Truett McConnell UNIVERSITY

2026-2027
Student Handbook

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SECTION I: INTRODUCTION

Welcome from the President

Dear Students,

Welcome to Truett McConnell University. Whether you are joining us for the first time or returning for another year, I am grateful you have chosen to pursue your education within this community of faith and learning.

The handbook you are holding is more than a set of rules. It is an expression of who we are together as a campus family. Every policy described in these pages exists because we believe your years here matter, not only for what you will learn in the classroom, but for who you will become as a person of character and conviction.

At the heart of this handbook is a simple idea: education is a partnership. TMU commits to providing you with rigorous academic preparation, a supportive residential community, and an environment shaped by biblical truth. In turn, we ask you to commit to the responsibilities that make such a community possible, honesty in your work, respect for others, and stewardship of the freedoms and privileges extended to you here. Rights without responsibility lead nowhere good, and responsibility without rights is not really partnership at all. We are aiming for both.

I want to say a word about faithfulness. Faithfulness is not a dramatic virtue. It rarely makes headlines. It is shown in showing up to class prepared, in keeping your word to a roommate, in choosing integrity when no one is watching, in returning again and again to the disciplines of faith even on ordinary days. Scripture reminds us that it is required of stewards that they be found faithful. That is my prayer for TMU as an institution, and it is my prayer for you as students. Not perfection, but faithfulness, in the small things and the large ones alike.

As you read through this handbook, I hope you will see it as a map for a life ordered toward something good. The expectations here exist because we love you and because we want your time at TMU to form you well, in heart, soul, mind, and strength.

Thank you for entrusting a part of your education, and a part of your life, to this university. It is an honor to walk alongside you.

Faithfully,
Larry W. Lyon, Ph.D.

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 TMU 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. As a TMU student, by agreeing to the TMU Financial Aid Award Acceptance Terms and Conditions you are also agreeing to read, understand, and abide by the rules and regulations set forth in the TMU student handbook.

SECTION II: TMU SERVICES

Academic Services

To encourage academic success, TMU 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 belongs to the student. 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 TMU provides reasonable accommodations. All accommodations are determined on an individual basis. TMU complies with federal and state laws in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990.

For additional information regarding Special Support Services, contact the Office of Special Support Services at 706-865-2134 ext. 2141 or go to https://my.tmu.edu/pages/special-support-services-

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

Cofer Library offers resources, services, and research help to both online and on-campus students. Library information and resources are accessible through the myTMU student portal and the TMU website. The student's email and password are used to login to the library e-resources such as eBooks and journal articles.

An online Library Handbook, Research Guide, and library help videos are available to assist in completing research assignments. The library is staffed by two librarians and several student library assistants who can be contacted by phone (706-865-2134 ex. 2203) or by emailing library@tmu.edu.

The Cofer Library building is located at the top of the hill between the Student Wellness Center and the Dining Hall. There are two levels to the library. The main level contains print books, study

carrels, tables, computers, a printer and copier, the service desk, and library offices. The lower level has the computer lab and restrooms.

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. TMU 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 needs offer course specific tutoring throughout the semester. All tutoring services are provided at no additional cost to students. For more information see https://my.tmu.edu/pages/student-success-center.

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 Campus Store phone number is 706.865-2134 ext. 3100 and the website is www.tmoutpost.org. Students may also visit The Outpost's online website, accessed through the www.tmu.edu website under Student Life.

The TMU Campus Store is available to answer your Online Bookstore questions. The online bookstore can be found on the TMU Website under the Resources tab/For Current Students. 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.

The Outpost is open Monday-Friday with normal hours of operation posted in the store, online, and through socialmedia@tmoutpost. The Outpost is closed on the weekends, extending hours only when necessary and for special events on campus. The Campus Store accepts cash, checks, Visa, MasterCard, and Discover cards. Checks in either the student's or the name of the student's parent 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. Chapel

is every Tuesday morning at 9:30 AM in the Harris Athletic Complex. Please refer to your MyTMU app or this link to view the chapel schedule here: Chapel - Truett McConnell University.

Chapel Attendance

Chapel is an integral part of the educational experience at TMU. As such, attendance is expected of all residential students. All full-time, residential students including commuters with class on Tuesday are required to attend chapel.

Students will sign in to chapel through the myTMU app. No more than two unexcused absences per semester are permitted. It is the student's responsibility to notify the Student Life Office of all excused absences. For approval of excused absences, the student must email: chapel@tmu.edu within 24 hours of the absence. Exceptions will be made for extreme circumstances. The student must send an email to the Director of Student Life at chapel@tmu.edu regarding an absence related to athletic team travel or TMU related functions submitted before they occur.

Appropriate Excused Absences for Chapel:
- Sick with doctor's note
- Death in the family
- Athletic team travel
- TMU related function
- Student Teaching
- Junior/Senior Nursing Clinical with professor's note and signature

Commuters with class on Tuesday are required to follow all chapel attendance policies. Commuters without class on Tuesday are not required to attend but must complete the Chapel exemption form.

If you have extraordinary circumstances or concerns, it is the student's responsibility to contact the Student Life Office at chapel@tmu.edu for further directions and instruction.

Students can make up to one chapel credit by speaking with the Director of Student Life before a fine is issued on their Student Account. Each unexcused absence will result in a $50 fine per missed chapel beyond the two unexcused absences permitted.

Chapel Exemption

Every residential student will begin each semester with chapel on their course schedule. To have it removed, you must apply for a Chapel Exemption which must be submitted by the end of Drop/Add each semester. Each application will be reviewed by the Student Life Office. You will be notified of approval or denial *via* TMU email. Because chapel is an institutional requirement, you are personally responsible for your own attendance and completing the chapel exemption form.

You may access the Chapel Exemption Form in the Student Life portal in the MyTMU app or here: Chapel Absence Form - myTMU. Students with approved accommodations through the Office of Special Support Services may contact the Office of Student Life for chapel accommodations (ESA, health related issues, etc.).

Computers

Computers are available on the first floor of the Nix Student Center, the Cofer Library, the Student Wellness Center, and the third floor of Miller Hall 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. Students can make appointments through the MyTMU portal under the Student Life tab by selecting 'I am ready to start counseling'. 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: University Counseling Services - Truett McConnell University

Dining Hall Services

All residential students must purchase a meal plan each semester. All first-time freshmen must pay for the largest meal plan, the Golden Bear Plan, regardless of where they are living. Students living in Wood Hall or the Cleveland Courts, who are not first-time freshmen, must purchase the Blue Bear Plan or the Golden Bear Plan. All students in Twin Springs and Heritage Condos are traditionally set on the Bear Necessities Plan. However, they have access to any meal plan they desire. Only students with approved reasonable accommodations through Special Support Services may be granted meal plan exemptions.

Through our "Flex Dollars" program, students have the opportunity to use a declining cash balance for meals and items at The Daily and The GPH, in addition to their meal "swipes" at Carol Anne's Café For more information on meal plans and flex dollars, see: Dining Services - Truett McConnell University.

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 the semester or any remaining balance on the account when the semester ends.

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. Students who are commuters are not eligible for a campus mailbox. Mailbox assignments are available at the Welcome Desk in the Nix Student Center. Oversized packages will be held in mail services and an electronic notification sent to your email for you to come sign for and pick it up. Students are responsible for checking their mail regularly. Students who lose their mailbox key must pay a $75 fee for a replacement. Students may leave outgoing mail in the mail slot in the desk in the Nix Student Center and purchase postage at the Campus Store/The OutPost.

Student mail/packages should be addressed as follows: Mail not addressed in this manner may be delayed by TMU mail service, The USPS, UPS as well as FedEx, etc.

Student Name
Truett McConnell University
100 Alumni Dr. Box _____
Cleveland, GA 30528-1264

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, student mailboxes, the campus store, and The Nightly are located on the first floor of the Nix Student Center. The Admissions Office, Student Life Office, Athletics, and Advancement are on the second floor. 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), the News Flush and weekly emails. Students are encouraged to be proactive about being aware of and engaged in campus events. To request reasonable accommodations for an activity or event, please contact Special Support Services at sas@tmu.edu Student Life at studentlife@tmu.edu at least 72 hours prior to the activity or event.

**All events, activities, and groups must be approved by the Student Life office. To seek approval for your group or activity, complete and submit this form* Student Life Approval Form for Group, Event or Activity

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.

The public is welcome to use the SWC for a fee.

Georgia Public House

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 is a wonderful place to get an iced coffee, latte or a bagel.

Voter Registration

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

SECTION III: TMU ACADEMIC POLICY

Academic Policy

See [Academic Catalogs - Truett McConnell University]

The attendance policy is included in the Academic Catalog in the above-referenced link.

Privacy Rights of Student (FERPA)

This policy was approved by the University in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The University follows FERPA regarding appropriate access to student records when needed 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 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.

Rights

The University is subject to the provisions of 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 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, class level attained, 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 TMU.
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.

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Student: For privacy rights and records, one who is attending or has attended the University.

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

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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, TMU 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 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, class level attained, 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.

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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 Vice President for Student Life and Athletics prior to posting. Posting guidelines are listed as follows:

1. Postings are not permitted without special permission from the Student Life Office. For approval, email a copy of the advertisement, announcement or poster to studentlife@tmu.edu.
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 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. Furthermore, all evidence seized can be used in administrative and/or disciplinary hearings.

Violation of this policy shall be reported to the Director of Student Conduct and will 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.

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 may notify a parent or legal guardian of a student under 21 years of age when the student has been found responsible through disciplinary channels for violating any TMU rule regarding alcohol or illegal drugs. Based on this clause in FERPA, and TMU's policy against use or possession of alcohol and illegal drugs, TMU will exercise its ability to inform the parents or legal guardians of any student under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Federal and State Laws Regarding Alcohol

Penalties for violations of law may involve serious fines, probation, jail time and forfeiture of a

driver's license. Below is a brief synopsis of the current laws in Georgia regarding alcohol (Official Code of Georgia Title 3):

- Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.
- Furnishing alcoholic beverages to persons who are under 21 years of age or noticeably intoxicated is prohibited.
- It is prohibited for any person under 21 years of age to misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.
- Public intoxication and possession of an open container of an alcoholic beverage in the passenger area of a vehicle are prohibited in the State of Georgia.

Possible Sanctions for Legal Convictions and Civil Liability Regarding Alcohol

- The sentence for a first conviction for possession of alcohol by a person under 21 years of age is up to six months of imprisonment, and/or a $300 fine. In addition to criminal penalties, anyone who knowingly furnishes alcohol to an underage person or a noticeably intoxicated person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the drinking driver.
- It is unlawful to drive under the influence of alcohol or drugs. Any person convicted of driving under the influence (DUI) of alcohol or drugs may face the following penalties:
    - First DUI conviction: Fine of no less than $300 and no more than $1000, and imprisonment for no less than ten days and no more than 12 months; license suspension; a minimum of 20-40 hours of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months, if imprisoned for fewer than 12 months.
    - Second DUI conviction: Fine of $600 to $1000, imprisonment for no less than 90 days; license suspension; no fewer than 30 days of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months less.
    - Third DUI conviction: Fine of $1000 to $5000, prison for no less than 120 days; license revocation for five years; no fewer than 30 days of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months.

      If a DUI causes the death of another person, the prison sentence is three to 15 years.

Federal and State Laws Regarding Drugs

It is unlawful in the State of Georgia to be under the influence of, to use, possess, distribute, sell, offer, or agree to sell or represent to sell narcotics, hallucinogens, dangerous drugs or controlled substances, except where permitted by prescription or law. TMU cooperates with law

enforcement so that this law is enforced. Dangerous drugs are those defined as such in Official Code of Georgia Section 16-13-71. See Results for: 16-13-71

Possible Sanctions for Legal Convictions Regarding Drugs

Under Georgia criminal statutes, the penalties for drug offenses depend on the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Possible sanctions include: imprisonment; forfeiture of property used to facilitate illegal possession; forfeiture of vehicles used to transport or conceal controlled substances; civil fines; ineligibility to receive or purchase firearms; and denial or revocation of certain Federal licenses and benefits. For more information, federal penalties can be found at: https://www.dea.gov/drug-information

Health Risks Associated with Alcohol and Other Drug Use

The following list describes some of the health hazards associated with alcohol and other drugs. This list includes common substances, both legal and illegal, that are common.

Stimulants

Drugs classified as stimulants speed up central nervous system activity. Excess use causes dizziness, anxiety, impaired coordination, sleeplessness, and hallucinations. Prescription drugs in this category include Ritalin and Adderall, which, when mixed with alcohol, can cause serious health consequences, including death.

Amphetamines (Benzedrine, Dexedrine, methedrine, diet pills, and MDMA): Effects include rushed and careless behavior, euphoria, increased alertness, talkativeness, stimulated heart rate, increased adrenaline, insomnia, and restlessness. Common complications can include nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, sexual impotence, seizures, and death from an overdose.

Cocaine (cocaine powder, crack, and freebased cocaine): Effects include brief euphoria, increased energy and sense of power, restlessness, surface anesthesia, and suppressed appetite. Common complications include tremors, nasal bleeding, inflammation, loss of brain function, toxic psychosis, seizures, depression, confusion, and death from an overdose due to heart or respiratory failure or due to impure cocaine.

Nicotine (cigarettes, e-cigarettes, dip, chew, and snuff): Effects the central nervous system almost immediately. When smoked, nicotine travels through the bloodstream twice as quickly as injected heroin, reaching the brain within seconds. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, lungs, and lips.

Depressants

Drugs classified as depressants slow down the central nervous system, reduces heart rate, and blood pressure. Even small doses can produce depression, drowsiness, and irrational behavior.

Alcohol (beer, wine, liquor, and some medications for coughs, colds, and congestion): Absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and behavior. Small to moderate doses reduce physical coordination, mental alertness, cause staggering, slurred speech, and slow reaction time. Larger doses can cause mood swings, memory blackouts, unconsciousness and even death. Common complications include dehydration, hangover, long-term heart, brain, circulatory and liver damage, and cancer. Overdose and/or mixing with other depressants can cause respiratory failure.

Narcotics/Opiates (heroin, oxycodone, hydrocodone, morphine, opium, codeine, methadone, and Demerol): Depresses blood pressure and breathing, elevates pulse, relaxes muscles and reduces pain. They also produce euphoria, nausea, drowsiness, and slurred speech. Common complications include respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, and complications from injection.

Cannabis (marijuana, hashish, hashish oil and tetrahydrocannabinol/THC): Effects include higher blood pressure, heightened senses, distorted perception, impaired memory and psychomotor skills, euphoria, increased heart rate and appetite, and dilated pupils. Common complications include possible lung damage, reduced sperm count and sperm mobility, changes in ovulation cycles, and damage from impure doses.

Tranquilizers (Valium, Librium, Rohypnol (roofies) and Thorazine): Immediate effects include relief of tension, anxiety, and drowsiness. Complications and long-term effects can include a hangover, menstrual irregularities, destruction of blood cells, jaundice, and coma. It is especially dangerous when used with alcohol.

Other Drugs

Hallucinogens (LSD, Ketamine, PCP, psilocybin, MDA, mescaline (peyote), DMT, SIP, and ecstasy): Produce auditory and visual hallucinations, and a distorted perception of time and space. Hallucinogens elevate blood pressure, dilate pupils, and cause dizziness. Common complications include depression, paranoia, physical exhaustion after use, psychosis (freaking out), exaggerated body distortion, fear of death, and flashbacks.

Anabolic Steroids (HGH and steroids): Many of these drugs are synthetic copies of the male hormone, testosterone. Regular use can cause acne, sexual impotence, and damage to the heart, lungs, and kidneys. Users may also experience psychosis, delusions, paranoia and hallucinations.

Synthetic Cannabis (synthetic, marijuana, K2, Spice, and Incenses): The product is generally made up of various herbs sprayed with synthetic chemicals causing effects similar, but not identical, to marijuana. Official Code of Georgia Section 16-13-25 now classifies these substances in the same Schedule I controlled substance category as heroin and LSD.

Inhalants (nitrous oxide, chlorohydrocarbons (used in aerosol sprays), hydrocarbons (found in gasoline, glue, and paint thinner) and amyl nitrate): Immediate effects include nausea, nosebleeds, fatigue, lack of coordination, and sneezing. Excessive use can cause pressure behind the eyes, headache, vomiting, and sometimes blackouts. Long-term use can damage kidneys, bone marrow and the brain.

Treatment and Educational Programming

TMU is committed to providing accurate and up-to-date information regarding dangerous substances, as well as the risks and potential consequences of their use. For students seeking assistance with drug or alcohol problems, the TMU Counseling Center is available for support and referral to alcohol and drug services or other certified rehabilitation programs. See: TMU Counseling Center - Truett McConnell University. Treatment and educational programs are regulated by Title 26 Chapter 5 of the Official Code of Georgia. The complete Official Code of Georgia, including laws can be found at: http://www.lexisnexis.com/hottopics/gacode/default.asp. Information about treatment can be found at: Substance Abuse Services for Adults | Georgia Department of Behavioral Health and Developmental Disabilities

Mass Notification

TMU utilizes MyTMU to alert the University community of important announcements and emergencies on campus. The system can deliver app notifications directly to your phone once you download the app, and email messages to the entire campus community in a timely manner. The MyTMU app can be downloaded in either the app store or the play store.

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. This notification will be made via the myTMU app. Some warnings, such as tornado warnings, TMU may use campus alarms instead of the myTMU app.

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. Men should not comment on the attire women are wearing.

Swimwear/Athletic wear should reflect modesty and be worn only in applicable areas, such as athletic venues and 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. The Director of Student Life may speak with a student if their attire remains inappropriate even after being

asked to modify it. The Director of Student Life may impose a sanction for failure to abide by this policy.

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

Student Code of Conduct

I acknowledge that it is my responsibility to honor the University's values as a Christian academic community which is set forth in its mission, vision, and values statement. I understand it is my sole responsibility to be aware of and abide by all current and future University, procedures, rules and regulations. (Such policies, procedures, rules and regulations are printed in University publications, including but not limited to the Student Handbook, the Student-Athlete Handbook, the University Catalog, and policies and bylaw publications and the TMU website.

I understand that it is my sole responsibility to be aware of and abide by all current and future federal laws, state laws and local laws and ordinances. I will not gamble, wager or bet in any form on any athletic activity. I will not engage in academic dishonesty including but not limited to cheating, plagiarism, and submitting work not my own.

I will not engage in trickery or evasion of rules.

I will not forge a University official's signature or falsify records of any kind.

I will not engage in behavior considered by the University to be harmful to the honor and reputation of the University.

I will not bring or consume alcohol or illegal drugs on campus, and I will not engage in off-campus gatherings involving the consumption of alcohol or other drugs. (See the University policies prohibiting consuming alcohol or other drugs.

`I will not engage in any form of hazing or discrimination. (See the University's policies prohibiting hazing and discrimination.)

I will not make, print or publish any offensive, profane or sexually suggestive language, or make, print or publish any inappropriate, derogatory or disparaging remarks about the University, the athletics program, faculty, staff or students, including, but not limited to, on any social media platforms.

I will strive, in both attitude and behavior, to make a positive contribution to the University.

I will respect University property and facilities, including residence halls and academic buildings.

I will immediately report any misconduct or violation of University policies to the Director of Student Conduct.

I will use standard edited English when communicating by phone, text, email, or in-person with any member of the TMU staff/faculty.

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 completion of 90 or more hours of coursework;
3. Married; or,
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 for each semester of study.

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. 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. Graduate students and students who are 25 or older may apply for campus housing. If space permits, the graduate student or older student may live in campus housing with the requirement that they pay for 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 the 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 violate curfew 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, email, 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.

Email

Students are responsible for obtaining a TMU email address at the beginning of their first semester at TMU. Email addresses can be obtained at the Information Technology office in Otwell Hall. Because student email is the University's official means of communication, students must check their TMU email regularly. Students are responsible for communications sent via University email without exception.

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

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

1. Chain email that misuses or disrupts resources—Email 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, scams, phishing or email bombing attacks—Intentional email transmissions that disrupt normal email service. Never open an attachment from a person you don't know. No TMU employee would ask you to purchase gift cards or other items; that is a scam. Never provide your personal information to anyone via email.
5. Junk mail—Unsolicited email 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 email and internet must stay within institutional standards of conduct.
7. The display, use, or distribution of pornographic materials is prohibited.

Hazing

The Stop Campus Hazing Act defines the term *hazing* to mean any intentional, knowing or

reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person to participate, that

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization (e.g. a club, athletic team, fraternity, or sorority); and,

2. causes or creates a risk, above the reasonable risk encountered in the course of participation in Truett McConnell University (the University) or the organization, of physical or psychological injury.

For more information on TMU's antihazing policy click here Stop Campus Hazing Policy Truett McConnell University

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. The conduct or harassment may be investigated as a student conduct violation or a Title IX violation, which may result in the student who posted the offensive material being expelled.

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. Prior to fundraising for a school-related event or activity, submit this form:

ID cards

All students attending classes on the TMU campus must have a Student Identification Card. A student must always have a current official TMU. 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 $25. Student IDs act as an outdoor key for all traditional dorms. If a student does not use their ID for thirty days, it will deactivate.

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 are not required to have a student ID. They may request a student ID from the Information Technology Office, if desired.

Student IDs act as a key to the outside doors for all traditional dorms. If a student does not use their ID on their dorm scanner for 30 days, the ID will deactivate. The student will need to contact the TMU IT Office to reinstate their ID as a dorm key.

The current University ID card shall be surrendered upon request to any University official or Campus Security Officer. The use of student identification, such as an official ID card or meal ticket, by anyone other than its original holder is prohibited, and may be classified as a student conduct violation.

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, 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 how to dispose of the 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 find out about the disposition of their property. Confiscated property that is eligible for return will be returned only at designated times near the end of each semester. Any property not claimed by the end of the academic year in which it was confiscated will be deemed abandoned property and disposed of at the discretion of TMU.

Private Property

Truett McConnell University is a private institution, and its property is considered private. Accordingly, TMU 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 TMU's authority as provided in those rules, including but not limited to policies concerning vehicles, alcohol, drugs, weapons, searches, and seizures. Guest(s) must also conform to

TMU's rules. The University may request unwelcome individuals or individuals not in compliance with its rules to leave campus and, if necessary, may cause the person to be arrested for trespassing.

Room Entrance

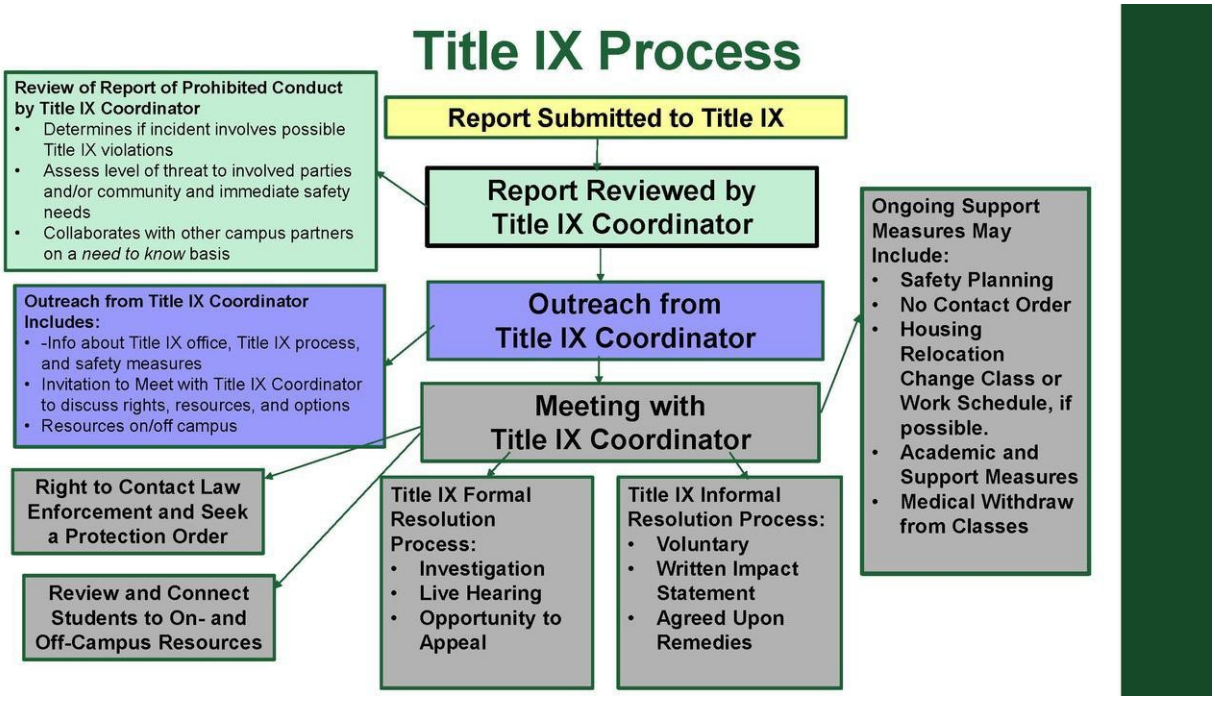
TMU seeks to balance a student's right to privacy with the safety of other people and property in conjunction with the student's responsibility to live within its policies and values. Maintenance, Student Life staff or Campus Security may enter rooms for health and safety inspections or if there is reason to believe a health or safety hazard exists. Additionally, Student Life staff may enter student rooms to verify student presence after curfew.

Student Life staff or Campus Security may search any student's or the guest of a 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 to seize contraband and/or question the student at the request of TMU.

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 in *Student Organizations*. Students otherwise solicited should refrain from patronizing the solicitor and should report the event to the Student Life Office.

Title IX (Discrimination, Harassment, and Sexual Misconduct)



For more information, see the Title IX page on the TMU website, click here
Title IX - Truett McConnell University

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 the Official Code of Georgia section 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 the Director of Facilities Management and Security.

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, faculty and staff 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 Campus Security 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.

Please use the crosswalks for your own safety.

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 eight 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 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. This designation will be made as part of the emergency contact information provided for the University's emergency mass notification system.

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 studnt is missing. If, after investigating, the student is determined to have been missing or is believed to be in danger, the Cleveland Police Department will be 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

Everyone registering or operating motor vehicles on the campus of Truett McConnell University is 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 of Finance and Administration, Director of Facilities Management and Security, and/or the Deputy Director of Campus Security in conjunction with the Vice President for Student Life.

The TMU parking system is designed to provide adequate parking. Color-coded lots are provided (see below), 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 welcome on campus and are expected to respect the parking regulations.

Parking Color Codes

Green	Merritt Hall & Otwell Hall
Orange	Cleveland Courts
Yellow	Commuters, Guests, and Employee Parking - including but not limited to Miller Hall, Nix Student Center, Cofer Library, SWC, Brown Hall, Odell Hall & Odell Hall Dixon Drive (*Yellow Lots are available to students daily between 5:00 PM and 7:00 AM) (NO OVERNIGHT PARKING at Odell Hall & Odell Hall Dixon Drive)
Navy-Blue	Large Lot adjacent Wood Hall-Overflow Parking for all color TMU permits
Red	Heritage Condos
Purple	Twin Springs Apartments
Brown	Wood Hall
Light-Blue	Garrison Hall, Sewell Hall & behind Sewell Plunket Hall
All Colors	Gravel Lot adjacent Brown Hall all color TMU permits (*90-minute limited parking available daily during the hours of 7:00 AM -10:00 PM.) NO OVERNIGHT PARKING

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

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: Login (permitsales.net)***.

Permits cannot be sold, altered, falsified, or transferred to another individual. Permits are for use by the individual issued 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 Security 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 of Finance and Administration.

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. Please contact Special Support Services at sas@tmu.edu for additional information.

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 Athletic 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 students access to park in handicap parking, also known as accessible parking spaces, specifically reserved for individuals with disabilities.

Temporary Parking Passes

If a student needs to temporarily drive a vehicle other than the one registered, obtain a temporary permit from the front gate attendant upon initial arrival to campus. Neglect to do so will result in a citation. The temporary permit will be valid 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 and EVs

Manual bicycles, manual scooters and skateboards are permitted for personal transportation and 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 hand turn signals, avoid occupying sidewalks and obey other rules of the road. It is strongly recommended to wear a helmet, safety equipment and bright-colored or reflective clothing.

Battery powered or electric powered bicycles, scooters, minibikes, etc. are banned from use on TMU campus.

Operation of manual bicycles, manual scooters or skateboards, 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 is prohibited and subject to a citation. Additionally, these vehicles are not permitted inside buildings or permitted to block pedestrian walkways.

Students who have lost driving privileges are not permitted to drive any vehicle on campus including all motorized vehicles or electric vehicles unless they are approved by campus security.

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 Freedom Park, 66 East Kytle 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

Violations regarding registration include, but are not limited to:

- Failure to register a motor vehicle on the first day the 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 a vehicle.
- Altering or falsifying a permit in any way; using a stolen, lost, or photocopied permit, or fraudulently 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 using 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 and holidays.

Parking in any unauthorized manner at any time is prohibited and the student will receive a citation and may result in towing the vehicle. Examples of parking in an unauthorized manner include 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 Georgia's Department of Revenue's website or local county tag offices.
- Parking in any location where a sign prohibits parking. Towing will be strictly enforced at the owner's expense.
- Parking in more than one space in marked parking areas.
- Parking at any time behind the Dining Hall including parallel parking along Edna Holcomb Drive
- 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 the 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 behave in a reckless or irresponsible manner. 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 academic parking year are classified as habitual violators. Habitual violators penalties include but are 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.

Safe and courteous drivers are safe and courteous pedestrians; use the crosswalk.

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) 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 handicapped 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 (only one legitimate appeal will be permitted per academic year)
- Parking outside of an assigned lot (only one legitimate appeal will be permitted per academic year)
- 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 pay the 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. Use of emergency flashers does not justify parking 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 acceptable to park illegally even if others are doing so.
- Remember that notes left on vehicle windshields are not justification to park illegally.

Motor Vehicle Accident

Any student involved in or witnessing a vehicle accident or damage to TMU 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 the 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 its 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 a Fire

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

- Call 911 and report the fire.

- Pull the nearest manual pull station to activate 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 of the situation at hand by calling 706.969.0588 or by dialing 3200 from any campus phone.
- 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 the door closed. Call 911 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. 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 the door is cool, open it slightly and check for heavy smoke and heat. 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
Brown Hall
Beach Volleyball Complex
Chandler Building
Driskel building lower lot
Brown Hall- Dining gravel parking lot near Golf- Driving Range
Heritage Condo Parking Area
Grass-covered hill below Brown Hall

Cofer Library	Rear of Miller Hall
Danny Watter Cottage/Gaming Center	Rear of Mountain Manor
Driskell Building	Grass-covered hill below Brown Hall
Field House	Softball field area
Harris Athletic Complex	Sewell-Plunket Hall Lot
Hood Building	Grass-covered hill below Brown Hall
Miller Hall	Rear of Miller Hall across Cofer LN
Nix Student Center	Front Lawn
Odell Hall	Dixon Drive
Sewell-Plunkett Hall	Front of Sewell Hall Dorm
Student Wellness Center	Front of Merritt Hall Dorm

Assembly area may be adjusted by Campus Security, Fire, or Law Enforcement based on wind, smoke, fire conditions, or other hazards.

Residential Areas

Cleveland Courts I & II Navy Lot	near Soccer/Lacrosse Complex
Garrison Hall	Front Lawn
Heritage Condos	Beach Volleyball Venue
Merritt Hall East	end of Miller Hall across Tommy Irvin Drive
Otwell Hall	Front Lawn near Mountain Manor
Sewell Hall	Sewell-Plunket Hall rear parking area
Twin Springs Housing	Beach Volleyball Venue
Wood Hall	Navy Lot near Soccer/Lacrosse Complex

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 origins.

Thunderstorms

Severe Thunderstorm Watch - is issued when conditions are right for severe thunderstorms. Be alert! According to the National Weather Service, a severe Thunderstorm Watch is issued when severe thunderstorms are *possible* in and near the watch area. It does not mean that they will occur. It only means they are *possible*. Severe thunderstorms are defined as follows: 1) Winds of

58 mph or higher AND/OR 2) Hail 1 inch in diameter or larger. Be alerted to changing conditions. Remain alert until the watch is updated, or the watch is removed.

Severe Thunderstorm Warning - is issued when storms with strong winds, rain, or hail are expected in the area. **Be prepared to take action!** According to the National Weather Service, severe thunderstorms are officially defined as storms that are capable of producing hail that is an inch or larger or wind gusts over 58 mph. Hail this size can damage property such as plants, roofs and vehicles. Wind this strong is able to break off large branches, knock over trees or cause structural damage to trees. Some severe thunderstorms can produce hail larger than softballs or winds over 100 mph, so please pay attention to the weather so you know when severe storms are possible. Thunderstorms also produce tornadoes and dangerous lightning; heavy rain can cause flash flooding. A warning of this nature may last up to or exceed one hour. Be prepared to take shelter in a substantial building.

Tornados

Tornado Watch - issued when weather conditions exist that could produce a tornado. A watch of this nature may last multiple hours. Be prepared! Tornadoes are possible in and near the watch area. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Watches are issued by the Storm Prediction Center for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states. See: Understand Tornado Alerts

Tornado Warning - issued when a tornado has been sighted and is threatening the community. At this time emergency messages are broadcast by the media and the warning sirens will be sounded. Take action! A tornado has been sighted or indicated by weather radar. Warnings encompass a small area, such as a city or small county. The warning siren on the campus of Truett McConnell University is tested at 11 AM on 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 tornado siren is activated. This is the signal for students to take shelter. University personnel will notify students when the threat no longer exists via myTMU app and/or TMU email.***

Shelter areas are as follows:
Allen House: downstairs away from windows
Baseball/Softball Complex: Interior hallway
Brown Hall: downstairs in classroom area
Cleveland Courts I and II and Twin Springs: downstairs bathroom
Chandler House: downstairs interior office
Cofer Library: downstairs restrooms
Harris Athletic Complex: volleyball locker room
Hood Building: downstairs interior office

Miller Hall: downstairs hallway in Miller Building
Nix Student Center: interior stairwells
Sewell, Garrison, Otwell, Merritt Halls: downstairs interior hallway
Sewell-Plunkett Chapel: Interior Practice Room
Wood Hall: downstairs interior hallway

For more information go to: Understand Tornado Alerts

Hurricanes
In 1995, Hurricane Opal pummeled the eastern United States, including northeast Georgia, with rain and wind. In 2024, northeast Georgia was hit by Hurricane Helene. So, it is possible for our area of Georgia to be impacted by hurricanes.

Hurricane Watch - issued when conditions are right for Hurricane for the next 48 hours. Hurricane conditions (sustained winds of 74 mph or greater) are possible within our area. A watch of this nature may last multiple hours.

Hurricane Warning - issued when expected within the next 36 hours. Hurricane conditions (sustained winds of 74 mph or greater) are expected somewhere within the specified area. Evacuate immediately if so ordered. 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.

For more information, go to: Hurricane and Tropical Storm Watches, Warnings, Advisories and Outlooks

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. This privilege may be revoked at any time as a disciplinary measure.

Because TMU 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. Graduate students and students who are 25 years old or older can apply for campus housing. If space permits, a graduate student or 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 for Student Life regarding whether the student shall be given permission to remain in the residence halls.

For accommodations contact Special Support Services at sas@tmu.edu.

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.

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.

For freshman residents, guests are preferred to be 25 years of age and younger. The Vice President for Student Life and Athletics reserves the right to revoke visitation privileges in residential spaces on a case-by-case basis. As always, student safety in the residential spaces is TMU's top priority. 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 as a full-time student for the following Fall semester 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 Student Policies

Students living in the residence halls are expected to cooperate fully with the Student 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 TMU 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. If a student forfeits his/her privilege 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 privilege of 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 TMU 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 their 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 for carrying 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 may 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. TMU recommends the use of Command Strips.

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.
7. Keep all of your possessions in your dorm room or apartment.

Check-in

The dates for Move-In Day are posted for each academic year on the campus calendar online at http://www.tmu.edu and are available by calling Student Life at 706.865.2134 ext. 4100. For students who need to arrive early for a University-sponsored activity, a request in writing from the advisor, coach or department chair must be sent to the Director of Student Life.

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, required on-line training, registered only part-time, etc.) are subject to displacement from campus housing.

Check-out

Each resident is required to vacate the room no later than 5:00 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 with their RA. The student can be fined for failure to check out properly if this step is skipped.

A resident is ready to check out when he or she has removed all belongings from the room/suite, cleaned the room/suite, removed any tape from walls and completed his or her assigned cleaning duty for the suite. Residents also must ensure that all communal areas which were 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. Both the resident and the 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 Student Life staff for a complete listing of residence hall damage charges and fines.

After all residents have vacated the room, the Student Life staff will inspect the room for cleanliness, property damage, and room inventory. During checkout, any damage discovered will be noted on the checkout form and signed by staff and the student. Fines for damage and/or failure to check out properly, will be posted to the student's account. Students assessed for damages will be notified *via* email 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 Student Life staff during the check-out process. Lost room keys, and re-keying charges and/or will be determined by Campus Security.

Any personal belongings left behind by residents after check-out will be disposed of at TMU's discretion. Residents will be notified *via* their University email address of any associated fine.

Consolidation Policy

Consolidation is the period when vacant spaces are claimed to create space for new students. During the first two weeks of the semester, when students do not show up for school, 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 TMU Housing Coordinator will assign him/her a roommate, or agree to pay for a private room. The TMU Housing Coordinator 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 may be assessed. 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. If a student does not have a roommate due to the lack of roommates, 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 a new resident will be able to move into the room at any time.

Cooking Appliances

For health, safety, and sanitation considerations, only small electrical appliances with completely

enclosed heating elements and small refrigerators meeting the following requirements are permitted:

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

Appliances NOT permitted in traditional residence halls include air fryers, electric skillets, electric blankets, microwave ovens, hot plates, toasters/toaster ovens, space heaters and any other item with exposed heating elements. The high potential for fires and damage from these items makes these restrictions necessary. A microwave oven is provided in the lobbies of Garrison, Merritt, Otwell, and Sewell Halls. Residents who reside in Twin Springs, Wood Hall, 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 TMU Housing Coordinator. Disassembling TMU furniture is prohibited, and damage charges will be added to the accounts of both occupants of the room. 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

If a residential 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.

Policy on Returning to Campus after Hospitalization for Mental Health Concern

If a TMU Residential Student is hospitalized for mental health, the following policy will be in place for a potential return to campus:

The student will see a licensed mental health clinician to determine the student's mental health and wellness. At minimum, this licensed mental health clinician will meet in person with the student on three occasions prior to making a recommendation on the student's ability to successfully participate in on campus collegiate life. Truett McConnell University will cover the cost of these sessions. These sessions must occur in person by a licensed practitioner capable of officiating this type of decision and documentation.

If student is deemed able to return to campus life, the student will be required to be seen on a weekly basis by a Licensed Professional Counselor. This counseling will occur off campus once a

week with TMU covering the cost of the counseling sessions.

The student must sign a Release of Information because the LPC will need to provide documentation that the student attended sessions weekly. Additionally, the student understands they will need to sign paperwork allowing TMU to know the cost of the sessions, pay the bill with a receipt, and get updates on if the student is attending the weekly sessions. The student may attend online or in person counseling sessions, but they must occur once a week. Failure to adhere to this requirement may result in the student being expelled immediately.

The student must provide a copy of the release paperwork from the hospital along with his safety plan.

To encourage campus safety, student will not be allowed to stay on campus for extended breaks, including Fall Break, Thanksgiving Break, Winter Break, Spring Break, and summer semesters. The student will be required to join a Bible Study on campus in an approved men's bible study group. Confirmation of attendance must be communicated with the VP for Student Life and Athletics. Failure to attend at minimum of once per week may result in the student being expelled immediately.

The student must meet bi-weekly with a TMU faculty or staff member as a mentor/mentee relationship, which must be approved by the Director of Student Life. Failure to adhere to this requirement may result in the student being expelled immediately.

The student must meet with TMU Administration to create a new plan for safety including potential future consequences which could result in in expulsion from campus.

The student is aware that TMU has the right to search his premises (dorm room) and vehicle at any time and by agreeing to this he is not afforded the right to refuse the search.

No weapons of any kind including a knife 3 inches or longer can be kept on the student's person, in the dorm, or in the vehicle.

Because the student attempted self-harm there are extended consequences to ensure the safety of the student and the Truett McConnell University community.

Keys

Each student is issued a 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 TMU Housing Coordinator at studentlife@tmu.edu. Students will be charged a Lost Key Fee for individual room keys and a

Lost Key Fee for an exterior door key. If the original key is found and returned to the TMU Housing Coordinator 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
- Campus Safety officer on duty

Maintenance Requests

Students are encouraged to report all potential maintenance issues to the Facilities Department. These reports should be made on the myTMU app describing the location and nature of the problem.

Resident Directors and Resident Assistants are available to assist students in this process; however, it is the student's responsibility to send work order and to follow-up with the TMU Housing Coordinator if an issue is not addressed.

Overnight Guests

Residents are permitted to have a guest of the same sex stay overnight in their rooms no more than three nights per semester. The guest is limited to stay overnight three nights per semester, regardless of who the host is. The student must register their guest *via* the myTMU form at least 24 hours before the guest arrives. Student Life and Campus Security will have access to the form information. The guest will receive their temporary tag at the security booth; the tag will expire after one day. After this period, if the guest remains on campus, both the guest and student can be fined.

Overnight guests of the opposite sex are **never** permitted. Immediate family members under 18 are not allowed to remain in the residence halls overnight without prior written permission from the Student Life Office. Residents who host guests are responsible for the actions of their guests. 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. Overnight guests are prohibited during finals. Individual guests may stay on campus no matter who the host is, limited to three nights per semester.

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.

Pets

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

Propping Doors Open

Propping doors open with objects compromises the security of the building and may also damage the locking mechanism, which can be very costly to repair. 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 open with foreign objects. Residents found propping doors open or walking away from doors propped open and not removing the prop will be subject to disciplinary action.

Public Areas

Responsibility within a community is an important value at TMU. 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 or 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 or 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 or diffusers
- 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 (an emotional support animal and service dogs are not pets)
- Space heaters
- Halogen lights
- Grilling devices
- Tobacco products
- Lighters/matches

- Electronic scooter
- Vapes and nicotine pouches

Residence Life Staff

Residence Life staff strives 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 ensure 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 any director in Student Life.

The Director of Student Life 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 ensuring 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 (RDs) 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 RDs strive to facilitate and maximize the education of the student through the residence hall experience.

A Resident Assistant (RA) is a TMU student leadership position that in return for a scholarship has duties in the dorm and within student life. Primary duties are to assist students in their emotional, physical, and spiritual needs in the residence halls. RAs remind the student of the policy and regulations of the University and hold the resident accountable. 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 be reviewed by the Director of Student Conduct. The Resident Assistant is the primary resource person for information and assistance to all students.

Incident Reports

RAs and RDs are required to file an Incident Report for any activity in the dorms that is contrary to the TMU Student Handbook, or an activity that is dangerous and/or suspicious. All incident reports are sent to the RD and depending on the severity of the issue also 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 Director and is not released to the parties involved. If necessary, the Director of Student Life may involve athletic coaches or the Vice President for Student Life and

Athletics in further disciplinary measures.

Residence Room Care

Nothing shall be attached to the walls of residence halls unless it is easily and completely removable without damage to the wall. 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 using the myTMU app. Under no circumstances should the student attempt to make the repairs. 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

Roommate/room changes are initiated by Student Life on a case-by-case basis. Students are not authorized to change their own housing location or roommate without permission. Disciplinary action may be taken for failure to follow this rule.

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.

Residents who fail room inspection may be assessed a minimum $25 fine and may face disciplinary action including loss of preferred residence hall, completion of community service, and/or loss of resident privileges. 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 all common areas. Private residential areas are not recorded.

Visitation

TMU visitation policies are set by the Office of Student Life and approved by the Vice President for Student Life and Athletics. They are designed to provide an opportunity for students of the opposite sex 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:

- Monday through Saturday, 6:00 PM to midnight.
- Visitation ends in dorms with community bathrooms at 10 PM, lobby visitation is allowed from 10:00 PM to midnight.
- No visitation is permitted on Sundays.

During visitation:

- Visitors must be met at the lobby or RA desk by the student they want to visit.
- Room doors must be completely open when a member of the opposite sex is visiting.
- Overhead light must be on.
- Guests of the opposite sex must sign-in with the RA on duty and leave their student ID or government issued identification if not a TMU student.
- Guests of the opposite sex may not use the restrooms in the freshmen residence halls.

Twin Springs, Cleveland Courts, and Heritage Condos visitation rules include:

- Visitors of the opposite sex are allowed only in the common areas downstairs.
- Visitors of the opposite sex are not allowed in the bedrooms.
- Visitors must check in with the RA on duty in the Cleveland Courts lobby.

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

Parents are permitted to visit during normal visitation hours, but exceptions may be made on a case-by-case basis by the Student Life staff.

Quiet Hours

Across campus, students are expected to maintain a normal volume after 10:00 PM. RAs may enforce this policy if there is a noise complaint from other students after 10:00 PM. These times are established to provide residents with time to study, reflect or rest. Students need to be considerate of others. Violation of quiet hours may result in 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.)

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 *via* the myTMU app.

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 break 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 an 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 charged an improper check-in fee, as well as potentially being charged a daily rate for each day that a student is on campus before the scheduled opening. It is the student's responsibility to obtain the check-out list and to follow the procedures listed.

Private Room Fee

When space allows in the Spring semester, 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 Student 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. If a student in this situation is unable or unwilling to pair up with a new roommate for the second semester (if other students are available) 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 TMU , 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 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, such as 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, harassing behavior, profanity, fighting, etc.).
- Inappropriate or illegal use of internet services.
- Failing to comply with any policy or procedure of TMU.

Any of the above-referenced conduct may result in dismissal from the University. Additionally, students have an affirmative responsibility to notify Student Life of any conduct violations 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 s 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. Probation 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 who are 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 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 privileges. 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
    - any other privilege

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 (usually 10-15 minutes long).
    - A research paper on a designated topic (usually 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 with information on the student's attendance and progress.
    - Enrollment in an off-campus course (e.g., alcohol/drug, anger management).
    - Any other appropriate educational activity.

10. Restitution: Payment for damages done or expenses incurred because of a student's

actions. Restitution may be required to be made 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 sent 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 who are found to be in violation of 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 typically lasts for the remainder of the semester in which the violation occurs and the entire next summer, excluding 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 prior to any report of the associated behavior. Students must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact any member of the Student Life staff, request amnesty or learn more about the policy. 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, may not suspended for behaviors they have engaged in prior to their admission. However, depending on the extent of the behavior students may be removed from leadership positions.

SECTION VI: STUDENT GRIEVANCE 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 for Student Life for assistance 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 serious legal or ethical issues. If 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 TMU 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 believes 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 offers 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. To submit a concern, complaint or grievance, go to the myTMU app here: Student Concerns Resolution Procedures - myTMU
4. **Informal Grievance Resolution:** The initial phase of the grievance procedure is a 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 for Student Life, or designee, for discussion and resolution. After the Matthew 18 approach has been followed and if the matter remains unresolved to the satisfaction of the complainant, then the complainant may file a formal grievance on the myTMU app.

5. **Formal Grievance Procedures:**

a. To file a formal grievance, the complainant should detail the grievance in writing via the myTMU app, outlining the events of the incident limiting information to factual details and persons directly involved. Student Concerns Resolution Procedures - myTMU 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 working days of sending 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 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 hearing will be recorded by Truett McConnell University for the purpose of preparing a transcript, if necessary, or for preparing an appeal, if necessary. No other individual is permitted to record the hearing. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings. All written grievances are confidential and no outside third party shall be provided a transcript of the proceedings. Violation of confidentiality may result in dismissal from the University or termination of employment.

d. If the Hearing Officer determines that there is no 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 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 Members, and one Staff Member. The Hearing Officer will serve as the Chair and will have a vote (six votes total). Within 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.
- A Transcript of the hearings will be typed by a committee member designated by the Chair. The recording of the hearing will be utilized to assist with the creation of the transcript.
- The Committee will make a written finding within seven 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 the Grievance Committee. Either party may appeal the decision, within seven business 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 final and cannot be appealed.**

Witnesses

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Relief or Resolution Desired

I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary action as stipulated in the Student Handbook.

Signature: _____ Date: _____

Date Grievance Resolved: _____

Resolution:

_____

_____

_____

_____

Signature: _____ Date: _____

VP for Student Life or Grievance Officer Signature

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 the fire is in your 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, 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, TMU 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 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, and WAGA-TV Channel 5

The campus community will be notified of campus closings *via* the mass notification system.

Additional Information for Students Enrolled at TMU Off Campus Instructional Sites (OCIS)

Understanding that certain residential policies and activities detailed in this handbook may not apply to or involve OCIS students, additional resources and points of contact are available for assistance and clarification as these policies apply to the OCIS setting.

TMU's myTMU app provides a hub for accessing academic and student life resources (e.g., academic calendars, catalogs, and grievance/complaint policies and forms) for students in all environments (with the exception of prison OCIS). Dual enrolled OCIS students are

directed to the myTMU app as well as dualenrollment@tmu.edu for clarification as questions arise. Prison OCIS students who do not have digital access to the myTMU app will find printed catalogs and handbooks in their classroom setting and are directed to the Director of Prison Education for access to resources such as complaint/grievance policies and forms.

SECTION VII: WHOM TO SEE ABOUT…

Question	Where to find an Answer
Academic Records	Registrar's Office
Alumni	Advancement Office
Automobile Registration	Campus Security
Automobile Citations	MyTMU
Changing a Course	Registrar's Office
Changing a Field of Study	Registrar's Office
Building University Calendar	Student Success
University Catalog	Academic Services Office
University Security	Office of Campus Safety
Academic Counseling	Student Success
Personal Counsel Referrals	TMU Counseling Center
Career Counseling	Student Success
Discipleship	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 for Student Life
Identification Cards	Office for Student Life
Lost and Found	Mail Room
Mission Opportunities	World Missions Center
Recreational Facilities	Student Wellness Center
Reporting Accidents	Campus Security Office Facilities
Reporting Crime	Campus Security Office Facilities
Reporting Sexual Harassment	Title IX Coordinator
Residence Hall Maintenance	MyTMU
Student Activities	Office of Student Life
Veteran Affairs	Registrar's Office
Withdrawal from University	Registrar's Office