commission.

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 students. 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 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 Life Services

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

Campus Store - The Outpost

The Truett McConnell Campus Store is 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 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 and commuters with class on Tuesday, 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 Life Office or online at www.truett.edu/chapel.

Chapel Attendance

Chapel 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 attendance each semester they are enrolled at TMU through the myTMU app. No more than two excused absences per

semester will be tolerated even if the number of total chapels varies each semester. Only one excused absence for the first half of chapel calendar and one for the second half of chapel calendar is allowed. Please see the chapel schedule here: www.truett.edu/chapel.

Commuters with class on Tuesday are required to follow all chapel attendance policies. Commuters without class on Tuesday are not required to attend.

Appropriate Absences for Chapel:

- Sick with doctors note
- Death in the family
- Athletic Team Travel
- TMU related function
- Student Teaching
- Junior/Senior Nursing Clinical with professor note and signature

*If you have extraordinary circumstances or concerns, it is the student's responsibility to contact the Office of Student Life for further directions and instruction.

Students can make up to one chapel credit by speaking with the Office of Student Life before a fine is issued on their Student Account. Each unexcused absence results in a \$125 fine beyond the two allowed absences.

Students with approved accommodations through the Office of Special Support may contact the Office of Student Life special for chapel accommodations (ESA, health related issues, etc.).

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 the campus counseling center in the Hood building. Individual counseling services are provided by graduate student interns who are pre-licensed and under the supervision of the clinical director of the counseling center, Dr. Susanne Thurber, LPC CPCS. GA LPC#009152. Referrals for counseling are made through the Student Life 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. Students can receive free counseling sessions each semester. The duration of counseling provided is determined case-by-case.

To find out more about the counseling center, visit it online at:

Dining Hall Services

All residential students must purchase a meal plan each semester. Students living in Sewell, Merritt, Otwell, and Garrison must purchase the full meal plan with 19 meals. Students living in Wood Hall or the Heritage Condos must purchase the 15 meals a week plan and may increase to the full 19 meal a week plan if they desire. Students living in Twin Springs or the Condos must purchase the 5 meal a week plan and may increase to the full 19 or 15 meal a week plan if they desire. Only students exempt through Special Support Services may be granted meal plan exemptions. The student ID card allows the resident entrance to the serving line. There are no refunds for money added to meal cards at any time during or when the semester ends. All freshmen, regardless of housing assignment, must have 19 meals per week for both Fall and Spring semesters.

On-campus dining in Carole Anne's Café, The Daily, and Georgia Public House is provided by Creative Dining Services.

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. Oversized packages will be held in the campus store and a notification placed in the student mailbox. Students are responsible for checking their mail regularly. 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, meet, and study. It provides televisions, snack areas, meeting rooms, and a shared printer/copier. In addition, the Admissions Office,

Student Life Office, Athletics, Advancement, student mailboxes, campus store, and The Nightly are located here. Student Center hours will be posted on campus. Portions of the Nix Student Center are monitored by video recording devices.

The Nightly

The Nightly, a state-of-the-art coffee shop, is the newest Student Life space on the TMU campus operated by TMU staff and students. Open to all students, faculty, staff, as well as the outside community, the Nightly provides a space to refuel, study, and build community. A variety of breakfast foods and beverages are available for purchase (not included in campus dining plans). Through a partnership with Phoenix Roasters, proceeds benefit missions and church planting.

Operating hours are as follows:

Monday 2 PM – 10 PM

Tues – Fri 2 PM – 12 AM

Sat – Sun 6 PM – 10 PM

Student Activities and Events

Student activities and events are an important part of the TMU experience and are designed to enhance spiritual and social development. The Student Life staff works with students and the Student Life Leadership Council to plan, create, and produce these happenings. These events and activities are communicated through the TMU calendar, myTMU app, Instagram (@tmustudentlife), and weekly emails. Students are encouraged to be proactive about being aware of and engaged in campus events.

*All events, activities, and groups must be approved by the Student Life office.

The George Blaurock Student Wellness Center

The Student Wellness Center (SWC) features a walking track, a fitness center, a leisure pool, two racquetball courts, and three full basketball courts 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 recreational sports to promote active living. It is also a main place to enjoy TMU campus community. Students can meet friends for lunch at the conveniently located [Georgia Public House](#) restaurant or relax in the lounge areas which house soft seating, televisions, ping-pong, and pool tables. Students will also find a shared printer/copier for use.

Georgia Public House

Students may swipe 5 times per week for breakfast and lunch in the Georgia Public House which offers a variety of delicious and nutritious food, including smoothies, specialty coffees, and more.

The Daily

Located in Miller, this quick and convenient grab-and-go eatery makes a wonderful place to get an iced coffee or latte. Students may swipe 5 times per week for breakfast in The Daily. One swipe equals one food item and drink or iced coffee. A Latte is a swipe by itself.

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 Library. Students may also secure voter registration applications at http://sos.georgia.gov/elections/how_to_register.htm

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 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 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 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 (Family Educational Rights and Privacy Act)). It is the University's policy regarding appropriate access to student records while protecting their confidentiality.

Definitions

Student: For privacy rights and records, 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 are 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 plan 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 to 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 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

Advertisement and Poster Policy

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

1. Postings are not permitted without special permission from the Student Life Office.
2. Unapproved posted materials 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., dorm lobbies or The Nightly). Failure to adhere to the advertisement policy may result in the loss of posting privileges.

Alcohol and Drugs

TMU follows the Drug-free Schools and Communities Act Amendment to the Higher Education Act of 1965 (PL 101-226; 20 U.S.C. 1145g). This law prohibits all students from the possession, use, or distribution of alcohol and drugs.

All faculty, staff, and students should be aware of the following penalties for alcohol and drug related crimes. The possession, manufacture, sale, or distribution of illegal drugs may result in community service, imprisonment, or a fine. Importantly, penalties may double when

distribution, manufacture, or possession with the intent to distribute occurs on or within 1,000 feet of a college or university. The possession of alcohol by individuals under the age of 21 (and the distribution of alcohol to under-age individuals) is classified as a misdemeanor. Driving under the influence of alcohol or drugs is illegal and penalties may include mandatory education programs, community service, fines, imprisonment, or the revocation of a driver's license.

TMU seeks 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.

To protect a healthy work and learning environment and promote the University's mission, TMU 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 for criminal prosecution.

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 disciplinary measures. Furthermore, all evidence seized can be used in administrative and/or disciplinary hearings.

Violation of this policy shall result in the imposition of one or more disciplinary measures up to and including expulsion. In addition, violation of this standard of conduct may result in criminal penalties under local, state, and federal law. The University reserves the right to exercise total discretion in the imposition of disciplinary measures.

Notification of Drug-Related Convictions

Federal Pell grant recipients 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 or scholarships.

The University encourages students with alcohol or other drug-related problems to seek assistance. The Office of Student Life 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.

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, TMU must 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.

Mass Notification

TMU utilizes a mass notification system to alert the university community of important announcements and emergencies on campus. Students must complete a registration form at the beginning of each year that provides their 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 must notify the Student Life 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, like tornado warnings, campus alarms may be used instead of calls or text messages.

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

Appropriate Dress

The following are general guidelines for all students. All clothes should be clean and in good condition. Messages or images on apparel should be consistent with the culture and mission of the University. Footwear is required in public buildings. Pajamas are inappropriate for public areas. Shorts, dresses, leggings, tights, and skirts should reflect modesty.

Swimwear/Athletic wear should reflect modesty and be worn only in applicable areas. No visible undergarments in public areas. Shirt coverage should be appropriate for TMU culture. Length,

size, and presentation of clothing should be congruent with having respect and honor for one's body. Students must be fully clothed in all eating areas. If a student's attire is deemed inappropriate, they will be asked to modify their attire.

Some job specific duties, athletics, or other opportunities may require students to wear more formal attire.

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 Life prior to beginning coursework at TMU.

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

Exceptions to this policy are made at the discretion of TMU administrators when extraordinary 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 aged 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 AM to 6:00 AM. During these hours, students are expected to be in their assigned residence hall. Campus security will monitor

campus during these hours. Anyone found outside will be instructed to return to their assigned residence hall and may be subject to disciplinary action.

Curfew

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 Life staff or TMU administration.

Students 24 years old or older may apply for an exemption from TMU's curfew policy by contacting the Office of Student Life 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.

Electronic Communication Policy

The TMU Electronic Communication policy establishes guidelines for Christ-honoring use of technology including computer, e-mail, IM, ISP, internet, and social media. It also outlines the inappropriate use of the Truett McConnell University network. The TMU network includes instant messaging, postings to newsgroups and any electronic messaging involving computers, cell phones, and computer networks that are part of and/or owned by Truett McConnell University. This includes the use of student portals and myTMU app.

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.

E-mail

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 at the Information Technology office in

Otwell Hall. Because student e-mail is the university's official means of communication, students must check their TMU e-mail regularly. Students are responsible for communications sent via University e-mail without exception.

TMU e-mails are not protected by privacy legislation and are considered property of the University. Students should not send anything in an e-mail they do not wish others to see or read.

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 messages —Any threatening or abusive message 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 unrelated to University business and sent without a reasonable expectation that the recipient would welcome receiving it.
6. False identification—Any actions that defraud another or misrepresent, impersonate, 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, use, or distribution of pornographic materials is prohibited.

Social Media

Students at TMU represent the integrity and Christian values of the institution to the world. Therefore, students are discouraged from posting pictures, videos, statements, or other items on message boards, social media platforms, and the myTMU student portal/app that would discredit the student or the institution as well as dishonor Jesus Christ. Postings that depict or describe violations of TMU standards of student conduct or harassment will result in disciplinary action against the students involved.

Flags/Holds 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 re-admission, 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 a resident student's account until they have cleared the check-out process.

Fundraising

All fundraising activities must be approved by the Student Life Office before the fundraising drive starts.

Hazing

In accordance with Georgia law (Code 1981, Section 16-5-61), TMU prohibits all hazing. According to state law, hazing is defined as subjecting “a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student’s willingness to participate in such activity.”

It is unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. Any student or employee who initiates, encourages, or engages in hazing may be subject to immediate discipline and referral to local law enforcement.

ID cards

All traditional students must have a Student Identification Card. A student must always have 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. 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.

Personal Property

The University does not assume responsibility for loss or damage to the private property of students or guests. Students are reminded to lock room doors and vehicles on any occasion when leaving. Also, students are encouraged to always guard possessions and books.

Resident students are encouraged to purchase and maintain a renter's insurance policy to protect their personal possessions against theft and damage that may result while living on campus. This damage 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 statutes. 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 decide as to the disposition of all confiscated property. Any illegal items 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 Life Office to learn the disposition of their property. Confiscated property 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 disposed of at the discretion of TMU.

Private Property

The University is a private institution, and its property is considered private. The University may determine who may be invited or permitted on campus and may restrict access to the campus at any time. A student has agreed to be governed by the University's rules and regulations and subjects him/herself to the University's authority as provided in those rules, including but not limited to policies concerning vehicles, alcohol, drugs, weapons, searches, and seizures. Guest(s) must conform to the University's rules also. The University may request unwelcome individuals or individuals not in compliance with the University's rules to leave campus and, if necessary, may cause the person to be arrested for trespassing.

Room Entrance

TMU 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 Life staff may enter rooms for health and safety inspections or if there is reason to believe a health or safety hazard exists. Additionally, Student Life staff may enter student rooms to verify student presence after curfew.

The Student Life staff of the University may search any student's property (possessions, residence hall room or vehicle) at any time, especially when 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 the University's policy on [Personal Property Confiscation](#)). 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 student, employee, or community member may solicit money or goods or undertake to make sales on campus. As an exception to this policy the Office of Student Life 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 Life Office.

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 always be on duty. 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 and are subject to change. Anyone wishing to use the pool is expected to observe the posted rules and respond to the instructions of the lifeguards and staff as they work to keep the environment as safe as possible. Lifeguards and staff may issue warnings and reserve the right to request anyone who puts self or others in danger of harm to leave the pool area. Anyone attempting to enter the pool area when it is closed will be subject to ejection and disciplinary action.

All visiting guests 17 years and younger may be classified as to their swimming ability daily. There should be one attending adult per 15 children under 14 in 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 always be followed. 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 Life staff. Some floats and toys are provided at the pool for visitors. Please feel free to use and care for the equipment.

Title IX (Discrimination, Harassment, and Sexual Misconduct)

TMU strives to maintain high standards of professional ethics and sustain an atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships.

Consistent with the Title IX of the Educational Amendments of 1972 (20 U.S.C. §§ 1681 et seq.), its corresponding implementation regulations (34 C.F.R. Part 106), and the Violence Against Women Reauthorization Act of 2013, the University prohibits all forms of discrimination and harassment on the basis of sex against any member of the University community, whether faculty, staff, or student. These laws prohibit all forms of sexual or sex-based harassment.

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive, that it effectively denies a person equal access to a school's education program or activity;
- an employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct (quid pro quo); or
- Sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking.

TMU is committed to providing an atmosphere free from such prohibited conduct and will offer resources and assistance to anyone affected by it.

Although sexual harassment may not violate state or federal law, the University may consider conduct to be sexual harassment whether 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.

The University takes very seriously the significant role which education and prevention programs play in a safe campus environment and is committed to providing this type of programming for its community. This commitment is exemplified through training programs during new student orientation, residence hall programming, campus email communication, academic catalogs, faculty/staff training, acquaintance rape prevention programming, the TMU Harassment Policy, and the TMU Sexual Assault Policy. These policies are reviewed annually to ensure prevention and training are effective and timely.

Students may access a physical copy of the full text of the Title IX rule in the shared areas of the Nix Student Center

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 prompt complaint to any faculty/staff member with whom they feel comfortable. The University will investigate the complaint promptly.

Such prohibited conduct will be investigated through the Title IX grievance process. Any sexual misconduct or inappropriate behavior that falls outside of the scope of Title IX will be addressed as a disciplinary issue by the office of Student Life for students and the office of Human Resources for employees.

Students may also direct complaints of sexual harassment to one of the following TMU personnel via email, phone, or in person during business or via email and phone during non-business hours.

Melissa Deming
Director of Student Advocacy
Title IX Coordinator
Mdeming@truett.edu
Nix Student Center, 2nd Floor
706-865-2134, ext. 4102

Faculty and Staff may direct complaints to:

Rachael Meggitt
Director of Human Resources
Title IX Deputy Coordinator
Rmeggit@truett.edu
Miller 106
706-865-2134, ext. 3601

Reports should include as much information as possible including the names of the complainant, respondent, and anyone else involved. Reports should also include times, dates, locations, as well as pertinent circumstances or details.

Title IX Coordinators are responsible for overseeing TMU's response to complaints of violations, as well as identifying and addressing any patterns or systemic problems revealed by complaints. This would include ensuring that appropriate steps are taken to investigate or otherwise determine what occurred. When investigations reveal that reported sexual misconduct creates a hostile environment, the Title IX Coordinator is responsible for taking prompt and effective steps to end sexual misconduct, eliminate a hostile environment, prevent its recurrence and, as appropriate, remedy its effects.

TMU reserves the right to hold students and employees accountable for acts of sexual assault that occur on or off campus. This includes prohibited conduct at university-sponsored events

which take place off-campus (i.e., athletic events, concert tours, trips, conferences, or retreats) or conduct that occurs off campus that negatively impacts TMU.

More information about TMU's response to sexual misconduct, including the investigation process and supportive measures, can be found at [Title IX - Truett McConnell University](#).

Confidentiality

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 sexual harassment and civil rights violations and, if appropriate, to take corrective action. Therefore, complete confidentiality cannot be guaranteed.

State law requires TMU to notify appropriate authorities of the suspected abuse of a minor under 18.

TMU provides confidential resources on campus through the Counseling Center, which is in the Hood office building.

[University Counseling Services - Truett McConnell University](#)

Gideon Hendrix
Counseling Center Coordinator
Ghendrix@truett.edu
706-348-2428

Students may also call the National Sexual Assault Hotline at 1 (800) 656-HOPE (4673).

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.

Reporting Sexual Assault

In the event of sexual assault, any or all the following may be notified: Residence Life staff, Student Life staff, the Title IX team, TMU Campus Security, or the Cleveland City Police.

Sexual assault or exploitation may be reported to the following:

- For emergencies, call 911.
- TMU Campus Security – 706.969.0588
- Cleveland Police Department (non-emergencies) – 706.348.7078

Regardless of whom the victim chooses to file a report with, he/she is encouraged to take the steps listed below. If 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 TMU Student Life staff.

Truett McConnell University encourages all victims to consider the following:

1. 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. To protect an individual's own health and to address 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 later, to utilize the legal avenues available in prosecuting her/his case.
3. To preserve all evidence, the victim is advised not to 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. To collect evidence and solicit clear recollections of facts and events, the victim is advised to contact the Cleveland City Police (706.348.7078) immediately following an assault. Institutional employees will help the victim notify the authorities if the student requests their assistance. Once the assault is reported to the police, if the evidence warrants such action, the police will file charges.
5. 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 includes any member of the Title IX Team or Student Life personnel. Reporting a sexual assault does not commit a victim to filing a complaint with the University. The information will be kept confidential as 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 Life 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: Student Life personnel, Resident Assistants, Resident Directors, TMU's counseling center as well as local health centers.

Title IX Reporting Process

When a report of a sexual assault is filed with the Title IX Coordinator, the following procedure will be followed in a reasonably prompt timeframe. This process ensures that complainants and respondents are treated equitably prior to any disciplinary sanctions are applied.

1. Formal complaints of sexual harassment and sex-based harassment may only be filed by individuals (complainants) participating in or attempting to participate in the educational program or activity of TMU and must include the following:
 - A) Offer written notice alleging sexual harassment against a specific individual (respondent).
 - B) Request TMU to investigate the allegation of sexual harassment.
 - C) Be filed with the Title IX Coordinator in person, by mail, or E-mail.
 - D) Include as much detail as possible (name of respondent and pertinent parties, date, location, time, and all relevant circumstances.)
2. TMU reserves the right to remove any student or employee who presents an immediate threat to the physical health or safety of any student or other individuals.
3. Upon receipt of a formal complaint, the Title IX Coordinator will contact the complainant to offer supportive measures and explain the grievance process as well as any informal resolution options.
4. Next, the Title IX Coordinator will provide written notice to all known parties concerning the allegations potentially constituting sexual harassment, including sufficient details known at the time and details concerning TMU's grievance process.
5. An objective investigation of the alleged incident will be conducted, which will include the solicitation of written statements from both the respondent and complainant and personal interviews with each party (and others who might provide pertinent information).
6. The Title IX Coordinator will treat all individuals equitably by facilitating an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
7. TMU will afford parties equal opportunity to have an advisor during any aspect of the formal complaint process. If a party does not have an advisor, TMU will provide an advisor, free of charge, to advise them and conduct cross-examinations.

8. Both parties will be provided with equal opportunity and time to inspect and review investigative reports as well as any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
9. In a formal complaint process, the University will provide for a hearing at which each party's advisors will be allowed to ask questions and cross-examine witnesses.
10. At any time prior to reaching a determination regarding responsibility, TMU may facilitate an informal resolution process that does not involve a full investigation and adjudication.
11. Simultaneously, the respondent and the complainant will receive a written determination of responsibility made by members of the Executive Cabinet, the disciplinary measures imposed, and the procedures and permissible bases for both parties to appeal.
12. Disciplinary measures may include but are not limited to any of the following: loss of housing, restitution, counseling, probation, suspension, or dismissal.
13. 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 President of the University. The decision made by the President is final.
14. If a student has been removed from campus for safety reasons, the decision may not be appealed.

Additionally, TMU 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. Disciplinary measures 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 campus 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 Truett McConnell's policies.

Rights of the victim of a sexual assault

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. TMU and its staff are committed to listening to complaints and taking complaints seriously.
2. The right to safety. TMU personnel will work with students to ensure their safety.
3. The right not to be academically penalized. TMU personnel will work with students to explain class absences and missed assignments, etc.
4. The right to advocacy. TMU offers personnel (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, as reasonable under the law.

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 TMU Title IX Coordinator or Deputy Coordinators.

Right To Know

Truett McConnell University believes that a well-informed community can better prevent the incidence of sexual assault. The Student Life 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.

Retaliation

TMU strictly prohibits retaliation against any student or employee making 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.

Neither TMU nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX.

Tobacco

TMU prohibits the use of any kind of tobacco product by students, employees, and visitors on campus. This includes tobacco use in vehicles. Prohibited products include cigars, cigar boxes, cigarettes, cigarette boxes, lighters, matches, dip cans, spit bottles, and chewing tobacco.

Vapes / Electronic Cigarettes

In addition to tobacco (cigarette smoking, pipes, cigars, chewing tobacco and snuff), TMU also prohibits the use of electronic cigarettes. Vapes or vape paraphernalia are not allowed on campus.

Weapons, Firearms, Fireworks, or Explosives

TMU follows Georgia code 16-11-127.1 and prohibits students from the possession of weapons on campus. TMU prohibits students from possessing or using the following items: firearms, knives, bows, arrows, sling shots, BB or pellet guns, airsoft guns. It also prohibits 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 Life 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. TMU also prohibits flying a drone anywhere on campus. Drones and other remote-controlled flying objects are not allowed on campus for any reason.

Simply put, the safety and security of all students and employees is a priority for TMU. Any violation of TMU policy and/or federal and state laws concerning weapons on school grounds will result in immediate discipline and/or referral to law enforcement.

Working on Campus

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

Campus Security

Campus Security Office

The Campus Security Office works to ensure the physical and personal safety and security of the TMU community. Campus Security officers are on duty 24 hours a day, 7 days a week. A Campus Security officer can be reached by dialing 706-969-0588 or 706-865-2136 ext. 3200. In the event of an emergency, students should immediately call 911. Campus Security officers are available to discuss safety issues and prevention methods. The Campus Security office is located downstairs at the Allen Building.

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 follows the Campus Security Act of 1990.

The report shall include:

- Crime statistics on campus.
- Crime statistics on areas contiguous to campus.
- A statement of current campus policies regarding procedures for reporting criminal actions or other emergencies.
- A statement of current policies concerning security of and access to campus facilities.
- 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.
- A statement regarding campus sexual assault prevention programs and policies; and
- The source for registered sex offender information.

The campus crime report is posted on the university web site at [Campus Crime Reports - Truett McConnell University](#) or a copy may be obtained from the Student Life Office.

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.

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 Security 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 do not have to delay 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-lit 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.

After Hours Access to Campus

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

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 Life staff, or Campus Security officers. Any such report that is received will be documented and referred immediately to the Student Life office for investigation. The Student Life Office, in cooperation with the university administration, will immediately initiate an investigation to determine if the student is missing. If, after investigating, the student is determined to have been missing for at least 24 hours or is believed to be in danger, the Cleveland Police Department 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.

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 only be allowed to gather 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 Security officers have the authority to declare any area of campus unsafe and to restrict access, as necessary.

Motor Vehicles and Parking

All persons registering or operating motor vehicles on the campus of Truett McConnell University are responsible for knowing the rules and regulations governing parking and traffic of the campus. Students are allowed to operate a motor vehicle on campus, provided they comply with vehicle regulations, parking and other regulations as determined by the Vice President for Finance and Operations, Director of Facilities Management and Security, and/or the Deputy Director of Campus Security.

The Truett McConnell University parking system is designed to provide adequate parking. Color coded lots are provided, and signs are posted at every parking area to help facilitate the parking demand. Students should park only in assigned areas to avoid parking citations. Visitors are welcomed on campus and are expected to respect the parking regulations.

The privilege to park a vehicle on campus may be suspended or revoked at any time at the discretion of the Vice President for Finance and Operations.

Truett McConnell University assumes no responsibility for any motor vehicle or its contents at any time.

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.

Only the current year permit may be displayed on a vehicle. All expired permits must be removed.

Every vehicle must be registered with Campus Security on the first day it is on campus.

Permits can be obtained by registering on Truett McConnell University parking permit portal. online form [Login \(permitsales.net\)](http://permitsales.net).

Permits cannot be sold, altered, falsified, or transferred to another individual. Permits are for use by the individual issued with the permit.

The Parking Permit Decal must be placed on the exterior, lower driver side front windshield, above the hood line on the front band (The black band and accompanying black dots at the top, bottom, and/or sides of a windshield) to assure visibility on motor vehicles.

Motorcycles/Scooters must display valid decals on the left side of the windshield, windscreen, or fuel tank for visibility.

Students are only allowed one registered vehicle on campus at any given time.

Parking permits do not guarantee a parking space in a certain area, rather they authorize parking in an issued zone. Lack of space is not justification for illegal parking.

Students will in general 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.

The privilege to park a vehicle on campus may be suspended or revoked at any time at the discretion and approval of the Vice President for Finance and Operations.

ADA Accessible/Disability Parking

All student vehicles parked in a designated disabled space must display a permanent or temporary state issued disability placard or license plate and a valid TMU permit with the appropriate registration permit affixed.

Students with accessible parking privileges are required to register their vehicles and possess a TMU parking permit in conjunction with their accessible permit.

A disabled person may park in any disability parking space or standard space within the assigned permit area.

Temporary Truett McConnell University Issued Disability Permit

The Deputy Director of Campus Security may grant temporary Truett McConnell University disability permits. Eligibility for temporary disability permits must be approved by a medical doctor or TMU Trainer. Parking locations will be determined by the Deputy Director of Campus Security at the time of issue. Temporary Truett McConnell disability permits DO NOT permit you access to park in handicap parking, also known as accessible parking spaces, specifically reserved for individuals with disabilities.

Temporary Parking Passes

Should you have need to temporarily drive a vehicle other than the one you have registered, you must obtain a temporary permit from the front gate attendant upon your initial arrival to campus.

Neglect to do so will result in a citation. The temporary permit will be allowed up to seven calendar days for any registered student. Temporary permits cannot be renewed. If the temporary permit is required for more than seven calendar days, a new permit must be registered and issued.

Visitors/Guests

Daily Passes are available for guests of students. Visitors should park in either a designated guest lot located throughout the campus, or the Navy-Blue lot located adjacent to Wood Hall. Regulations will be enforced and registered owners will be responsible for any citation issued. Only Campus Security personnel may authorize a visitor to park in any area not designated for visitor parking.

Replacement Permits

If a permit malfunctions the permit holder may obtain a replacement at no charge by returning the defective permit to the Deputy Director of Campus Security.

In the case that a permit is lost, or a student registers a different vehicle, Campus Security will provide up to two permits per academic year per student. After the second permit a charge of \$50.00 will be assessed for each successive replacement.

Alternate Transportation & EVs

Bicycles, skateboards, scooters, self-balancing, battery powered board for personal transportation or any similar transportation modes do not require a permit to operate on TMU campus, however they should all be treated as vehicles. They must stop for stop signs and traffic lights, yield at crosswalks, control their speed, use turn signals, avoid occupying sidewalks and obey other rules of the road.

For all bicycles, skateboards, scooters, self-balancing, battery powered board for personal transportation, or similar transportation modes, it is strongly recommended to wear a helmet, safety equipment and bright-colored or reflective clothing.

Operation of bicycles, skateboards, scooters, self-balancing, battery powered board for personal transportation, or similar modes of transportation in an unsafe manner, including but not limited to reckless operation that could lead to an injury to oneself or others; failure to follow traffic signals or signage; failure to yield to pedestrians; or failure to maintain control of a vehicle, skateboard, scooter, self-balancing, battery powered board for personal transportation, or similar mode of transportation is prohibited and subject to a citation.

Always practice safe charging methods to reduce the risk of fire. Never leave the EV unattended while it is charging, use only charger supplied with the battery powered personnel modes of transportation, and follow all manufacturer recommendations.

Electric Vehicle Charging

Truett McConnell University does not allow charging of an electric vehicle (EV) on the campus. Failure to adhere to this regulation could result in a citation and/or suspension of driving privileges. There is a charging station for an EV located at 66 East Kytile Street, Cleveland, GA. This is located 0.9 miles from the main entrance to Truett McConnell University.

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 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.

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 minimum \$25.00 fine unless otherwise noted. These fines will be added to the student's bill through the Business Office.

Violations

Citations will be the responsibility of the registered holder of the permit. 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.

Registration Violations

Failure to register a motor vehicle on the first day vehicle is on campus.

No Permit Displayed; A vehicle registered by a permit holder without a visible permit.

Displaying Expired and or Multiple Permits on vehicle.

Altering or falsifying a permit in any way; using a stolen, lost, or photocopied permit, or fraudulent purchased - Persons who knowingly acquire, use, or display a parking permit with false information will be considered to be engaged in fraudulent behavior. Anyone found in violation of a fraudulent permit will be issued a \$1,000.00 fine.

Parking Violations

Parking regulations remain in effect and continue to be enforced during weekends, breaks, holidays, summer sessions, winter sessions and when classes are not in session.

Parking in an illegal or unsafe manner at any time is prohibited and will receive a citation and may result in towing. Vehicles subject to this are as follows, but are not limited to:

- Parking in a zone reserved for another authorized permit.
- Parking outside of a marked parking space.
- Parking in any roadway.
- Parking on a grassy area.
- Double parking.
- Blocking a parked vehicle.
- Parking on Sutton Drive.
- Parking in a space designated for disability without a valid unexpired parking permit for persons with disabilities issued by the County Tag Office.
- Parking in any location where a sign prohibits parking (Towing will be strictly enforced at owners' expense).
- Parking in more than one space in marked parking areas.
- Parking at any time behind Dining Hall including parallel parking along Edna Holcomb Dr.
- Abandoned vehicles.
- Vehicles blocking traffic.
- Vehicles parked in fire lanes, no parking areas, service areas, or reserved or restricted parking areas.
- Vehicles parked in areas not designated for parking.

Moving Violations

Driving in any illegal or unsafe manner at any time is prohibited and may result in loss of driving privileges. Violations subject to loss of privileges include, but are not limited to:

- Driving more than the posted 15 MPH speed limit campus wide.
- Operating a vehicle in a reckless or irresponsible way.
- Permitting any passenger of vehicle to conduct reckless or irresponsible behavior. Examples include, but are not limited to, riding on the exterior of a vehicle, riding in the trunk of a vehicle, or hanging out of a vehicle.
- Failure to stop at a stop sign.
- Operating or allowing a passenger to ride a motorcycle on campus without a helmet.
- Driving the wrong way on a one-way street.
- Driving across any grass or sidewalk.
- Operating or occupying a moving vehicle without wearing a seatbelt.
- Driving while using a cell phone.
- Failure to stop for a pedestrian in a crosswalk.

Persons and/or vehicles with three or more citations in the current parking year are classified as habitual violators.

Habitual violators penalties will be enforced the following ways but not limited to the loss of campus parking privileges and community service hours in the current semester.

To expedite traffic flow and accommodate parking demands, parking regulations, in whole or in part, are often modified during major campus events.

Citation Appeals

If a student has a valid reason for contesting a citation, they may appeal within ten calendar days by following the process on his/her citation or clicking the Manage Citation link on the Truett McConnell University parking permit portal [Login \(permitsales.net\)](https://permitsales.net) and entering the required information.

The following violations may NOT be appealed:

- Altering or falsifying a permit
- Parking outside of a marked parking space
- Parking or driving on grass
- Parking in a Handicap space
- Parking in a Fire Lane or Yellow Curb Zone
- Parking in a No Parking Zone
- Reckless or unsafe driving
- Permitting reckless behavior by a passenger(s)
- Failure to stop at a Stop Sign
- Distracted driving
- Failure to stop for a pedestrian in a Crosswalk
- No valid permit displayed (will allow 1 appeal)
- Parking outside of an assigned lot (will allow 1 appeal)
- Disregarding a Barricade or Other Traffic Control

In addition, appeals based on the following are NOT acceptable and may be rejected:

- Lack of knowledge of the Parking Rules and Regulations.
- Inability to find a permitted parking space.
- Operation of the vehicle by another person.
- Failure of enforcement officers to ticket for similar offenses.
- Inability to pay ticket fines.
- Inclement weather.

- Tardiness to class, meeting, or other campus appointments.
- Someone other than a Campus Security officer providing instruction to park.
- Lack of a valid parking permit by a student, faculty, or staff member.
- Unauthorized parking in handicap, grass/landscape, sidewalk, or any other unmarked area.
- Only parked in an unauthorized area for a short amount of time.
- Failure to observe posted signage.

Failure to appeal this citation within ten calendar days will be considered as a guilty plea. Failure to pay this fine will result in further disciplinary action, and the inability to register for classes or send transcripts of Truett McConnell University course work.

Any citation that is corroborated through video evidence will NOT be considered for an appeal.

The TMU appeals committee meets monthly to review any citations that may be considered for appeal. Once the appeal process is completed, the ticket can be upheld or voided. The Committee's findings are final and cannot be appealed further. Campus Security cannot change the ruling of the committee.

Tips to Avoid Citations

- Always Park in accordance with the restrictions of TMU regulations.
- No vehicle may be parked, stopped or left standing unattended in a fire lane for any length of time, regardless of the circumstances. Emergency flashers are not justification to park illegally.
- Obtain a temporary permit if you need to park an unregistered vehicle on campus.
- Report a disabled vehicle to Campus Security immediately.
- Do not assume it is okay to park illegally even if others are doing so.
- Remember that notes left on vehicle windshields are not justification to park illegally.
- Read and understand the complete Motor Vehicles and Parking document.

Motor Vehicle Accident

Any student involved in or witnessing a vehicle accident or damage to Truett McConnell property on campus with a vehicle must immediately contact Campus Security. If injuries are involved call 911 first. A Campus Security Officer will respond to the location and contact Cleveland Police Department for a private property incident/accident report.

Students may obtain a copy of the report from the Cleveland Police Department in accordance with their policies.

Video Surveillance

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

Fire Safety

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.

It is the resident's responsibility to evacuate a building when the fire alarm sounds, smoke alarm activates, or an audible warning alarm is heard. The procedures below are to be followed by residents or occupants during such activity.

Reporting Fire

The person who first discovers a fire emergency should do the following:

- Call 9-1-1 and report the fire.
- Pull the nearest pull station for the fire alarm system and exit the building.
- If possible, try to knock on doors and announce to other occupants that there is an active fire and to exit immediately.
- Notify the Campus Security Officer on duty by calling 706-969-0588 or by dialing 3200 from any campus phone of the situation at hand.
- Elevators cannot be used during an emergency evacuation.
- Go to the designated meeting area for your residence hall.

Mobility Impaired Evacuation

Students, staff, and faculty are requested to assist any handicapped or temporarily disabled persons during fire emergencies.

Elevators cannot be used during an emergency evacuation.

If mobility impaired or temporarily disabled individuals cannot safely evacuate or safely be assisted in evacuation, he/she is to remain in the room and keep door closed.

Call 9-1-1 or the Campus Security Officer on-duty 706-969-0588 to notify them of your location.

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 the 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 a 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:

Academic Buildings

Allen Building
Driskell Building
Hood Building
Sewell Plunkett Chapel
Cofer Library Dining Hall Driskell
Field House
Harris Athletic Complex
Brown Hall
Hood Building
Miller Hall
Nix Student Center
Odell Hall Sanctuary
Odell Hall Dixon Drive
Student Wellness Center

Residential Areas

Cleveland Courts I & II
Garrison Hall
Merritt Hall
Wood Hall Otwell Hall
Sewell Hall
Twin Springs Apartments
Heritage Condos

No student shall activate a fire alarm except in case of an actual fire.

No student shall disregard a fire alarm signal, refuse to evacuate a building, or re-enter without permission from a University official.

No student shall, without authorization, operate, move, tamper with or otherwise misuse any fire suppression equipment.

No student shall move, remove, tamper with or otherwise misuse any fire detection or early warning devices, emergency lighting or evacuation systems, including signage.

Severe Weather

Weather watches and warnings can be from several different originations.

Thunderstorms

A severe Thunderstorm Watch- is issued when conditions are right for severe thunderstorms. Be alerted to changing conditions. Remain alert until the watch is updated, or the watch is removed.

A severe Thunderstorm Warning- is issued when storms with strong winds, rain, or hail are expected in the area.

A warning of this nature may last up to or exceed an hour.

Tornados

Tornado Watch is issued when weather conditions exist that could produce a tornado. A watch of this nature may last multiple hours.

Tornado Warning- issued when a tornado has been sighted and threatening the community. At this time emergency messages are broadcast by the media and the warning sirens will be sounded. The warning siren on the campus of Truett McConnell University is tested at 11AM the first Wednesday of every month when the weather permits.

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.

In the event a tornado warning is issued, the EMS siren is activated. This is the signal for students to take shelter. University personnel will 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
Wood Hall: downstairs interior hallway
Brown Hall: downstairs in classroom area
Allen House: downstairs away from windows
Miller Hall: downstairs hallway in Miller Building
Sewell-Plunkett Chapel: Interior Practice Room
Cofer Library: downstairs restrooms
Harris Athletic Complex: volleyball locker room
Chandler House: downstairs interior office
Hood Building: downstairs interior office
Baseball/Softball Complex: Interior hallway
Nix Student Center: interior stairwells

Hurricanes

Hurricane Watch- issued when conditions are right for Hurricane for the next 48 hours.

A watch of this nature may last multiple hours.

Hurricane Warning- issued when expected within the next 36 hours.

If evacuation orders are issued, follow instructions from local officials. If you are not in the evacuation area, stay in your residence or wherever you are, then contact friends and family to let them know where you will be.

Residential Life

Living in a residence hall is one of the most rewarding and important facets of the TMU experience. Campus housing allows students to build community, develop interpersonal relationship skills, and fully participate in university life.

Because Truett McConnell is committed to the value of residential living, all 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 offered to students aged 25 and older. Students who are 25+ 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 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 Life regarding whether the student shall be given permission to remain in the residence halls.

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 must vacate the residence hall in accordance with the check-out policy 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 must leave immediately for violation of 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 Life Office.

Summer housing on campus is available to students registered for on-campus summer school classes and students employed on campus at least 30 hours per week. The summer housing application, which includes the conditions, terms, and guidelines of summer housing, is made available in May in the Student Life 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.

Residential Life Policies

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 when the actions of a resident are not conducive to

health and good study habits, interfere with rights of others, or do not accord with the purpose or standards of the University.

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 always respect the rights of others. 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.

Each resident student is subject to the terms of all stated regulations in this handbook as well as regulations created by the Student Life office. 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 the public areas of the following residence halls Monday through Friday: Merritt, Garrison, Otwell, and Sewell. Custodians also clean lobbies, hallways, and stairwells of Wood Hall.

This service 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 daily. 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 private property in shared areas or hallways. Facilities will not be held responsible for lost or destroyed items left in communal areas.

Students in Upper Classman housing are required and expected to clean their entire living space. Bathrooms and communal 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 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 Directors 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 to keep the bathrooms and other communal areas clean.

Check-in

The dates for Move-In Day are posted for each academic year on the campus calendar online at <http://www.truett.edu> and are available by calling Student Life at 706-865-2134 ext. 4100. For 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 Life. The move-in process includes filling out the appropriate paperwork and verifying the \$250 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 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 every other week during the semester. 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 PM on scheduled hall closing day as determined by the academic calendar or 24 hours after their last exam, whichever is earlier.

Note: Residents participating in graduation may be granted permission to remain in campus housing until graduation day. Before the academic year ends, 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 communal 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 for damages will be notified via mail of the charges and can 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 into 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 when vacant spaces are claimed 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. 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 of Student Engagement assign him/her a roommate, or agree to pay for a private room. The Director of Student Engagement will provide the students who are left without roommates with 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 ensures that at any time a new resident will 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.

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 of Student Life. 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. University-owned furniture, whether in communal areas or resident rooms, may not be taken outside. This includes but is not limited to wooden chairs and couches. Also, communal area furniture may not be moved into the rooms of individual residents. The communal area furniture is for all residents to use. Students are not allowed to push beds together in any capacity.

Illness and Injury

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.

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.

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 of Student Engagement. Students will be charged a \$75 Lost Key Fee for individual room keys and a \$250 Lost Key Fee for an 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.

The 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 Wood Hall will not be available to opposite sex guests outside of visitation hours.

Maintenance Requests

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@truett.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 of Student Engagement if an issue is not addressed.

Noise

Excessive noise is often caused by students participating in activities that are not appropriate inside or near a residence hall. Such activities include but are not limited to skateboarding, 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 always prohibited, 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 Life. Residents who host guests are responsible for the actions of their guests. Overnight guests are prohibited during finals.

All TMU students are expected to sleep in their own beds and rooms instead of sleeping over in the bed or room of another student. Students and guests are not allowed to share a bed.

Personal Property

The University does not assume responsibility for loss or damage to the private property of students or guests. Students are reminded to lock room doors and vehicles on any occasion when leaving. Also, students are encouraged to always guard possessions and books.

Resident students are expected to purchase and maintain a renter's insurance policy to protect their personal possessions against theft and damage that may result while living on campus. This damage 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 open 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 a community is an important value at Truett McConnell. Therefore, when a student is aware of damage 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 damage 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 Life Staff

Residence Life staff strive to promote a rich Christian living environment in which resident students may succeed in academic endeavors and grow in 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 of Student Engagement, a Resident Director, and Resident Assistants.

The Director of Student Engagement 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 Directors (RD) are responsible for the care of the residence hall. These responsibilities include support, guidance, and encouragement to residential 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. RAs (Resident Assistant) remind the student of the policy and regulations of the University and hold the resident accountable to them. RAs maintain a proper Christian atmosphere that is conducive to rest, study, relaxation, recreation, and healthy living on campus. RAs are selected on their ability to communicate with others, their willingness to accept responsibility, and their desire to serve others. They are also responsible for reporting any violations in the form of an Incident Report that will then be reviewed by the Director of Student Engagement. The Resident Assistant is the primary resource person for information and assistance to all students.

Incident Reports

RA's and RD's are required to file an incident report for any activity in the dorms that is contrary to TMU Student Handbook and/or activity that would be deemed dangerous and/or suspicious. All incident reports are reported to the RD as well as the Director of Student Life. The Director of Student Life will review all information and proceed to investigate if the incident requires further details, procedures, or disciplinary measures. All incident report documentation is kept confidential by the Student Life Director and is not released to the parties involved. If necessary, the Director of Student Life may involve athletic coaches or the Vice President of Student Life and Athletics in further discipline/disciplinary measures.

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@truet.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 insects, rodents, or other infestations in their room may lose the privilege of living in a residence hall.

Room Changes

Students wishing to change rooms/roommates are 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 of Student Engagement. The appropriate paperwork must be on hand before the date of the change. Any resident changing rooms without prior approval of the Director of Student Engagement 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 or activities that violate University policy and standards, a search will be conducted by any of the following: Resident Director, Director of Student Engagement, a Campus Safety officer, or other members of the University administration or Student Life staff. Any materials determined to be contraband may be seized in the search. This may include the prohibited 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 and illegal drugs are in the room, law enforcement may be involved in searching the room.

Room Inspections

Resident Directors and Resident Assistants will conduct scheduled room inspections 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. At check-in, students are given a list of scheduled room checks and are responsible for knowing these dates.

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. Charge amounts will be determined by the Director of Student Life. The Student Life staff also reserves the right to conduct unannounced room inspections throughout the year.

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. Private residential areas are not recorded.

Visitation

TMU visitation policies are set by the Office of Student Life 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.
- Visitation ends at 11 PM for all Freshman dorms, lobby visitation allowed.
- Visitation ends at 10 PM for all Freshman dorms on Monday evenings.

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 must sign-in with the RA on duty and leave their student ID.
- Guests of the opposite sex may not use the restrooms in the traditional halls.

Special additional rules for Twin Springs and Cleveland Courts student housing include:

- Visitors of the opposite sex are allowed only in the common area's 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.

Study/Quiet Hours

These times are established to provide residents with 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 into a residence hall room or outside the residence hall.

Students are not allowed to congregate 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:

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

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

Visitors

Visitors are subject to all University policies and regulations including visitation. Ignorance of campus rules is not a valid excuse for violating school policy. Whoever claims an individual as his/her "guest" will take the responsibility of seeing that TMU standards are upheld. No more than two off-campus guests (except for 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.)

Television Service

YouTube TV is provided in all dorm lobbies.

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.

Charges/Deposits

Enrollment Fee

All students must pay an enrollment fee of \$175 at their initial registration. This fee covers the cost of orientation and offsets the cost of normal wear and tear repairs in the residence halls.

Improper Check-in and Check-out

Mandatory hall meetings are held at the end of each semester and before fall, Thanksgiving, and spring breaks 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. Students who lose a roommate via transfer, graduation, or for any other reason mid-semester or at the end of fall semester, are required to find a new roommate for the upcoming semester or will be charged the private room fee. Student Life will not assign a new roommate unless it is approved by the student first. However, the private room charge will be added if there is no response from the student.

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 conflicts 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 Life 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 disciplinary measures up to and including expulsion.

SECTION V: DISCIPLINARY MEASURES

Any combination of the following disciplinary measures 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 disciplinary measures.

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 disciplinary measures.
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 disciplinary measures. 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. Such separation prohibits attendance at any classes, social events, other functions, or visiting university grounds or buildings without explicit permission from the Student Life 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 measures 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 Life 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 disciplinary measures 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 because of a student's actions. Restitution may be required to the University, to a specific department, or a specific individual.
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 Life 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 Life 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 Life 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 Life 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 of Student Engagement, Vice President for Student Life, 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 Life 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 if 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.) 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 to get further help before returning as a student.

SECTION VI: GREIVANCE PROCEDURES

All students within the TMU community should first utilize the Matthew 18 approach to resolving conflict. Begin and seek to resolve the conflict with the individual, just the two of you. If the issue persists, take a friend, and try once again to resolve the conflict. If the conflict persists, contact the Director of Student Life to see if he can assist with a resolution. If no resolution can be reached, the formal grievance procedure outlined below is the next course of action.

The Matthew 18 approach is for relational conflict and not more serious legal or ethical issues. Should you have a legal, ethical, or Title IX concern, you can report that information to someone you are most comfortable with and that person will report the issue to Human Resources or the Title IX Coordinator.

1. **Objective:** The primary objective of a grievance procedure is to ensure that concerns are dealt with promptly and resolution reached in a fair manner for all parties concerned. It is essential that each complainant be given adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment. The grievance procedures of Truett McConnell University are designed to provide effective means for resolving legitimate issues that are subject to the grievance process.
2. **Grievance Definition:** A grievance is defined as dissatisfaction occurring when a complainant feels or thinks that any condition affecting him/her is unfair, inappropriate, or creates unnecessary hardship. At TMU the Matthew 18 approach must be conducted prior to filing a formal student grievance.
3. **Types of Grievances:** Truett McConnell University affords two grievance procedures, depending on the nature of the grievance. The Student Grievance procedure is for nonacademic concerns, and the Academic Grievance procedure is for concerns related to classroom issues other than grade appeals. For both Academic Grievances and grade appeals, the student should contact the VP for Academic Services in his office located in Miller Hall.
4. **Informal Grievance Resolution:** The initial phase of the grievance procedure is oral discussion between the complainant and the individual alleged to have caused the grievance to communicate and resolve the problem. The Matthew 18 approach outlined above should be followed. The meeting should be held as soon as the complainant first becomes aware of the problem. If the complainant has good cause not to meet with the person(s) alleged to have caused the grievance or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the complainant should consult with the person's supervisor to attempt to resolve the problem. If the conflict is between students, it should be brought to the Vice President of Student Life, or designee, for discussion and resolution. After the Matthew 18 approach has been followed and should the matter remain unresolved to the satisfaction of the complainant, then the complainant may file a formal grievance.

5. Formal Grievance Procedures:

- a. To file a formal grievance, the complainant should detail the grievance in writing outlining the events of the incident limiting information to factual details and persons directly involved. The Student Grievance Complaint Form must be signed by the complainant and dated and then filed with the Vice President for Student Life within thirty (30) days of the initial incident. The Vice President for Student Life will serve a copy of the Student Grievance Complaint to all parties which the complainant has included in the grievance and the Hearing Officer. The Hearing Officer will be the designee of the Vice President of Student Life for non-academic, formal grievances.
- b. Within seven (7) working days of the Grievance Complaint the parties will submit in writing their explanation, if any, to the Hearing Officer. Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action. Within fourteen (14) working days of the filing of the Grievance Complaint the Hearing Officer will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.
- c. The hearings may not be tape recorded. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings. All grievances written are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of employment.
- d. If the Hearing Officer determines that there is not probable cause to support the Grievance Complaint, then the Hearing Officer will dismiss the grievance in writing stating the reasons for that finding. Such decisions may be appealed to the Cabinet who will have final authority on that issue. The appeal must be filed within seven (7) working days of the Hearing Officer's decision and state with specificity and clarity the reasons for the appeal.
- e. If the Hearing Officer finds there is probable cause to support the grievance, the Hearing Officer may resolve the grievance or pass the resolution to a Grievance Committee, which is *ad hoc*. The Vice President for Student Life will appoint appropriate members to the Grievance Committee. The Committee will consist of one Administrator, one Student, three Faculty Member, and one Staff Member. The Hearing Officer will serve as the Chair and will have a vote (6 votes total). Within fourteen (14) working days the Grievance Committee will convene a hearing to determine the resolution of the grievance.
- f. Formal Grievance Committee Procedure: The Formal Grievance Committee will hear the matter and resolve the dispute subject to the following:
 - The Complainant will present all relevant evidence to the Committee, subject to the examination by the other parties and/or the Committee.

- The other parties will present all relevant evidence to the Committee, subject to examination by the complainant and/or the Committee.
- Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
- Transcripts of the hearings will be taken by a committee member designated by the Chair.
- The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Vice President for Student Life. The Vice President for Student Life will serve a copy on all appropriate parties.
- All documents, transcripts, and decisions related to the Grievance Complaint will be held in a secure location within the Vice President for Student Life's office.
- A copy of the Formal Student Grievance Complaint Form will be filed in the Academic Services Office, which maintains copies and lists of all grievances filed.

6. **Appeals:** The appeal process is available to the complainant addressing decisions of the Hearing Officers or a Grievance Committee. Either party may appeal the decision, within seven (7) working days, to the Vice President for Student Life. She will take the matter to the executive cabinet who will have final authority over the matter. The Cabinet normally will only consider the written record of the evidence, including the Grievance Complaint, complainant file, responses, transcripts of the meetings, and written reason for the appeal, to render a decision in the matter. **If you are removed from campus by a member or members of the executive cabinet that decision is not able to be appealed.**

SECTION VII: 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. Firefighters 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 Wood Hall
 - Wood Hall: 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 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

If hazardous weather conditions exist, university officials will determine whether 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...

| Question | Where to find an Answer |
|------------------------------|--------------------------------------|
| Academic Records | Registrar's Office |
| Alumni | Advancement Office |
| Automobile Registration | Business Office |
| Automobile Citations | TMU website |
| Automobile Citations | 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 Life Office |
| Career Counseling | Student Life 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 Life Office |
| Employment On Campus | TMU Website and Financial Aid Office |
| Fundraising | Advancement Office |
| Graduation Application | Registrar's Office |
| Health Needs | Office of Student Life |
| Identification Cards | Office of Student Life |
| 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 Life |
| Residence Hall Maintenance | Office of Student Life |
| Student Activities | Office of Student Life |
| Veteran Affairs | Registrar's Office |
| Withdrawal from University | Registrar's Office |