



# CATALOG & STUDENT HANDBOOK

**2020-2021**

*Division of Graduate Studies  
Toccoa Falls College*

---

## ACCREDITATION & MEMBERSHIP



Toccoa Falls, Georgia 30598  
Phone: (706) 886-6831  
FAX: (706) 282-6020  
Web: [www.tfc.edu](http://www.tfc.edu)



Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Bachelor, and Master's degrees.

Contact the Commission on Colleges at  
1866 Southern Lane  
Decatur, Georgia 30033-4097 or call  
(404) 679-4500 for questions about the  
accreditation of Toccoa Falls College.

Toccoa Falls College is a member of the Council for Christian Colleges and Universities  
Contact the CCCU at  
321 Eighth Street, NE  
Washington, DC 20002  
(202) 546-8713

Toccoa Falls College is accredited for the Baccalaureate degree program in Nursing by the Commission on Collegiate Nursing Education  
665 K Street NW, Suite 750  
Washington, DC 2001  
(202) 887-6791

Toccoa Falls College is approved by the Professional Standards Commission of the State of Georgia, to award Bachelor degrees in Teacher Education. Contact the PSC at  
1452 Twin Towers East  
Atlanta, GA 30334  
(404) 657-9000.

Toccoa Falls College is accredited by the National Association of Schools of Music to award Associate and Bachelor degrees in Music. Contact the NASM at  
11250 Roger Bacon Drive, Suite 21  
Reston, Virginia 22080  
(703) 437-0700.

### DISCLAIMER

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

# Welcome to Toccoa Falls College

We wholeheartedly welcome each of you to Toccoa Falls College, where the waters of Toccoa (meaning “beautiful” in the Cherokee language) flow timelessly, reflecting the eternity and beauty of our Creator. Our campus is beautiful not only because of the surrounding nature God has bestowed on us, but also because of the visions and hopes that our students dream while they are with us.

During your graduate years here at TFC, you will be inspired, challenged, and empowered through the inner workings of the Holy Spirit. You can experience the transformative power of Christ. Our team of passionate professors and dedicated staff are here to facilitate your academic endeavors to help you explore the many possibilities of college life, and to assist you in successfully navigating through the learning process ultimately recognizing and following God’s calling for your individual life journeys.

We pray that TFC will be God’s instrument for your development. We hope to prepare you to be “equipped for every good work” (II Timothy 3:17). Come. Pursue excellence. Be the agents of change.

This catalog has been prepared specifically with you in mind. It is divided into three sections. The first section includes the Academic Calendar, General Information, Admissions, Financial Information, Graduation Requirements, Academic Policy & Procedure, the Seby Jones Library, Student Support Services, Contact Information, and Reporting Forms (pp. 1-28). The second section describes the Master of Arts in Organizational Leadership program (pp. 29-33). The third section contains descriptions of each class listed in alphabetical order of the course names and a directory of the Board of Trustees, Administration, and Faculty (pp. 34-36). Make this catalog your second-best friend because planning, organization, and time management are the keys to student success.

## 2020-2021 CATALOG TABLE OF CONTENTS

ACADEMIC CALENDAR .....	PAGE 1
GENERAL INFORMATION .....	PAGE 4
GRADUATE ADMISSIONS INFORMATION .....	PAGE 8
FINANCIAL INFORMATION .....	PAGE 11
MASTER'S DEGREE GRADUATION REQUIREMENTS .....	PAGE 13
MASTER'S DEGREE ACADEMIC POLICY & PROCEDURE .....	PAGE 14
SEBY JONES LIBRARY .....	PAGE 22
STUDENT SUPPORT SERVICES .....	PAGE 24
CONTACT INFORMATION .....	PAGE 27
REPORTING FORMS .....	PAGE 28
MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP .....	PAGE 29
COURSE SEQUENCE 1-YEAR TRACK .....	PAGE 30
COURSE SEQUENCE 2-YEAR TRACK .....	PAGE 31
COURSE DESCRIPTIONS .....	PAGE 32
DIRECTORY .....	PAGE 34
INDEX .....	PAGE 37

# GRADUATE STUDIES ACADEMIC CALENDAR 2020-2021

## FALL SEMESTER

### AUGUST

01	Fall Semester Student Account Payment Deadline
01	Fall Semester Pre-registration/Schedule Change Deadline
17	Graduate Faculty Preplanning Meeting, 7:00 PM (EST)
24	Graduate Student Welcome Webinar 7:00 PM (EST)
24	First Day of Classes—Fall Session A
24	Drop/Add begins—Attendance Check-In
27	Drop/Add ends at 5:00 PM (EST); Last day to enter classes

### SEPTEMBER

17	Fall Session A Midpoint; last day to withdraw failing without penalty
----	---

### OCTOBER

09-10	TFC Homecoming
14	Fall Session A Classes End
19	First Day of Classes—Fall Session B
26	Registration for Spring Semester begins

### NOVEMBER

12	Fall Session B Midpoint; last day to withdraw failing without penalty
----	---

### DECEMBER

04	Spring Semester Pre-registration/Schedule Change Deadline
04	<i>Application for Graduation</i> , if anticipating completing in Summer 2021
10	Fall Session B Classes End
12	Spring Semester Student Account Payment Deadline

# ACADEMIC CALENDAR 2020-2021

## SPRING SEMESTER

### JANUARY

- 19 First Day of Classes—Spring Session A
- 19 Drop/Add begins—Attendance Check-In
- 22 Drop/Add ends at 5:00 PM (EST); Last day to enter classes

### FEBRUARY

- 02-04 World Outreach Conference (T & W evening chapels, TFC Campus)
- 12 Spring Session A Midpoint; last day to withdraw failing without penalty

### MARCH

- 15 Spring Session A Classes End
- 16-19 Spring Break
- 22 First Day of Classes—Spring Session B
- 22 Application for Summer graduation begins
- 29 Registration for Summer and Fall Begins

### APRIL

- 02 Good Friday (no classes)
- 09 Application for Summer Graduation ends
- 15 Spring Session B Midpoint; last day to withdraw failing without penalty

### MAY

- 01 Summer Session Student Account Payment Deadline
- 01 Summer Session Pre-registration/Schedule Change Deadline
- 12 Spring Session B Classes End
- 13 Graduate Faculty Post-planning 3:00 PM
- 14 Baccalaureate (7:30 PM)
- 15 Commencement (10:30 AM)

# ACADEMIC CALENDAR 2020-2021

## SUMMER SESSION

### MAY

- 20 First Day of Classes—Summer Session
- 20 Drop/Add begins—Attendance Check-In
- 21 Drop/Add ends at 5:00 PM (EST); Last day to enter classes

### JUNE

- 16 Summer Session Midpoint; last day to withdraw failing without penalty

### JULY

- 14 Summer Session Classes End

### AUGUST

- 01 Fall Semester Student Account Payment Deadline
- 01 Fall Semester Registration/Schedule Change Deadline

## GENERAL INFORMATION

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

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

### History

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

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

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

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

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

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



LeTourneau Hall, the women's dormitory. In 1958, the music building burned.

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

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

### **Today**

As we enter our second century, Toccoa Falls College continues to focus on students who are dedicated to Christ and aspire toward academic excellence in preparing to invest their lives either in full-time Christian ministry or in ministry through their secular employment. TFC currently has 34 majors and 41 minors in four different schools: Arts & Sciences, Christian Ministries, Nursing, and Professional Studies.

In 2020, the College is privileged to add the Division of Graduate Studies with its first program, the Master of Arts in Organizational Leadership, as a way to continue in the tradition of preparing Christian leaders to influence the world wherever God places them.

### **MISSION**

#### **Mission Statement**

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

#### **Mission Distinctives**

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

#### **Mission Goals**

1. **Spiritual:** to orient, motivate, and lead students to emotional maturity, Christian commitment, and spiritual depth

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

## MOTTO

*“Where Character is Developed with Intellect”*

## STATEMENT OF FAITH

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

1. The verbal inspiration of the Holy Scriptures as originally given
2. The existence and manifestation of one God in three persons—Father, Son, and Holy Spirit
3. The incarnation and virgin birth of the Son of God
4. The redemption of man by the vicarious death of Christ on the cross
5. The bodily resurrection from the grave
6. The fact that all men have sinned and consequently must be regenerated by the working of God’s grace
7. The fact of justification by faith
8. The sanctifying work of the Holy Spirit in the believer producing holiness of life and power for service
9. Practical faith in the sufficiency of Christ for spiritual, temporal, and physical needs
10. The purifying hope of the Lord’s imminent return
11. The urgency of preaching the gospel to all mankind that men may be saved from eternal judgment

Toccoa Falls College, although non-sectarian, is conducted according to the faith and teaching of the Christian and Missionary Alliance (C&MA).

## COMMUNITY STANDARDS

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

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

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

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

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

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

#### **MODIFICATION OF REGULATIONS**

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

## GRADUATE ADMISSIONS INFORMATION

### MASTER'S DEGREE ADMISSIONS REQUIREMENTS

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

#### Admissions Requirements

Successful applicants to the Master's program must submit:

1. Transcripts showing completion of an undergraduate or graduate degree from a regionally accredited college, university, or program and evidence of meeting one of the following stipulations:
  - A cumulative undergraduate grade point average (GPA) of 2.75 or better on the last degree-bearing transcript OR
  - A cumulative graduate grade point average (GPA) of 3.0 or better on the last degree-bearing transcript OR
  - A score of 550 on Graduate Management Admissions Test (GMAT) OR
  - A combined score of 300 for the verbal and quantitative sections of the Graduate Record Examination (GRE) taken after 8/1/11
2. A completed application, along with a \$50.00 non-refundable application fee.
3. A current resume or curriculum vitae.
4. Personal Faith Narrative and Statement of Intent.

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

#### Accepted with Specification

Students who do not meet the standards for admission may be admitted to Toccoa Falls College Graduate Studies programs with specification. Students seeking acceptance with specification must submit a written appeal to the Graduate Studies Appeal Committee, chaired by the Director of Graduate Studies, addressing why they should be accepted, including all extenuating circumstances. If an appeal is accepted and admission with specification is granted, specification graduate students are limited to 6 attempted credits. The College will remove the specification for those who complete their coursework with a minimum institutional GPA of 3.0 when a review of their academic record occurs after attempting 6 credits.

For students admitted with specification,

- Administrative Withdrawal occurs after failing to achieve the minimum-standard GPA.
- Acceptance occurs after achieving the minimum-standard GPA.

Students who are withdrawn from the College will be neither academically nor financially responsible for any future courses for which they may have been pre-registered and may reapply in 12 months for reconsideration.

### **Deferred Admissions**

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

### **Denied**

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

### **Non-Degree Seeking Students**

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

1. Non-Degree seeking graduate students may take a maximum of 18 credits (up to 6 courses). Exceptions to this policy require approval from the Vice President for Academic Affairs, or designee.
2. If additional credits are needed, students must enroll in a degree program.

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

### **Auditing**

Graduate studies courses may be audited with the approval of the Director of Graduate Studies and subject to available space. Applicants who wish to audit a course for personal enrichment must complete a Graduate Application Form, pay the \$50 application fee, submit official transcripts showing completion of at least a Bachelor's degree, and pay the auditing fee. A student may not change to audit status after the end of the Drop/Add period.

### **INTERNATIONAL STUDENT ADMISSION**

International students may be citizens of the United States with foreign academic credentials, permanent residents of the US, or non-resident students who must study from their home country. Toccoa Falls College cannot issue paperwork for graduate students to obtain a student (F-1) visa. The following details the requirements for international student admission.

### **International Student Application Procedures**

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

1. *Official College and/or University Transcript(s)*: Official transcripts (written in English or translated, if not in English) of the student's college or university work must be sent directly from the college or university to Toccoa Falls College.

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

2. *English Language Proficiency Documentation:* Since all instruction, reading, and research is in English, it is essential that all international students be able to understand and speak English fluently. In light of this, the College requires for graduate admission a paper-based TOEFL score of 575, computer-based TOEFL score of 233, or an Internet-based TOEFL score of 90 for students whose native language is not English, or whose primary language of instruction on the undergraduate level was not English. A student's TOEFL requirement may be waived if s/he has scored above the minimum score for acceptance on either the GMAT or GRE.

It is highly recommended that international students applying to TFC should submit an application at least four to six months prior to the desired date of enrollment.

### **Evaluation of Foreign Transcripts**

This policy applies to both undergraduate degrees for admission and credits students have earned at foreign institutions and wish to transfer to TFC. In order to accurately and consistently evaluate foreign credentials, Toccoa Falls College requires all international college or university transcripts be evaluated by a College-approved evaluation service. Among others, College-approved evaluation services include those agencies that are members of, or affiliated with, the National Association of Credential Evaluation Services (NACES) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). Toccoa Falls College will not accept any student for graduate study or award any transfer credit from foreign credentials without an evaluation from an approved evaluation service. The fee for evaluation is the responsibility of the student.

### **MASTER'S DEGREE TRANSFER POLICIES**

The College may accept on a limited basis up to 9 graduate credits from regionally accredited colleges, universities, and programs, provided the work is equivalent to and aligns content-wise with a Toccoa Falls College graduate level course, has been earned in conjunction with the completion of a 500 level or higher course, was not used to earn another degree, and has a grade of B or better. Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Academic Registrars and Admissions Officers, is used as a general guide in determining acceptability.

## FINANCIAL INFORMATION

2020-2021 Tuition & Fees	
Graduate Tuition	\$ 510.00/credit hour
Audit Tuition	\$ 220.00/credit hour
Books	\$ 200.00/estimate per graduate course
Application Fee	\$ 50.00/one-time
Directed Study Cancellation Fee	\$ 100.00/per occurrence
Withdrawal Fee	\$ 100.00/per occurrence

### Graduate Application Fee

Toccoa Falls College requires all new graduate students to pay a non-refundable, non-transferable \$50 application fee to apply.

### Graduate Tuition

Graduate tuition for the 2020-2021 academic year is \$510 per credit hour.

### Audit Fee

The charge to audit a graduate course for the 2020-2021 academic year is \$220 per credit hour. The audit fee is not included in tuition or any other fee.

### Course Fees

Specific courses may have an additional fee associated with them.

### Directed Study Cancellation Fee

The College charges a \$100 Directed Study Cancellation fee to students who request and receive approval for a directed study course and subsequently drop the directed study from their schedule.

### Withdrawal Fee

The College charges a \$100 withdrawal fee to any student who completely withdraws from the College on or after the first day of regular classes up to the end of the 100% refund period.

### Payments

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

### Refund for Withdrawals

Refunds for withdrawals from college will follow the policy outlined in the Student Financial Services section of the *Toccoa Falls College Catalog*. There is no refund for individual course withdrawals after the Drop/Add period.

**Returned Check Charge**

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



## MASTER'S DEGREE GRADUATION REQUIREMENTS

### Graduation Requirements

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

**NOTE:** Credits used for one graduate degree/program may not also be applied to a second graduate degree/program.

### Time Limits for Completing a Degree

Students must complete all degree requirements within four years of the date of enrollment in the first class after the student is admitted to the program. A student may appeal for an extension due to extenuating circumstances.

### Application for Graduation

All candidates for graduate program degrees are required to submit an Application for Graduation to the Graduate Studies Office before the end of the semester prior to the semester of graduation to allow time for the Registrar to complete a degree audit. This would normally be at the end of the fall semester for those anticipating completion in the summer. No student will be placed on the prospective graduation list until this application is on file in the Registrar's Office. There are four possible conferral dates each year (mid-January, early May, late July, and early December). There is one commencement ceremony each year in early May. All grades must be posted prior to the desired graduation date.

### Commencement Participation

Commencement exercises are held in early May. All graduates are encouraged to participate in the commencement activities following the completion of the program of instruction and all graduation requirements. At the graduate level, there are no Latin designations for honors. Since there is no ceremony in July, students with one or two courses (a maximum of six credits) outstanding may participate as candidates for graduation in the May ceremony provided they are registered at Toccoa Falls College for the outstanding courses (the six-hour limit would include courses which are in progress) and have an approved plan to complete their program by July 31 of the same year. A student may not participate in two commencement exercises for the same degree.

## MASTER DEGREE ACADEMIC POLICY AND PROCEDURES

### ACCREDITATION AND MEMBERSHIPS

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

Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Bachelor, and Master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Toccoa Falls College. Toccoa Falls College is an accredited institutional member of the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21, Reston, VA 22090: telephone (703) 437-0700), an institution accrediting body recognized by the Council for Higher Education Accreditation. The Teacher Education and Music Education programs are approved by the Professional Standards Commission of the State of Georgia, and graduates are eligible for teacher Certification upon graduation. Toccoa Falls College is accredited for the Baccalaureate degree program in Nursing by the Commission on Collegiate Nursing Education (665 K Street NW, Suite 750, Washington, DC, 20001).

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

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

### ACADEMIC SESSIONS

Toccoa Falls College operates on the semester system. The regular fall and spring semesters for residential undergraduate students are 15 weeks of class plus an additional period for final examinations. Winterim is a two-week accelerated term in early January for all new freshmen and transfer students. Additional courses are offered during Winterim for other students. The summer term is made up of two four-week sessions in May, June, and July. Online courses are offered in both semester-long and shorter 8-week sessions within each semester.

Graduate Studies programs are all offered through asynchronous online study, mostly as 8-week sessions according to the schedule for Fall Sessions A and B, and Spring Sessions A and B. Some courses are also offered in an 8-week long Summer session.

Occasionally graduate program courses are delivered in a semester-long format in order to allow students greater flexibility in completing their studies within a specific timeframe.

### REGISTRATION AND SCHEDULING

#### Entering Catalog

The Graduate Studies Catalog, which is current during the first term the student is enrolled and

attending as a degree-seeking student, contains the academic program requirements that the student is to follow. That catalog will remain open to the student as long as the student maintains continuous enrollment (up to four years) until the student either graduates or does not re-enroll for one or more terms. After a break in enrollment, the student is required to reapply for re-admission and returns under the current academic catalog.

### **Academic Load**

A full-time load at the graduate level is considered at least 9 semester hours during the regular fall and spring terms. Students may register for a maximum of 12 semester hours in a regular semester, except when enrolled in an additional semester-long course (i.e., LED 683 Developing Research in Leadership, 16-week Spring semester).

### **Registration**

Online registration is available for continuing students through myTFC Self Service during the posted dates for the Schedule Selection period. The College charges a \$25 late registration fee to students who register after the Registration period. The College does not accept late registrations after the last day of the Drop/Add period.

### **Drop/Add Period**

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

### **No-Show Policy**

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

### **Directed Study**

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

### **Residency Requirements**

At least the final 24 credit hours or final two-thirds of a master's degree, whichever is greater, must be completed through Toccoa Falls College.

### **Voluntary Withdrawal from Courses**

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

### **Administrative Withdrawal from Courses**

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

- Is not attending classes on a regular basis, indicating an attitude of apathy
- Demonstrates an apparent threat of harm to self or others
- Engages in an activity that leads to significant property damage
- Fails, after due notice, to satisfy financial obligations to the College
- Violates standards of Code of Student Conduct

### **Withdrawal from the Program**

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

### **Application for Re-admission Following Withdrawal from the Program**

Should a student desire to re-apply to a graduate program following a student-initiated withdrawal from the program, it is required that s/he submit an Application for Re-admission to the graduate program. In addition to the Application for Re-admission, the student must also submit a current resume, a \$50 non-refundable application fee, and official transcripts from any school attended since he was last enrolled in that graduate program. Re-admission will be based upon a review of all re-admission materials by the Admissions Committee. Should the time between withdrawal and re-admission be such that the program requirements have changed, the student would be admitted under the new requirements and any deficiencies must be satisfied

### **Administrative Withdrawal from the Program**

Should a student not re-enroll for the next semester without completing a withdrawal form, that student may be administratively withdrawn from the program. In addition, a student who has been administratively withdrawn from courses may also be administratively withdrawn from the program due to the severity of the case. Before an administrative withdrawal is put into effect, the student will be given the opportunity to appeal the decision. Administrative withdrawal based on matters related to violations of the Code of Student Conduct or academic issues may be appealed to the Graduate Appeals Committee. Should such a graduate student

decide at some time to continue the program, it would be necessary to appeal to reapply to the program. Appeals must be approved by the Director of Graduate Studies before the student would be allowed to continue.

### Repeating a Course

Repeating a course for the purpose of improving a grade is possible. At this level, courses may only be attempted twice. A repeated course with the corresponding grade will appear on the student's academic transcript after the course is completed, but only the last grade earned will be used in calculating the student's cumulative grade point average. In accordance with the graduation requirements, no more than two "Cs" are allowed in the course sequence. Tuition costs for the repeated class are the responsibility of the student.

## GRADES AND ACADEMIC STANDING

### Grading Policies & Procedures

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

LETTER GRADE	PERCENT	QUALITY PTS	
A	94-100	4.0	A - Superior work
A-	90-93	3.7	B - Above average or good work
B+	87-89	3.3	C - Average work
B	83-86	3.0	D - Below average or poor work
B-	80-82	2.7	F - Failing work or withdrawn failing after mid-term
C+	77-79	2.3	AU - An audited course
C	73-76	2.0	I - Incomplete (given in cases of illness or extreme circumstances; if incomplete work is not completed within the prescribed limit, the grade becomes FX)
C-	70-72	1.7	FX - Failed to make up incomplete work or unofficial withdrawal from college
D+	67-69	1.3	TR - Transfer coursework
D	63-66	1.0	W - Withdrawn from an audited course or failed to attend at least 60% of the audited course
D-	60-62	0.7	WP - Withdrawn passing (non-punitive)
F	0-59	0.0	WF - Withdrawn failing (used prior to mid-point; non-punitive)

### Incompletes

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

the course requirements by the deadline or the extension granted.

### **Satisfactory Academic Progress**

Students must demonstrate satisfactory academic progress toward completion of their program of study in order to maintain eligibility for enrolling in classes. The qualitative standard for academic progress requires that students must maintain a cumulative grade point average of 3.0 or higher with no more than two Cs and no grade lower than a C.

### **ACADEMIC DISHONESTY**

#### **Plagiarism and Cheating**

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgement. Plagiarism is not limited to word-for-word copying: it includes any false assumption of authorship, including paraphrasing lines of reasoning from printed sources and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious offense.

Examples of intentional plagiarism include, but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting or allowing someone to submit material for you, and submitting previously written material without the consent of the faculty members. In graduate studies, since a student relies heavily on published scholarly material, it is increasingly important to avoid any appearance of plagiarism by ignoring APA standards for giving proper credit for both general ideas and direct quotes.

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

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

#### **Inaccurate Information**

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

### **ACADEMIC DISCIPLINE**

#### **Academic Warning**

Should a graduate student earn a course grade below B-, the student will be placed on academic warning. A graduate student on academic warning is limited to 9 credit hours during the next semester of attendance.

#### **Academic Probation**

Should a graduate student earn a second course grade below B-, or should the cumulative

grade point average of a graduate student fall below 3.0, the student will be placed on academic probation. A graduate student on academic probation is limited to 6 credit hours during the next semester of attendance with no more than 3 credit hours per session, unless special approval is granted by the Director of Graduate Studies.

### **Academic Suspension**

The College places on academic suspension any student who fails to raise the cumulative grade point average to a satisfactory level (see above) at the end of the semester on academic probation. The student may reapply to continue at the College on academic probation through the Graduate Studies Office after an absence of one semester.

### **Academic Dismissal**

A graduate student on probation who fails to remove probationary status as prescribed may be dismissed from the program. Consideration will be given to the student's continuance through an appeals process. Should a student's cumulative grade point average fall to a point where there is no reasonable possibility of bringing it to the level required for graduation, the student will be dismissed. A student dismissed for academic reasons may apply for re-admission but will be re-admitted only on the approval of the Vice President for Academic Affairs, or his/her designee.

### **Academic Discipline Appeals**

Current TFC graduate students must file in writing all appeals relating to academic discipline with the Director of Graduate Studies within 14 days of discipline notification. The Graduate Appeals Committee considers the appeal. The decision of the Graduate Appeals Committee, comprised of the Vice President for Academic Affairs, the Registrar, the Director of Graduate Studies, and the Director of Center for Academic Success, is final.

## **RECORDS**

### **Transcripts**

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

### **Privacy Rights**

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

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

the Registrar's Office.

### **Request to Prevent Disclosure of Directory Information**

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

### **Records Retention Policy**

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

## **STUDENT COMPLAINTS AND APPEALS**

### **Complaints**

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

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

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

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

### **Grade Appeal Process**

Students who have concerns related to academic courses (grading, assignments, class policies, course material, etc.) should first discuss the matter with the course professor. If no agreement on the matter can be achieved, the student may consult with the Director of Graduate Studies. If the matter is still unresolved, the student may present the issue to the Vice President for Academic Affairs. The Vice President for Academic Affairs may choose to refer the matter to the Graduate Appeals Committee. Students must submit all appeals and rationale in writing to



the instructor within 14 days of the last exam day of the semester in question. Grade changes submitted after this period must have the approval of the Director of Graduate Studies.

### **Title IX**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are both forms of sex discrimination prohibited by Title IX.

Toccoa Falls College is committed to providing an environment of learning, living, and working that fulfills the human spirit and promotes a healthy environment for its students and employees. Sexual misconduct includes but is not limited to, sexual assault, sexual harassment, stalking, domestic violence and sexual exploitation committed by Toccoa Falls students, staff or faculty and will not be tolerated. This applies to a variety of campus environments that include academic, athletic, residential and College-sponsored programs, as well as the online learning environment. If you believe you or others have been sexually harassed, assaulted or subjected to sexual misconduct by a TFC student or employee, you are highly encouraged to seek assistance. We want to help. The Title IX Coordinator wants to provide help and support for both the complainant and the accused. Our first priority is our campus community while also being in full compliance with directives provided by the United States Department of Education (DOE) and the Office for Civil Rights (OCR).

### **Contacting the Title IX Coordinator**

Any student or TFC employee, or applicant who has concerns about sex discrimination or sexual misconduct should proactively seek the help of the Title IX Coordinator. Use the following guidelines to help determine if you should seek assistance.

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

## SEBY JONES LIBRARY

Library Help Desk  
(706) 886-7299, ext. 5346  
[www.tfc.edu/library](http://www.tfc.edu/library)

Library Staff  
Armand T. Ternak, M.A., M.A.  
Selina E. Slate, M.L.I.S.  
Torri L. Beck, M.L.I.S.

### General Information

Academic research at Toccoa Falls College centers on the Seby Jones Library, a two-story building located in the middle of campus. The library provides members of the College community with resources for their intellectual, spiritual and cultural development. The library's total learning resources include access to over 1,000,000 volumes (paper and electronic), over 73,000 electronic periodical subscriptions, and over 3.4 million scholarly reference articles. Also available are over 39,887 e-videos and over 1.5 million statistical research reports. As a participant in the statewide GALILEO library network, the library provides access to over 280 academic research databases, including full-text periodicals, indexing, encyclopedias, newspapers, statistical books, and other Internet resources. Library Orientation sessions are held at the beginning of each semester for all new students.

### Online Library Resources

The library's online catalog link can be accessed remotely from any location. The library's webpage [<https://tfc.edu/academics/library/>] provides access to an array of library services including: searching the library's catalog, searching library databases, checking your library account, renewing materials online, requesting an interlibrary loan, asking a reference question, reading the library's collection of electronic resources, as well as making suggestions for improving library services. Access is available 24 hours/day all year long.

The library has agreements with various vendors to provide sufficient electronic databases including GALILEO, Films on Demand, Credo Reference, JSTOR, PROQUEST, EBSCO and Statista for graduate students. Importantly, the library is a member of Georgia's Library Learning Online (GALILEO), a statewide resource sharing network used by all Georgia educational institutions provided through the University System of Georgia. GALILEO is an annual subscription-based service that provides the TFC community access to approximately 200 online databases [[www.galileo.usg.edu](http://www.galileo.usg.edu)]. Over 73,000 full-text journals and magazines are available to all library patrons through this resource.

A dedicated section on the library website highlights resources specifically of interest to Master of Arts in Organizational Leadership students [<https://tfc.edu/academics/library/galileo/>]

### External Library Resources

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

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

the Seby Jones Library.

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

### **Research Assistance**

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

### **Media and Technology**

Both floors of the library provide access to 60 Windows and Mac computers for student use. Video Cameras and iPads are also available for checkout for use within the building. Equipment for listening, viewing, and editing media is provided. DVDs and CDs are available for listening, viewing or checkout. The library also provides laminating services and materials for making bulletin boards. A color copier, scanner, and printers are available for student and faculty use.

The IT department supplies and maintains the permanent projection equipment in campus classrooms. The library provides portable multimedia projectors and other media equipment for checkout to faculty, staff and students for campus use. Workshops are offered periodically to assist students in using technology and in producing and editing media.

### **Circulation Services**

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

### **Library Hours**

Library hours during school sessions are:

Monday – Thursday:	7:45 AM – 11:30 PM
Friday:	7:45 AM – 5:30 PM
Saturday:	10:00 AM – 3:00 PM
Sunday:	6:00 PM – 11:30 PM

\*\*Exceptions are posted on the Library website and front door.

## STUDENT SUPPORT SERVICES

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

### **Welcome Webinar**

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

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

### **TFC 500 Graduate Studies Orientation**

In addition to the Welcome Webinar, graduate students will all be required to participate in a graduate orientation course during their first semester of enrolment. This course, TFC 500, will provide important information and support as students embark on graduate-level study, research and academic writing. Some topics to be covered include: the mechanics of excellent academic writing, understanding scholarly journals, reading research reports, the effective use of online databases, suggestions for efficient time management, and much more. The College does not charge tuition for this course since it is a non-credit course; however, a passing grade is a requirement to continue in the program.

### **Graduate Student Center**

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

### **Developing Community**

We strongly encourage students to participate in TFC student life, as much as possible. For graduate students living near Toccoa, this may include using the library on campus, attending regular College events, attending chapel services in person or online, visiting the bookstore or falls, and occasionally participating in sports activities. We want you to feel you are part of our College community even though your classes take place online.

The following are some services that may be important to you as a graduate student. Be sure to reach out to us early if you have any concerns or questions so that we can make sure you get the help you need in a timely manner.

### **Academic Writing and Research Assistance**

The goal of Academic Writing and Research Assistance is to provide a variety of academic and support services for student achievement and adjustment in graduate studies. Assistance is

available free of charge to currently enrolled students requesting help. Assistance involves one-on-one support from qualified personnel who have been approved by the director and the faculty in a given subject area. Students can find the form for requesting writing or research assistance in the Graduate Student Center.

### **Academic Advising**

Graduate students receive an advisor who will assist with academic advising and guidance throughout their course of study. The College assigns each incoming graduate student an academic advisor in the field of study the graduate student is pursuing. At the graduate level, advising is intended to be more a mentoring relationship than a structure designed to make sure a student takes the right classes. The faculty advisor is an integral part of the student's educational program, so it is important to establish an ongoing relationship. Please note, it is the graduate student's responsibility to complete all requirements of the program of study. Students cannot hold advisors liable for student failure to meet specified program requirements.

### **Disabilities Support**

Students have access to the Toccoa Falls College Center for Academic Success for Disability Support, as needed. The Americans with Disabilities Act (ADA) defines a person with a disability as any person who has physical or mental impairment that substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, and working), has record of impairment, or is regarded as having such an impairment. The Center for Academic Success provides a variety of academic and support services based on the individual needs of each student. Accommodations in courses may be requested by filling out the [Accommodations Request Form](#), available in the Graduate Student Resource Center.

### **Career Services**

Career Services serves students and alumni with vocational and career advice. Assistance is available through assessment inventories to target career strengths as well as skill development through mock interviews and resume critiques. Several opportunities each year provide access to job fairs on and off campus. Additionally, graduate students are encouraged throughout the program to explore and reflect upon their unique gifts and calling within God's design for their life.

### **Student Counseling Services**

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

### **Spiritual Formation**

The Office of Spiritual Formation (OSF) at Toccoa Falls College seeks to create an academic and campus environment where students, staff/administration, and faculty can develop a robust understanding of Christian formation and engage in ongoing practices that nurture it. Simply

stated, TFC wants to be a community that continually explores and practices what it means to love God with all our heart, soul, mind, and strength, and to love others as we love ourselves (Matt 12:30-31). Since Christian formation is holistic in scope, the OSF is committed to shaping a college experience—either on campus or online—that places formation at the heart of both classroom and community life. Chapel services take place on Tuesdays and Wednesdays at 10am, with special services in the evening throughout the semester. These are accessible online via the link in the Student Center.

Social media is an additional avenue to connect with the Office of Spiritual Formation. The Office of Spiritual Formation’s social media information can be found in the Graduate Student Center.

Throughout your graduate career, you will be encouraged to participate and collaborate with professors/instructors to ensure the purposeful integration of faith and learning in the classroom with an eye towards faithful living in the world.

## CONTACT INFORMATION

### Director, Graduate Studies

Dr. Elizabeth (Beth) Beech  
Phone: 706-886-7299, ext. 5410  
Email: [ebeech@tfc.edu](mailto:ebeech@tfc.edu)

### Center for Academic Success (Disability Support)

Mrs. Nancy Hyndman  
Phone: 706-886-7299, ext. 5461  
Email: [nhyndman@tfc.edu](mailto:nhyndman@tfc.edu)

### Registrar's Office (Registration & Transcripts)

Phone: 706-886-7299, ext. 5396  
Email: [registrar@tfc.edu](mailto:registrar@tfc.edu)  
Web: [www.tfc.edu/academics/registrar](http://www.tfc.edu/academics/registrar)

### Student Accounts (Billing and Payments)

Phone: 706-886-7299, ext. 5292  
Email: [stuacct@tfc.edu](mailto:stuacct@tfc.edu)

### Student Counseling Services

Amy L. Marshall, LCSW, Director of Counseling Services  
Phone: 706-886-7299, ext. 5349  
Email: [amarshall@tfc.edu](mailto:amarshall@tfc.edu)

### Library Services:

Phone: 706-886-7299, ext. 5346  
Email: [library@tfc.edu](mailto:library@tfc.edu)  
Web: [www.tfc.edu/academics/seby-jones-library](http://www.tfc.edu/academics/seby-jones-library)

### Bookstore Services

Book Store Manager: 706-886-7299, ext. 5257  
Assistant Manager: 706-886-7299, ext. 5259  
Email: [bookstore@tfc.edu](mailto:bookstore@tfc.edu)

### Career Services

Phone: (706) 886-7299, ext. 5208  
Email: [careers@tfc.edu](mailto:careers@tfc.edu)

### Title IX Coordinator

Abigail Davis, Title IX Coordinator  
Vice President for Student Affairs  
Phone: 706-886-6831, ext. 5326  
Email: [abdavis@tfc.edu](mailto:abdavis@tfc.edu)

### Spiritual Formation

Email: [spiritualformation@tfc.edu](mailto:spiritualformation@tfc.edu)  
Web: <https://tfc.edu/campus-life/christian-life/>

## REPORTING FORMS

### [Sexual Misconduct and Relationship Violence Report](#)

This form collects some basic information regarding incidents of discrimination or Title IX misconduct at Toccoa Falls College that involve faculty, students, and/or staff. Please complete as much as information as possible and click submit. All information provided remains confidential.

### [Campus Incident Report](#)

This form should be used to report an incident that occurred on or off campus and that also involves a TFC student(s). This form is commonly used by Residence Life as well as Campus Safety/Security staff persons.

### [Student of Concern Report](#)

This form should be used to report a student expressing or displaying behaviors that are unusual or create cause for present or future concern regarding the student or campus community.

### [Issues of Concern/Complaint](#)

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

### [Accommodations Request Form](#)

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



## MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

Elizabeth G. Beech, Ph.D.  
Director, Graduate Studies  
[ebeech@tfc.edu](mailto:ebeech@tfc.edu)

### PROGRAM MISSION STATEMENT

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

### OUTCOME GOALS

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

**MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP  
SUGGESTED COURSE SEQUENCE  
1-YEAR TRACK**

**FALL SESSION A**

---

TFC 500 Orientation  
LED 503 Christian Leadership and Work  
MAN 613 Legal & Ethical Decision Making

**FALL SESSION B**

---

LED 513 Foundations of Organizational Leadership  
LED 613 Organizational Theory and Culture

**SPRING SESSION (16 WEEKS)**

---

LED 683 Developing Research in Leadership

**SPRING SESSION A**

---

LED 623 Organizational Communication  
MAN 633 Knowledge Management

**SPRING SESSION B**

---

LED 633 Leading People and Teams  
LED 643 Leading Change and Transformation

**SUMMER SESSION**

---

LED 653 Leading Culturally Diverse Teams  
LED 693 Organizational Leadership Capstone

**TOTAL = 33 Semester Credit Hours**

**MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP  
SUGGESTED COURSE SEQUENCE  
2-YEAR TRACK**

**YEAR ONE**

**FALL SESSION A**

---

TFC 500 Orientation  
LED 503 Christian Leadership and Work

**FALL SESSION B**

---

LED 513 Foundations of Organizational Leadership

**SPRING SESSION A**

---

LED 623 Organizational Communication

**SPRING SESSION B**

---

LED 633 Leading People and Teams

**SUMMER**

---

LED 653 Leading Culturally Diverse Teams

**YEAR TWO**

**FALL SESSION A**

---

MAN 613 Legal & Ethical Decision Making

**FALL SESSION B**

---

LED 613 Organizational Theory and Culture

**SPRING SESSION (16 Weeks)**

---

LED 683 Developing Research in Leadership

**SPRING SESSION A**

---

MAN 633 Knowledge Management

**SPRING SESSION B**

---

LED 643 Leading Change and Transformation

**SUMMER**

---

LED 693 Organizational Leadership Capstone

**TOTAL = 33 Semester Credit Hours**

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

## COURSE DESCRIPTIONS

### LED – LEADERSHIP

#### **LED 503 Christian Leadership and Work** (3 hours, fall online)

Learners will consider the relationship between faith, work, and thought, specifically informed by biblical analysis, to be equipped to develop a uniquely Christian approach to organizational leadership.

#### **LED 513 Foundations of Organizational Leadership** (3 hours, fall online)

A foundational survey of predominant leadership theories, their underlying worldview perspectives and prominent scholars in the field. Case studies, biblical exegesis, and questionnaires will help students analyze their own leadership style in light of current research, theory, and the Bible.

#### **LED 613 Organizational Theory and Culture** (3 hours, fall online)

Understanding the theories behind organizations and organizational culture is essential for any leader. This course provides an understanding of organizational culture and structure as well as organizational lifecycle development. Learners examine the role of the leader as an organizational architect evaluating both the social and technical systems of organizations.

#### **LED 623 Organizational Communication** (3 hours, spring online)

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

#### **LED 633 Leading People and Teams** (3 hours, spring online)

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

#### **LED 643 Leading Change and Transformation** (3 hours, spring online)

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

#### **LED 653 Leading Culturally Diverse Teams** (3 hours, summer online)

Leaders encounter many challenges as people from different cultures, social structures, religions, and languages participate in a globalized landscape and workforce. Learners in this course explore the leadership perspectives and skills necessary to develop high-functioning, culturally diverse teams and develop an understanding of the interrelatedness of nations in

the global economy. Particular emphasis is placed on discerning the values underlying behaviors, as well as the attitudes, beliefs, skills, knowledge, and self-awareness necessary for leaders to effectively serve in diverse contexts.

**LED 683 Developing Research in Leadership** (3 hours, spring online, 16 weeks)

In preparation for possible doctoral studies, it is essential to introduce Master's students to basic research methodology and analysis. Learners will engage with current peer-reviewed literature to become familiar with various approaches to social research in leadership studies. Both quantitative and qualitative methods will be briefly examined throughout this course. This course is extended over the complete Spring semester for greater flexibility and comprehension.

**LED 693 Organizational Leadership Capstone** (3 hours, summer online)

The Capstone is an opportunity to showcase the learning that has occurred over the course of the Master of Arts in Organizational Leadership program. The course is designed to be both retrospective and integrative as students synthesize leadership theories, concepts, and experiences, along with biblical exegesis and worldview analysis, in a practical inquiry project within their own organizational setting. The course requires background research, the development of a viable project design, and an oral presentation with supporting multimedia to be presented to faculty and peer-reviewers as the highlight of this final course.

## **MAN – MANAGEMENT**

**MAN 613 Legal & Ethical Decision Making** (3 hours, fall online)

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

**MAN 633 Knowledge Management** (3 hours, spring online)

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

## **TFC – TOCCOA FALLS COLLEGE**

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

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

# DIRECTORY

## BOARD OF TRUSTEES

2020-2021

John W. Allen*	Mansfield, Ohio
Ron N. Cantrell	Hiawassee, Georgia
Debra D. Ferrell	N. Ft. Myers, Florida
David A. Fugett	Sarasota, Florida
Phil H. Hagar	Trussville, Alabama
Mark Herndon	Clinton, South Carolina
T. Edwin Mangham	Kandern, Germany
C. David Markle	Kennesaw, Georgia
Michael D. Noel	Waxhaw, North Carolina
Jeffery A. Norris	Buckhannon, West Virginia
Sheila Ray	Brookhaven, Georgia
David K. Smith	Dayton, Ohio
Lantzia C. Thao	Thornton, Colorado
Janet L. Webb	Dunwoody, Georgia
John K. Wilkinson	Toccoa, Georgia

\*Chairman

### Trustee Emeriti:

Jack C. DeLany	N. Ft. Myers, Florida
Ray L. Kincaid	Ft. Myers, Florida
Ben LeTourneau	Longview, Texas
R. Harold Mangham	Kissimmee, Florida
David W. Scott	Atlanta, Georgia

## ADMINISTRATION

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

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

**Davis, Abigail H., M.Div.**, Vice President for Student Affairs, B.A., M.A. Biola University; M.Div., Gateway Seminary. (2017-present)

**Kerr, Emily C., B.S.**, Vice President for Enrollment Management, B.S., Toccoa Falls College. (2011-present)

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

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

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

## FACULTY EMERITI

**Allison, Norman E., Jr., Ph.D.**, Professor Emeritus, B.A., Toccoa Falls College; M.A., American University of Beirut; Ph.D., University of Georgia. (1972-present)

**Farley, William H., Th.M.**, Professor Emeritus, B.A., Crown College; M.Div., Bethel Theological Seminary; Th.M.,

Southern Baptist Theological Seminary. (1976-present)

**Frederick, L. Ruth, Ed.D.**, Professor Emerita, B.S., Bryan College; M.Ed., Florida Atlantic University; M.S., Azusa Pacific College; Ed.S., Florida Atlantic University; Ed.D., University of Georgia. (1990-present)

**Harvey, David P., D.Min.**, Professor Emeritus, B.A., John Brown University; Th.B., Crown College; M.A., Wheaton Graduate School; D.Min., Columbia International University. (1987-present)

**Morden, James R., M.M.**, Professor Emeritus, B.A., M.M., University of South Florida. (1974-present)

**Murphree, Jon Tal, M.Div., Litt.D.**, Professor Emeritus, A.B., Asbury University; M.A., University of Kentucky; M.Div., Asbury Theological Seminary; Litt.D., Toccoa Falls College. (1981-2002; 2005-present)

**Reese, David G., Ph.D.**, Professor Emeritus, B.S., Nyack College; M.Div., Asbury Theological Seminary; Ph.D., Southern Baptist Theological Seminary. (1988-present)

**Stufft, W. David, M.Ed.**, Professor Emeritus, B.S., M.Ed., Indiana University of Pennsylvania. (1985-present)

**Vena, Julio C., M.Div.**, Professor Emeritus, B.A., Central Bible College; M.A., M.Div., Trinity Evangelical Divinity School. (1971-present)

**Williams, Donald T., Ph.D.**, Professor Emeritus, B.A., Taylor University; M.Div., Trinity Evangelical Divinity School; Ph.D., University of Georgia. (1988-present)

**Wulf, Clarence W., M.Div., Litt.D.**, Professor Emeritus, B.A., San Francisco Baptist College; B.D., M.Div., Talbot Theological Seminary. Litt.D., Toccoa Falls College. (1979-present)

## ADMINISTRATIVE FACULTY

**Beck, Torri L., M.L.I.S.**, Cataloging and Information Services Librarian, B.S., University of Georgia; M.L.I.S., Valdosta State University. (2016-present)

**Beech, Elizabeth G., Ph.D.**, Director of Graduate Studies, B.A., Asbury University; M.A., Azusa Pacific University; M.Th., Southwestern Baptist Theological Seminary; Ph.D., Regent University. (2020-present)

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

**Hyndman, Nancy F., M.A.**, Director of Center for Academic Success, B.A., Vennard College; M.A., Asbury Theological Seminary. (2005-present)

**Jordan, Jason D., M.Div.**, Associate Registrar, B.A., Toccoa Falls College; M.Div., Columbia International University. (2016-present)

**Slate, Selina E., M.L.I.S.**, Assistant Library Director, B.S.,

Corban University; M.L.I.S., Valdosta State University. (1994-present)

**Ternak, Armand T., M.A.**, Library Director, B.A., Cedarville University; M.A., University of South Florida; M.A., Capital Bible Seminary. (2015-present)

**Thorne, Andrew P., M.B.A.**, Director of Online & Dual Enrollment Education, B.S., Toccoa Falls College; M.B.A., Regent University. (2014-present)

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

## FULL-TIME FACULTY

### SCHOOL DEANS

**Council, Thomas M., Ph.D.**, Dean of the School of Professional Studies, Professor of Choral Music, B.S., Toccoa Falls College; M.M.E., Samford University; Ph.D., Auburn University. (2000-present)

**Vena, Christopher J., Ph.D.**, Dean of the School of Christian Ministries, Associate Professor of Systematic Theology, B.A., Toccoa Falls College; M.A., Bethel Theological Seminary; Ph.D., Marquette University. (2007-present)

**Wanner, Curt N., Ph.D.**, Dean of the School of Arts & Sciences, Professor of Communication, B.A., Wheaton College; M.A., Regent University; M.Div., Th.M., Gordon-Conwell Theological Seminary; Ph.D., University of Georgia. (2006-present)

### TEACHING FACULTY

**Adkins, David, Ph.D.**, Assistant Professor of English, B.A., University of Central Arkansas; M.A., Pennsylvania State University; Ph.D., University of Toronto. (2018-present)

**Brock, Dorothy S., Ph.D.**, Associate Professor of Counseling, B.S. Oral Roberts University; M.Ed., Ph.D., Georgia State University. (2001-present)

**Burris, Kevin R., Ph.D.**, Bible & Theology Department Chair, Professor of Biblical Studies & Languages, Online Department Coordinator, B.E.E., Georgia Institute of Technology; M.Div., Ph.D., Southern Baptist Theological Seminary. (2007-present)

**Clay, Nathan A., Ph.D.**, Business Administration Department Chair, Assistant Professor of Business Administration, B.S., Toccoa Falls College; M.B.A., Jones International University; Ph.D., Northcentral University. (2006-present)

**Crosby, Jarvis L., Ed.D.**, Global Ministries Department Chair, Professor of Cross-Cultural Studies & TESOL, B.S., Nyack College; M.P.S., Alliance Theological Seminary; Ed.D., University of Georgia. (1984-85, 1994-95, 1998-present)

**Doran, Lorraine G., Ed.D.**, Associate Professor of Teacher Education, B.S., Bryan College; M.A., Tusculum College; Ed.D., University of the Cumberland. (2019-present)

**Elkins, Gary S., Ph.D.**, Professor of Philosophy, B.S., Columbia International University; M.A., Denver Seminary; M.A., University of Denver; M.A., Trinity International University; Ph.D., University College Dublin, Ireland. (1999-present)

**Foster, Angela M., M.S.N.**, Assistant Professor of Nursing, B.S., M.S.N., Augusta University. (2018-present)

**Garside, Dale C., Ph.D.**, Professor of French & Spanish, B.S., Shippensburg State University; M.A., University of Paris-Sorbonne; M.A., M.A., Ph.D., University of Cincinnati. (1997-2004; 2008-present)

**Greiving, Adam C., M.A.**, Assistant Professor of History, B.A., Florida State University; M.A., University of Colorado. (2016-present)

**Griffin, Joyce A., M.A.**, Assistant Professor of Cross-Cultural Studies & World Religions, B.A., Crown College; M.A., Wheaton Graduate School. (1998-present)

**Griffith, Richard W., D.Min.**, Assistant Professor of Youth Ministries, Online Department Coordinator, B.S., North Georgia College; M.A., D.Min., Fuller Theological Seminary. (2016-present)

**Hendrix, Kristi L., Ed.D.**, Assistant Professor of Nursing, B.B.A., The University of Georgia; B.S.N., M.S.N., Clayton State University; Ed.D., University of West Georgia. (2016-present)

**Henriques, Yurii, M.M.**, Assistant Professor of Music Education, B.A., Hampshire College; M.M., University of Massachusetts. (2016-present)

**Heringer, Seth J. Ph.D.**, Assistant Professor of Theology and Scripture, B.A., St. Olaf College; M.Div., Duke University; Ph.D., Fuller Theological Seminary. (2017-present)

**Hollingsworth, Randall W., Ph.D.**, Humanities Department Chair, Professor of Communication, B.S., Florida State University; M.Div., Southern Baptist Theological Seminary; Ph.D., Florida State University. (2017-present)

**Howard, Philip T., Ph.D.**, Professor of Ministry and Leadership, B.S., Gordon College; M.R.E., Gordon-Conwell Theological Seminary; Ph.D., Trinity International University. (1997-present)

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

**Jalovick, David A., Ph.D.**, Associate Professor of History, B.S., Toccoa Falls College; M.A., Ph.D., State University of New York at Buffalo. (1997-present)

**Jones, David A., M.M.**, Music Department Chair, Assistant Professor of Voice, B.A., M.M., University of Georgia; M.C.M., Southwestern Baptist Theological Seminary. (1998-present)

**Juncker, Günther H., Ph.D.**, Professor of New Testament & Greek, B.A., University of California, Davis; M.Div., Ph.D. Trinity Evangelical Divinity School. (2001-present)

**Kang, Piljoo P., Ph.D.**, Ministry & Leadership Department Chair, Associate Professor of Family & Children's Ministries, B.A. University of California, Berkeley; M.Ed., Harvard University; M.A., Fuller Theological Seminary; M.A., California State University; Ph.D., University of California, Santa Barbara. (2016-present)

**Kilian, Marcus K., Psy.D.**, Associate Professor of Psychology, B.A., Fachhochschule Ludwigshafen; M.Div., Pentecostal Theological Seminary; M.Th., University of South Africa; M.A., Psy.D., Regent University. (2018-present)

**Kronk, Richard K., Ph.D.**, Associate Professor of Cross-Cultural Studies, B.S., Michigan State University; Th.M., Dallas Theological Seminary; Ph.D., Evangelische Theologische Faculteit. (2016-present)

**Laing, Joelle M., Ph.D.**, Assistant Professor of Biology, B.S., Berry College; M.S., North Carolina State University; Ph.D., University of Florida. (2020-present)

**Lee, You Ju, D.M.A.**, Professor of Piano, B.A., Ehwa Women's University; M.M., Georgia State University; D.M.A., University of Georgia. (2004-present)

**Lightfoot, Kristina E., Ed.D.**, Teacher Education Department Chair, Assistant Professor of Teacher Education, B.S., M.Ed., Georgia State University; Ed.D., University of West Georgia. (2013-present)

**Linck, D. Teresa, Ph.D.**, Assistant Professor of Nursing, B.S., M.S.N., North Carolina State University; Ph.D., Augusta University. (2018-present)

**Murphree, Mark A., Ph.D.**, Assistant Professor of English and Theology, B.A., Asbury University; M.A., University of Georgia; M.Div., Columbia International University; Ph.D., Evangel University. (2004-present)

**Peek, Brian M., Ph.D.**, Natural Sciences & Mathematics Department Chair, Professor of Chemistry and Physics, B.S., Wake Forest University; Ph.D., University of North Carolina, Chapel Hill. (2017-present)

**Penland, Jonathan S., Ph.D.**, Professor of Cross-Cultural Studies and Anthropology, B.A., Toccoa Falls College; M.A., Columbia International University; Ph.D., Ph.D., University of Georgia. (2000-present)

**Quarterman, G. William, Ed.D.**, Professor of Psychology and Counseling, B.S., Toccoa Falls College; M.R.E., M.A., Trinity Evangelical Divinity School; Ed.D., University of Georgia. (1982-85, 1992-present)

**Rose, Lori M., Ed.S.**, Assistant Professor of Teacher Education, B.S., Toccoa Falls College; M.Ed., Clemson University; Ed.S., Liberty University. (2020-present)

**Royal, Crista R., Ph.D.**, Assistant Professor of Natural Sciences, B.S., Pensacola Christian College; Ph.D., Augusta University. (2015-present)

**Souto, Austin M., M.A.**, Assistant Professor of Outdoor Leadership, B.A., M.A., Wheaton College. (2020-present)

**Sulhoff, Staci M., M.B.A.**, Assistant Professor of Business Administration, B.A., M.B.A., Piedmont College. (2016-present)

**Thomas, Alisa M., M.A.**, Assistant Professor of English, Online Department Coordinator, B.A., Georgetown College; M.A., University of Louisville. (2000-present)

**Turner, Kenneth J., Ph.D.**, Professor of Old Testament &

Biblical Languages, B.A., Arizona State University; M.Div., Ph.D., Southern Baptist Theological Seminary. (2016-present)

**Vickers, Brenna K., D.Coun.**, Counseling Psychology Department Chair, Associate Professor of Counseling, B.S., Toccoa Falls College; M.S. University of North Georgia; D.Coun., Midwestern Baptist Theological Seminary. (2013-present)

**Wall, S. Grant, M.M.**, Assistant Professor of Music & Worship Arts, B.M., M.M., University of Mississippi; M.T.S., Southwestern Baptist Theological Seminary. (2017-present)

**Worth, Elana B., M.S.**, Assistant Professor of Teacher Education, B.S., M.S., Troy University. (2020-present)

#### GRADUATE TEACHING FACULTY

**Beech, Elizabeth G., Ph.D.**, Director of Graduate Studies, B.A., Asbury University; M.A., Azusa Pacific University; M.Th., Southwestern Baptist Theological Seminary; Ph.D., Regent University. (2020-present)

**Clay, Nathan A., Ph.D.**, Instructor of M.A. Organizational Leadership; Business Administration Department Chair, Assistant Professor of Business Administration; B.S., Toccoa Falls College; M.B.A., Jones International University; Ph.D., Northcentral University. (2006-present)

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

**Kronk, Richard K., Ph.D.**, Instructor of M.A. Organizational Leadership; Associate Professor of Cross-Cultural Studies, B.S., Michigan State University; Th.M., Dallas Theological Seminary; Ph.D., Evangelische Theologische Faculteit. (2016-present)

#### GRADUATE ADJUNCT FACULTY

**Arrington, Virgil E., J.D.**, Adjunct Instructor of Business Law, B.A., J.D., University of Akron. (2015-present)

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

**Hedderly, Deborah, Ed.D.**, Instructor of M.A. Organizational Leadership; B.A. California State University; M.B.A. Pepperdine University; Ed.D. Pepperdine University. (2020-present)

**Ober, David, Ph.D.**, Instructor of M.A. Organizational Leadership; B.A. Wheaton College; M.A. Wheaton College; Ph.D. Eastern University. (2020-present)



## INDEX

<b>A</b>		Grades & Academic Standing	17
Academic Advising	25	Grading Policies & Procedures	17
Academic Discipline	18	Graduate Application Fee	11
Academic Discipline Appeals	19	Graduate Student Center	24
Academic Dishonesty	18	Graduate Tuition	11
Academic Dismissal	19	Graduation Requirements	13
Academic Load	15	<b>I</b>	
Academic Probation	18	Inaccurate Information	18
Academic Sessions	14	Incompletes	17
Academic Standing	17	International Student Admissions	9
Academic Suspension	19	International Student Application Procedures	9
Academic Warning	18	<b>L</b>	
Academic Writing & Research Assistance	24	Library Hours	23
Accepted with Specification	8	<b>M</b>	
Accreditation	14	MAOL 1-Year Track	30
Administrative Withdrawal from Courses	16	MAOL 2-Year Track	31
Administrative Withdrawal from Program	16	MAOL Outcome Goals	29
Admissions Requirements	8	MAOL Program Mission Statement	29
Application for Graduation	13	Media & Technology	33
Application for Re-admission	16	Mission Distinctives	5
Audit Fee	11	Mission Goals	5
Auditing	9	Mission Statement	5
<b>C</b>		Modification of Regulations	7
Career Services	25	<b>N</b>	
Circulation Services	23	No-Show Policy	15
Commencement Participation	13	Non-Degree Seeking Students	9
Community Standards	6	<b>O</b>	
Complaints	20	Online Library Resources	22
Contact Information	27	<b>P</b>	
Contacting the Title IX Coordinator	21	Payments	11
Course Descriptions	32	Plagiarism and Cheating	18
Course Fees	11	Privacy Rights	19
<b>D</b>		<b>R</b>	
Deferred Admissions	9	Records	19
Denied Admissions	9	Records Retention Policy	20
Developing Community	24	Refund for Withdrawals	11
Directed Study	15	Registration	15
Directed Study Cancellation Fee	11	Registration and Scheduling	14
Directory	34	Repeating a Course	17
Disabilities Support	25	Reporting Forms	28
Drop/Add Period	15	Request to Prevent Disclosure of Directory Information	20
<b>E</b>		Research Assistance	23
Entering Catalog	14	Residency Requirements	15
Evaluation of Foreign Transcripts	10	Returned Check Charge	12
External Library Resources	22	<b>S</b>	
<b>F</b>		Satisfactory Academic Progress	18
Financial Information	11		
<b>G</b>			
Grade Appeal Process	20		

Seby Jones Library	22
Spiritual Formation	25
Statement of Faith	6
Student Complaints and Appeals	20
Student Counseling Services	25
Student Support Services	24

T

TFC 500 Graduate Studies Orientation	24
Time Limits for Completing Degree	13
Title IX	21
Transcripts	19
Transfer Policies	10

V

Voluntary Withdrawal from Courses	16
-----------------------------------	----

W

Welcome Webinar	24
Withdrawal Fee	11
Withdrawal from the Program	16