If you or someone you know has been hurt by dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking (hereafter referred to as "prohibited conduct"), Collin College is here to help. You have the right to live, learn, and work in a safe and welcoming environment.

Collin College policy prohibits all forms of prohibited conduct. Your immediate and long-term safety is what’s most important. This document outlines steps to take depending on what services you may want or need. The resources, options, and supportive measures outlined in this document may be helpful as you decide the next steps that are best for you.

Unsure where to start?
You may want more information or to talk to someone confidentially as you decide what you’d like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below.

**Counseling Services (Confidential Resource for Students)**
Provides counseling services free of charge to currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed mental health professionals.

**Office Hours:**
- Frisco Campus (Preston Ridge), Room F-144: Mon., Wed., Thurs., and Fri. 8:00 a.m. to 5:00 p.m., Tues. 8:00 a.m. to 8:00 p.m.
- Mckinney Campus (Central Park), Suite B-336: Mon., Tues., Thurs., and Fri. 8:00 a.m. to 5:00 p.m.
- Plano Campus (Spring Creek), Suite D-134: Mon. 8:00 a.m. to 8:00 p.m., Tues. through Fri. 8:00 a.m. to 5:00 p.m.
- Technical Campus, Room A-110: Call for an appointment. The following hours are available. Mon., Tues., Thurs., and Fri. 8:00 a.m. to 5:00 p.m., Wed. 8:00 a.m. to 8:00 p.m.
- Wylie Campus, Campus Commons Suite 215: Mon., Tues., Wed., and Fri. 8:00 a.m. to 5:00 p.m., Thurs. 8:00 a.m. to 8:00 p.m.

**Phone:** 972.881.5126  **Email:** personalcounseling@collin.edu  **Website:** www.collin.edu/studentresources/counseling/index.html

**District Dean of Students Office**
Provides advocacy and support. Assists students with reporting to appropriate law enforcement agencies.

**Office Hours:**
- Collin Higher Education Center (CHEC), Suite 457: Mon. through Fri. 8:00 a.m. to 5:00 p.m.
- Frisco Campus (Preston Ridge), Room F-127 in Suite F-109: Mon., Wed., Thurs., and Fri. 8:00 a.m. to 5:00 p.m., Tues. 8:00 a.m. to 8:00 p.m.
- Mckinney Campus (Central Park), Suite B-336: Mon., Tues., Thurs., and Fri. 8:00 a.m. to 5:00 p.m.
- Plano Campus (Spring Creek), Suite D-128: Mon. 8:00 a.m. to 8:00 p.m., Tues. through Fri. 8:00 a.m. to 5:00 p.m.
- Technical Campus, Room A-110: Call for an appointment. The following hours are available. Mon., Tues., Thurs., and Fri. 8:00 a.m. to 5:00 p.m., Wed. 8:00 a.m. to 8:00 p.m.
- Wylie Campus, Campus Commons Suite 215: Mon., Tues., Wed., and Fri. 8:00 a.m. to 5:00 p.m., Thurs. 8:00 a.m. to 8:00 p.m.

**Phone:** 972.881.5604  **Email:** dos@collin.edu  **Website:** www.collin.edu/studentresources/deanofstudents/index.html

**Employee Assistance Program (Confidential Resource for Employees)**
Provides free, confidential, and voluntary assistance to full-time employees and their household members.

**Office Hours:** Available 24 hours a day, 7 days a week

**Phone:** 1.866.327.2400  **Email:** eap@deerocks.com  **Website:** www.collin.edu/hr/benefits/eap.html

**Human Resources Office (HR)**
Provides advocacy and support, and assists with accommodations and reporting to law enforcement for Collin College employees.

**Office Hours:** Mon. through Fri. 8:00 a.m. - 5:00 p.m.

**Phone:** 972.758.3856  **Email:** hr@collin.edu  **Website:** www.collin.edu/hr/

**SUPPORTIVE MEASURES**

**Are you in danger?**
- If yes, call 911.
- The Collin College Police Department can also provide assistance. Call 972.578.5555 to report an incident or emergency.

**Do you need medical attention?**
You can receive attention at any medical facility; however, certain hospitals have specially-trained staff to help survivors of dating violence, domestic violence, sexual assault, and stalking. Contact information for local hospitals is on page 9 of this document.

It is important to preserve evidence that may assist in proving the alleged criminal offense occurred; be helpful in obtaining a protective order; or assist with an investigation by the police. Collin College, or both, should you choose to report the incident. Completing a forensic medical examination does not require you to file a police report or submit a report to Collin College, although we encourage these reports if you are comfortable with doing so.

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections (STIs) or pregnancy. If possible, do not: shower, bathe, douche, eat, drink, wash your hands, change your clothes, brush your teeth, smoke, use the toilet, or clean the location where the incident occurred.

Save the clothing you were wearing, sheets, or towels in a paper (not plastic) bag. Keep any text messages, records of phone calls, emails, pictures, notes, gifts, etc., as this information can be pertinent for a report of dating violence, domestic violence, sexual assault, or stalking.
Law Enforcement Contact Information

Allen Police Department
205 W. McDermott Drive
Allen, TX 75013
Phone: 214.509.4200
Website: https://cityofallen.org/904/Police

Collin College Police Department
2800 E. Spring Creek Parkway
Suite K-119
Plano, TX 75074
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

Collin County Sheriff’s Office
4300 Community Avenue
McKinney, TX 75071
Phone: 972.547.5100
Metro: 972.424.1460
Website: https://www.collincountytx.gov/sheriff/Pages/default.aspx

Frisco Police Department
7200 Stonebrook Parkway
Frisco, TX 75034
Phone: 972.929.6010
Website: https://www.friscotexas.gov/239/Police

McKinney Police Department
2200 Taylor Burk Drive
McKinney, TX 75071
Phone: 972.547.2700
Website: https://www.mckinneytexas.org/166/Police

Plano Police Department
909 14th Street
Plano, TX 75074
Phone: 972.424.5678
Website: https://www.plano.gov/214/Police

Rockwall Police Department
205 W. Rusk Street
Rockwall, TX 75087
Phone: 972.771.7717
Website: www.rockwallpolice.org/

Wylie Police Department
2000 North Highway 78
Wylie, TX 75098
Phone: 972.442.8171
Website: https://www.wylietexas.gov/police.php

Making a Report
You may choose to report to local law enforcement, the Collin College Police Department, Collin College’s Title IX complaint resolution process, or all of these entities. You may also choose not to report to any of these entities, and you are not obligated to report the incident if you choose not to do so. If you decide to report, Collin College will protect your identity in publicly available information, such as within our Annual Security and Fire Safety Report (ASFSR) or timely warning notices sent to the campus community.

You can also access the resources listed in this document regardless of whether or where you choose to report. Collin College will keep referrals to resources confidential, as long as it does not limit our ability to provide them to you. If Collin College needs to share information in order to refer you to a resource, we will notify you of what information needs to be shared, why, and with whom prior to sharing the information.

Reporting to Law Enforcement
In an immediate life-threatening emergency, dial 911.

Many complainants find law enforcement to be a great resource, and others choose not to report to law enforcement. We always encourage reporting, but only you can determine whether doing so is the right decision for you. Making a police report does not obligate you to file criminal charges, but it does create a record of the incident. The police report will include your name, the respondent’s name, witnesses’ names, and details of the incident.

It is important to note that the law enforcement agency you report to can vary depending on the specifics of your case and where the incident occurred. There are people on campus who can assist you in reporting to law enforcement if you choose to do so. For assistance in reporting to law enforcement, contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the “Reporting to Collin College Officials” section of this document. Additionally, students can contact the Dean of Students Office at 972.881.5604 or dos@collin.edu and employees can contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu for assistance with reporting to law enforcement.

If the incident occurred on a Collin College campus, contact the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone. The Collin College Police Department encourages anyone who is the victim of or a witness to any crime to promptly and accurately report the incident to the Collin College Police Department when the victim of a crime elects to, or is unable to, make such a report. Police reports are public records under state law; however, voluntary confidential reports for purposes of inclusion in the annual disclosure or crime statistics can be made to the Collin College chief of police or designee. For more information regarding Collin College Police Department policies and procedures, go to www.collin.edu/campuspolice/.

If the incident occurred off campus, contact the appropriate police department in your home city and/or the city in which the incident occurred. If you request assistance, a Collin College official will help you with this process. Contact information for local law enforcement agencies is located in the left-hand sidebar.

Regardless of whether or not you report to law enforcement, there are campus options available to you, including resolution through the Collin College Title IX complaint process.

Court Orders and Orders of Protection
Complainants have the right to seek a no-contact order, order of protection, restraining order, or similar lawful orders through a State of Texas civil, criminal, or tribal court. The Collin College Police Department does not issue court orders or orders of protection. Complainants must contact a local law enforcement agency (see sidebar at left for contact information) or a District Attorney’s Office to obtain court orders or orders of protection. Contact information for local District Attorney’s Offices is below.

1. Collin County District Attorney’s Office
   Phone: 972.548.4323
   Website: https://collincountyda.com/family-justice/protective-orders/

2. Dallas County District Attorney’s Office
   Phone: 214.653.3605
   Website: https://www.dallascounty.org/government/district-attorney/divisions/family-violence.php

3. Denton County District Attorney’s Office
   Phone: 940.349.2600
   Website: https://dentoncounty.gov/Departments/District-Attorney/Divisions/Victims-Assistance-Division

4. Rockwall County District Attorney’s Office
   Phone: 972.772.3000
   Website: https://www.rockwallcountytx.com/901/Protective-Orders

Once a complainant notifies the Collin College Police Department they are in possession of a court order or order of protection, the Collin College Police Department will enforce the order as appropriate. Therefore, it is important to notify the Collin College Police Department at 972.578.5555 as soon as possible if you have a court order or order of protection against another individual.
Making a Report (Continued)

Reporting to Collin College Officials
Regardless of whether or not you choose to report to the Collin College Police Department or local law enforcement, you can report to Collin College by contacting one (1) or more of the officials listed below:

1. Title IX Coordinator for Students
   Terrence Brennan
   Office: CHEC Suite 457
   Phone: 972.881.5734
   Email: t.brennan@collin.edu

2. Deputy Title IX Coordinator for Students
   Amy Throop
   Office: McKinney Campus Suite B-336
   Phone: 972.881.5667
   Email: athroop@collin.edu

3. Title IX Coordinator for Employees
   Floyd Nickerson
   Office: CHEC Room 349
   Phone: 972.599.3159
   Email: fnickerson@collin.edu

4. Deputy Title IX Coordinator for Employees
   Tonya Jacobson
   Office: CHEC Room 345
   Phone: 972.758.3856
   Email: tjacobson@collin.edu

5. A Campus Security Authority (CSA)
   A CSA is a Collin College official who has significant responsibility for student and campus activities (e.g., athletic coach, student organization advisor, etc.). For more information or a list of CSAs, contact the Collin College Police Department at 972.578.5555 or the Dean of Students Office at 972.881.5604, email dos@collin.edu, or go to https://www.collin.edu/studentresources/deanofstudents/CleryAct.html.

6. Submit a Title IX Formal Complaint Form Online
   Go to: https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776

See the “Collin College’s Title IX Complaint Resolution Process: Rights and Options” section in this document for more information on pursuing an investigation under Collin College policy.

Voluntary Confidential Reporting
Victims and witnesses of crime who do not want to pursue action within the Collin College system or the criminal justice system may still want to consider making a voluntary confidential report. The Collin College Police Department can file a report on the details of the incident without revealing the victim’s or witness’s identity. The purpose of a voluntary confidential report is to comply with the victim’s or witness’s wish to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With such information, Collin College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in Collin College’s annual crime statistics. To submit a voluntary confidential report, victims and witnesses can contact the Collin College Police Department Communications Center 24 hours a day at 972.578.5555.

Anonymous Reports of Prohibited Conduct
Victims can submit an anonymous report of prohibited conduct. However, doing so may limit Collin College’s ability to conduct a thorough investigation, respond appropriately, and stop the behavior from reoccurring. To file an anonymous report of prohibited conduct, victims can submit the online form available at https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776 or contact the Collin College Police Department Communications Center 24 hours a day at 972.578.5555.

If a victim of sexual assault files a report and later determines they would like to remain anonymous, the Collin College Police Department can assign a pseudonym to the victim. The victim must inform the Collin College Police Department officer assigned to investigate the case over the phone or in writing that they would like a pseudonym assigned to them. The pseudonym will be used in place of the victim’s name to identify the victim on any further documentation that could become public information.

Privacy and Confidentiality
To the greatest extent possible, Collin College will respect the privacy of the complainant, respondent, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Additionally, Collin College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair Collin College’s ability to provide the supportive measures.

Available Options and Interim Action
Collin College must provide certain options and interim action if you request them and they are reasonably available, regardless of whether you choose to report to local law enforcement, the Collin College Police Department, or the Title IX complaint resolution process. Available options and interim action along with information on who to contact to access them are outlined below.

Course Schedule Adjustments for Students
Contact: Title IX Coordinator for Students or Deputy Title IX Coordinator for Students (See the contact information for these individuals listed in the “Reporting to Collin College Officials” section of this document.)
Office Hours: Monday - Friday 8 a.m. - 5 p.m.
Website: www.collin.edu/titleix/

Criminal Trespass Warning Notice
The Collin College Police Department may issue a criminal trespass warning notice to prohibit an individual from entering any Collin College buildings or properties for a specified period of time.
Contact: Collin College Police Department
Office Hours: 24 hours a day, 365 days a year
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

Employment Options, Employee Resources, and Work Schedule Reassignments
Only available for full-time, part-time, and student employees of Collin College.
Contact: Title IX Coordinator for Employees or Deputy Title IX Coordinator for Employees (See the contact information for these individuals listed in the “Reporting to Collin College Officials” section of this document.)
Office Hours: Monday - Friday 8 a.m. - 5 p.m.
Website: www.collin.edu/titleix/

No Contact Directives and Removals
If appropriate, and depending on the nature of the incident, Collin College may issue a no contact directive or removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave). The purpose of these interim measures is to prevent contact between the complainant and respondent and protect the safety of the entire Collin College community.
Contact: Appropriate Title IX Coordinator or Deputy Title IX Coordinator (See the contact information for these individuals listed in the “Reporting to Collin College Officials” section of this document.)
Office Hours: Monday - Friday 8 a.m. - 5 p.m.
Website: www.collin.edu/titleix/

Student Housing Changes
Only available for students and employees living in Collin College Student Housing on the Plano Campus (Spring Creek).
Contact: Director of Student Housing Operations
Office Hours: Monday - Friday 9 a.m. - 6 p.m.
Phone: 972.881.5151
Email: studenthousing@collin.edu
Website: www.collin.edu/studenthousing/

Transportation Options
Collin College does not currently have the means to offer transportation options to a student or employee who reports they are the victim of prohibited conduct.
Collin College’s Title IX Complaint Resolution Process: Rights and Options

Collin College has adopted complaint resolution procedures to comply with Title IX, as amended and published on May 19, 2020, that provide for the prompt and equitable resolution of student and employee complaints alleging dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking (hereafter referred to as “prohibited conduct”). These complaint resolution procedures include information on how to report or file a complaint of prohibited conduct and how Collin College will respond once it has actual notice of an allegation of prohibited conduct.

Collin College’s Title IX complaint resolution procedures apply equally to all Collin College students and employees participating in or attempting to participate in Collin College’s education program or activity. Additionally, these complaint resolution procedures only apply to prohibited conduct that impacted a person in the United States.

In accordance with federal Title IX regulations, you have the following rights:

1. The right to a prompt, fair, impartial, unbiased, and equitable process from the initiation of the formal complaint process through the final result.
2. The right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegation(s).
3. The right to be assisted by an advisor of your choosing, who may be, but is not required to be, an attorney, during the formal complaint process. Please note that Collin College is only required to provide an advisor during the live hearing phase of the formal complaint process. Therefore, prior to the live hearing phase, complainants and respondents may provide their own advisor if they desire to do so.
4. The right to be informed in writing of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time to prepare to participate.
5. The right to be informed that the respondent is presumed not responsible until the conclusion of the formal complaint process when a determination is made.
6. The right to voluntarily participate in an informal resolution process. Both parties must provide their voluntary consent in writing to participate in an informal resolution process. Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student. Collin College will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.
7. The right to be notified in writing of:
   a. the results of any disciplinary proceeding and/or appeal(s) that arise from your formal complaint of prohibited conduct;
   b. Collin College’s procedures to appeal the results of the disciplinary proceeding and/or appeal(s);
   c. any change to the results (e.g., through the appeal process); and
   d. when the results become final.

The rights and options listed above will be afforded equally to both the complainant and respondent.

The Title IX Informal Resolution Process Flowchart on page 5 of this document and Title IX Formal Resolution Process Flowchart on pages 6-7 of this document provide an overview of Collin College’s Title IX informal and formal resolution processes. For more information and specific procedures, see the current Title IX Complaint Resolution Process Handbook for Collin College Students and Employees available at www.collin.edu/titleix/ or contact the appropriate Title IX coordinator or deputy Title IX coordinator listed under the “Reporting to Collin College Officials” section on page 3 of this document.
Title IX Informal Resolution Process Flowchart

This document is an overview of the Title IX informal resolution process. For specific procedures, see the current Title IX Complaint Resolution Process Handbook for Collin College Students and Employees available at www.collin.edu/titleix/.

Receipt of Complaint
- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of Collin College.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submits the online form available at https://c0bkr412.casp.io/dp/eaeb3000c-529b5c8d5c74b38776.
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee signs the complaint in the complainant's stead.

Notice of Supportive Measures
- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers the notice of supportive measures (i.e., appropriate advocacy resources on and off campus, as outlined in Collin College's Written Notification of Rights, Options, and Supportive Measures packet).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.

Initiation of Informal Resolution Process
- Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student.
- The parties must provide their voluntary consent in writing to participate in an informal resolution process.
- The appropriate Title IX coordinator provides the parties with the required written notice of the allegations and a description of the parameters of the informal resolution process. This written notice will include a statement that either party is permitted to withdraw from the informal resolution process and resume the formal resolution process at any time prior to a final determination being reached in the case.

Meeting with Informal Resolution Facilitator
- The informal resolution facilitator meets separately with both parties.
- The informal resolution facilitator notifies both parties of their rights and options, including the right to withdraw from the informal resolution process and resume the formal complaint process at any time prior to a final determination being reached in the case.
- Both parties read and sign the Consent to Informal Resolution Form indicating they are voluntarily and willingly consenting to pursue the informal resolution process at this time.
- If either party chooses to withdraw from the informal resolution process after signing the Consent to Informal Resolution Form, they will be required to read and sign the Withdrawal from Informal Resolution Notice Form prior to a final determination being reached and both parties signing the Informal Resolution Agreement Form.

Informal Resolution Agreement
- The informal resolution facilitator writes the Informal Resolution Agreement Form and clearly explains the informal resolution terms.
- The informal resolution facilitator sends the parties the Informal Resolution Agreement Form, and gives them 10 days to review and respond to the document prior to finalizing it.
- If, after 10 days, both parties agree to the informal resolution terms, they will sign the final Informal Resolution Agreement Form.
- The informal resolution facilitator notifies both parties simultaneously in writing of the final signed Informal Resolution Agreement Form, and sends the document to them in electronic format and hard copy.
- Once the final Informal Resolution Agreement Form is signed, the matter is closed, the informal resolution is non-appealable, and the formal complaint process will not be re-initiated.
**Title IX Formal Resolution Process Flowchart**

This document is an overview of the Title IX formal resolution process. For specific procedures, see the current Title IX Complaint Resolution Process Handbook for Collin College Students and Employees available at [www.collin.edu/titleix](http://www.collin.edu/titleix).

**Receipt of Complaint**
- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of Collin College.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submits the online form available at [https://c0blkr412.caspio.com/dp/eaab3000c5296cbd4d74b438776](https://c0blkr412.caspio.com/dp/eaab3000c5296cbd4d74b438776).
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator or designee.
- The complaint must contain the complainant’s actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee signs the complaint in the complainant’s stead.

**Notice of Supportive Measures**
- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers the notice of supportive measures (i.e., appropriate advocacy resources on and off campus, as outlined in Collin College’s Written Notification of Rights, Options, and Supportive Measures packet).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.

**Determination to Proceed with an Investigation**
- The appropriate Title IX coordinator or designee determines whether the allegation(s): 1. occurred while participating in or attempting to participate in Collin College’s education program or activity, 2. impacted a person in the United States, and/or 3. if proven, would meet the definition of prohibited conduct.
- If the allegations meet the criteria defined above, the appropriate Title IX coordinator or designee assigns an appropriate individual(s) to investigate the complaint.
- If the allegation(s) should be addressed through another Collin College process, the appropriate Title IX coordinator or designee forwards the complaint to the appropriate party.
- If the allegations do not meet one (1) or more of the criteria listed under above, the complaint is dismissed. Additionally, Collin College may dismiss a complaint at any time if: 1. the complainant would like to withdraw the complaint, 2. the respondent is no longer enrolled at or employed by Collin College, or 3. specific circumstances prevent Collin College from gathering evidence sufficient to reach a determination.

**Investigation**
- The respondent is presumed to be not responsible for the alleged misconduct until a written determination is made at the conclusion of the Title IX complaint process.
- The burden of gathering evidence and burden of proof falls on the investigator, not the parties.
- The investigator notifies the parties of their rights and options.
- The investigator meets separately with each party and their respective advisors (if the parties elect to provide their own advisors during this phase).
- The investigator meets separately with each witness.
- The investigator engages in an individualized safety and risk analysis to determine whether interim action(s) are appropriate and may recommend interim action(s) to the appropriate Title IX coordinator or designee. If the interim action(s) include a removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave, etc.), the respondent has the right to challenge the interim action(s) immediately after the removal.
**Title IX Formal Resolution Process Flowchart**

This document is an overview of the Title IX formal resolution process. For specific procedures, see the current Title IX Complaint Resolution Process Handbook for Collin College Students and Employees available at [www.collin.edu/titleix](http://www.collin.edu/titleix).

**Investigation Report**

- At the conclusion of the investigation, the investigator writes an Investigation Report that fairly summarizes the investigation and includes all evidence.
- The investigator sends the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) the Investigation Report in electronic format or hard copy, and gives them 10 days to respond to the document prior to finalizing it.
- The investigator finalizes the Investigation Report at least 10 days prior to the live hearing.
- The investigator notifies the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) simultaneously in writing of the final Investigation Report, and sends a copy of the document to them in electronic format or hard copy.

**Live Hearing**

- The investigation is followed by a live hearing.
- If a party is unable to obtain an advisor, the appropriate Title IX coordinator or designee assigns an appropriate advisor to the party for the purpose of conducting cross-examination for the party during the live hearing.
- The appropriate Title IX coordinator or designee notifies the parties and their respective advisors simultaneously in writing of the date, time, and place of the live hearing.
- Specific procedures for the live hearing, including time limits for statements, rebuttal, and cross-examination, will be provided to the parties and their respective advisors prior to the live hearing.
- The appropriate Title IX coordinator or designee assigns an individual(s) from the pool of hearing officers to conduct the live hearing.
- The hearing officer deliberates on the evidence, determines responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes a Written Determination of Responsibility.

**Appeal**

- Either the complainant or respondent may appeal the hearing officer’s determination within 10 College District business days on the following grounds: 1. procedural irregularity that affected the outcome, 2. new evidence not reasonably available that could affect the outcome, or 3. conflict of interest or bias by Collin College’s participants that affected the outcome.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee assigns the appropriate vice president or designee to serve as the appeal decision-maker.
- The appropriate vice president or designee deliberates on the evidence, makes a determination using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes an Appeal Determination.

**Expulsion and Termination Appeals**

- In cases where expulsion of a student or termination of an employee is recommended, either party may appeal by submitting a written request to the appropriate Title IX coordinator or designee within 10 College District business days of the appeal decision-maker’s determination.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee forwards all information regarding the case to the College District president or designee.
- The College District president or designee deliberates on the evidence and makes a determination to affirm, modify, remand, or reverse the recommendation for expulsion or termination.
- The College District president or designee’s decision is final and non-appealable.
Collin College’s Title IX Complaint Resolution Process Live Hearing Advisors

If you are unable to provide your own advisor for the Live Hearing phase of the Title IX formal resolution process, Collin College will provide one (1) for you from the list below without any fee or charge. Additionally, should you choose to have your own advisor present at any time during either the Title IX informal resolution process or formal resolution process, you may contact any of the individuals listed below to determine whether they are available to assist you. Contacting any of these individuals is not considered an official report to Collin College of prohibited conduct. See the “Reporting to Collin College Officials” section of this document for information on how submit an official report of prohibited conduct.

Hannah Adams
Biological Professor
Campus: Plano Campus (Spring Creek)
Office: Room K-217
Phone: 972.881.5675
Email: hmadams@collin.edu

Catherine Duke
Developmental Math Professor
Campus: Frisco Campus (Preston Ridge)
Office: Room J-156
Phone: 972.377.1763
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Campus Resources

If you are a victim of prohibited conduct, there are resources on campus from which you may seek support. Contacting any of these campus resources is not considered an official report to Collin College of prohibited conduct. See the “Reporting to Collin College Officials” section of this document for information on how submit an official report of prohibited conduct.

Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services)
Provides disability services, reasonable accommodations, individual attention, and support for Collin College students who need assistance with any aspect of their campus experience, accessibility, academics, testing, and registration.

Office Hours:
Frisco Campus (Preston Ridge), Room F-144C: Mon., Wed., Thurs., and Fri. 8:00 a.m. - 5:00 p.m., Tues. 8:00 a.m. - 8:00 p.m.
McKinney Campus (Central Park), Suite B-336: Mon., Tues., Thurs., and Fri. 8:00 a.m. - 5:00 p.m., Wed. 8:00 a.m. - 8:00 p.m.
Plano Campus (Spring Creek), Suite D-140: Mon. 8:00 a.m. - 8:00 p.m., Tues. through Fri. 8:00 a.m. - 5:00 p.m.

Technical Campus, Room A-110: Call for an appointment. The following hours are available. Mon., Tues., Thurs., and Fri. 8:00 a.m. - 5:00 p.m., Wed. 8:00 a.m. - 8:00 p.m.
Wylie Campus, Campus Commons Suite 215: Mon., Tues., Wed., and Fri. 8:00 a.m. - 5:00 p.m., Thurs. 8:00 a.m. - 8:00 p.m.

Phone: 972.881.5604
Email: dos@collin.edu
Website: www.collin.edu/studentresources/descriptions/index.html

Employee Assistance Program (Confidential Resource for Employees)
Collin College provides confidential and voluntary assistance to full-time employees and their household members through the Employee Assistance Program (EAP). This benefit is available 24 hours a day, seven (7) days a week, and provides up to eight (8) sessions per service type per year. There is no charge for full-time employees and their household members to use the EAP’s services.

Office Hours: 24 hours a day, 7 days a week
Phone: 1.866.327.2400
Email: eap@deerocks.com
Website: www.collin.edu/hr/benefits/eap.html

Financial Aid and Veterans Services Office
Provides federal, state, and veterans financial assistance for Collin College students. Assists students with identifying and obtaining resources to support their educational pursuits.

Office Hours:
Frisco Campus (Preston Ridge), Suite F-109: Mon., Wed., Thurs., and Fri. 8:00 a.m. - 5:00 p.m., Tues. 8:00 a.m. - 8:00 p.m.
McKinney Campus (Central Park), Suite D-118: Mon., Tues., Thurs., and Fri. 8:00 a.m. - 5:00 p.m., Wed. 8:00 a.m. - 8:00 p.m.
Plano Campus (Spring Creek), Suite G-103: Mon. 8:00 a.m. - 8:00 p.m., Tues. through Fri. 8:00 a.m. - 5:00 p.m.

Technical Campus, Room A-102: Mon., Tues., Thurs., and Fri. 8:00 a.m. - 5:00 p.m., Wed. 8:00 a.m. - 8:00 p.m.
Wylie Campus, Campus Commons Suite 100: Mon., Tues., Wed., and Fri. 8:00 a.m. - 5:00 p.m., Thurs. 8:00 a.m. - 8:00 p.m.

Phone: 972.881.5760
Website: www.collin.edu/gettingstarted/financialaid/index.html

Human Resources Office (HR)
Provides advocacy, support, and accommodations to Collin College full-time, part-time, and student employees. Assists employees with reporting to the appropriate Title IX coordinator or deputy Title IX coordinator and local law enforcement agencies.

Office Hours:
Collin Higher Education Center (CHEC), Suite 339: Mon. through Fri. 8:00 a.m. to 5:00 p.m.
Phone: 972.758.3856
Email: hr@collin.edu
Website: www.collin.edu/hr/index.html

International Student Office - Visa and Immigration Assistance
Provides visa and immigration assistance for Collin College students.

Office Hours:
Plano Campus (Spring Creek), Suite G-103: Mon. 8:00 a.m. - 8:00 p.m., Tues. through Fri. 8:00 a.m. - 5:00 p.m.
Phone: 972.516.5012
Email: ISO@collin.edu
Website: www.collin.edu/gettingstarted/advising/international/index.html

If You Need Medical Attention
Collin County has a mobile sexual assault nurse examiner (SANE) team. If you go to any hospital in Collin County, the staff can contact the mobile SANE team, and they will come to that hospital to assist you. Additionally, the following local hospitals have specially-trained staff to assist survivors of sexual assault. Victims 17 years of age and under must be seen at a hospital with an approved colposcope. These hospitals are noted with an asterisk (*) below. Collin College does not provide transportation to any of these hospitals.

Baylor Scott & White Medical Center - plano
4700 Alliance Boulevard
Plano, TX 75093
Phone: 469.814.2000
Website: https://www.bswhealth.com/locations/plano/

Baylor Scott & White Medical Center - McKinney*
5252 West University Drive
McKinney, TX 75071
Phone: 469.764.1000
Website: https://www.bswhealth.com/locations/mckinney/

Medical City McKinney
4500 Medical Center Drive
McKinney, TX 75069
Phone: 972.547.8000
Website: https://medicalcityhealthcare.com/locations/medical-city-mckinney/

Medical City Plano*
3901 West 15th Street
Plano, TX 75075
Phone: 972.596.6800
Website: https://medicalcityhealthcare.com/locations/medical-city-plano/

Methodist Dallas Medical Center*
1441 North Beckley Avenue
Dallas, TX 75203
Phone: 214.947.8181
Website: https://www.methodisthealthsystem.org/methodist-dallas-medical-center/

Texas Health Presbyterian Hospital Allen
1105 North Central Expressway
Allen, TX 75013
Phone: 972.747.1000
Website: https://www.texashealth.org/locations/texas-health-allen/

Texas Health Presbyterian Hospital Plano*
6200 West Parker Road
Plano, TX 75093
Phone: 972.981.8000
Website: https://www.texashealth.org/locations/texas-health-plano/
Community and Off-Campus Resources

If you are a victim of prohibited conduct, there are community resources off campus from which you may seek support. Contacting any of these community resources is not considered an official report to Collin College of prohibited conduct. See the “Reporting to Collin College Officials” section of this document for information on how submit an official report of prohibited conduct.

Abused Deaf Women’s Advocacy Services (ADWAS)
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m. (Closed 12:00 p.m. to 1:00 p.m.)
Phone (Voice and Video Phone): 206.922.7088
Email: adwas@adwas.org
Website: https://www.adwas.org/

Assistance Center of Collin County
900 East 18th Street
Plano, TX 75074
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.
Assistance Hotline: 972.422.1850
Phone: 972.422.1125
Website: https://assistancecenter.org/about-us

The Center for Changing Our Campus Culture (The Center)
Email: info@changingourcampus.org
Website: http://changingourcampus.org

CHETNA - Culture-Specific Services for South Asian Victims of Domestic Violence
Phone: 1.888.924.3862
Email: chetna@chetna-dfw.org
Website: https://chetna-dfw.org/

Collin County Cares – Searchable Directory of Service Providers
Website: https://collincares.org/agency1_list.php

Collin County Council on Family Violence
Website: https://cccfv.com/

Department of Defense (DoD) Safe Helpline
Hours: Available 24 Hours a Day, 7 Days a Week
Phone: 1.877.995.5247
Website: https://safehelpline.org/

End Violence Against Women International (EVAWI)
Monday through Friday 7:30 a.m. to 5:00 p.m.
Phone: 509.684.9800
Website: https://www.evawintl.org/

Family Violence and Sexual Assault Legal Lines
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.
Phone: 1.800.777.3247 (Press 3)

Family Violence Legal Line
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.
Phone: 1.800.374.4673

Hope’s Door New Beginning Center - Shelter, Family Services, and Transitional Housing
Plano Outreach Center:
860 F Avenue
Suite 100
Plano, TX 75074
Garland Outreach Center:
218 North 10th Street
Garland, TX 75040
24-Hour Hotline: 972.276.0057
Phone: 972.422.2911
Email: info@hdnbc.org
Website: https://hdnbc.org/

Legal Aid for Survivors of Sexual Assault (LASSA) Project
Phone: 1.800.991.5153
Website: www.legalaidforsurvivors.org/

LGBT National Help Center
National Hotline: 1.888.843.4564
Youth Talkline (For Callers through Age 25): 1.800.246.7743
Senior Hotline (For Callers Age 50 and Above): 1.888.234.7243
Website: https://www.glbthotline.org/

LifePath Systems - Mental Health Services
Crisis Hotline: 1.877.422.5939
Phone: 972.562.0190
Website: https://www.lifepathsystems.org/

Love Is Respect
Hours: Available 24 Hours a Day, 7 Days a Week, 365 Days a Year
Phone: 1.866.331.9474 or 1.866.331.8453 (TTY)
Text: “LOVEIS” to 1.866.331.9474
Website and Live Chat: https://www.loveisrespect.org/

National Coalition Against Domestic Violence (NCADV)
Phone: 303.939.1852
Website: www.ncadv.org/

The National Domestic Violence Hotline (The Deaf Hotline)
Hours: Available 24 Hours a Day, 7 Days a Week
Video Phone: 1.855.812.1001
Email: nationaldeafhotline@adwas.org
Website and Live Chat: https://thedeafhotline.org/

National Human Trafficking Hotline
Hours: Available 24 Hours a Day, 7 Days a Week, 365 Days a Year
Phone: 1.888.373.7888 (TTY: 711)
Text: “BeFree” (233733)
Website and Live Chat: https://humantraffickinghotline.org/

National Sexual Assault Hotline
Hours: Available 24 Hours a Day, 7 Days a Week
Phone: 1.800.656.4673
Website and Live Chat: https://www.rainn.org/about-national-sexual-assault-telephone-hotline

National Sexual Violence Resource Center (NSVRC)
Phone: 1.877.739.3895 or 717.909.0715 (TTY)
Website: https://www.nsvrc.org/

Office on Violence Against Women (OVW)
Phone: 202.377.6310
Email: oww.info@usdoj.gov
Website: https://www.justice.gov/ovw
Community and Off-Campus Resources (Continued)

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**Pandora’s Project - Support and Resources for Survivors of Rape and Sexual Abuse (Including Male and LGBTQ Survivors), Their Friends, and Families**
Phone: 612.234.4204
Email: admin@pandys.org
Website: https://pandys.org/

**Partners in Prevention**
Phone: 1.800.799.7233 or 1.800.787.3224 (TTY)
Website: www.enddomesticabuse.org/

**Planned Parenthood - STI Testing, Birth Control, and Pregnancy Options**
Phone: 1.800.230.7526
Website: https://www.plannedparenthood.org/

**Rape, Abuse, and Incest National Network (RAINN)**
24-Hour Hotline: 1.877.724.5699 or 469.467.6241
Email: tmwf@tmwf.org
Website: https://tmwf.org/

**Real Options for Women - Pregnancy Testing, Options Assessments, and STI Testing**
1776 W. McDermott Dr.
Suite 100
Allen, TX 75013
Phone and Text: 972.440.0167
Email: info@realoptionstx.com
Website: https://realoptionstx.com/

**Refugee Services of Texas (RST), Dallas Office - Resettlement, Legal Services, and Social Services**
9696 Skillman
Suite 320
Dallas, TX 75243
Phone: 214.821.4883
Email: dallas@rstx.org
Website: https://www.rstx.org/locations/dallas.html

**Safe Horizon**
Hours: Hotlines are Available 24 Hours a Day, 7 Days a Week
SafeChat is Available Monday through Friday 9:00 a.m. to 6:00 p.m.
Crime Victims Hotline: 1.866.689.4357
Domestic Violence Hotline: 1.800.621.4673
Rape and Sexual Assault Hotline: 212.227.3000
Website and SafeChat: https://www.safehorizon.org/

**Texas Attorney General’s Office Crime Victim Services**
Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.
Phone: 1.800.983.9933 or 512.936.1200
Website: https://www.texasattorneygeneral.gov/crime-victims

**Texas Law Help**
Website: https://texaslawhelp.org/

**Texas Legal Services Center**
Phone: 1.844.303.7233 or 512.477.6000
Website: https://www.tlsclaw.org/

**Texas Muslim Women’s Foundation**
24-Hour Domestic Violence Hotline: 972.880.4192
Phone: 1.877.724.5699 or 469.467.6241
Email: tmwf@tmwf.org
Website: https://tmwf.org/

**The Turning Point - Rape Crisis Center**
3325 Silverstone Dr.
Plano, TX 75023
Hours: In-Person and Crisis Advocacy Services are Available on a Walk-In Basis Monday through Friday 8:30 a.m. to 5:30 p.m.
24-Hour Crisis Hotline: 1.800.886.7273 (TTY: 711)
Phone: 972.985.0951
Website: https://www.theturningpoint.org/

**Traffick 911**
4575 Claire Chennault
Addison, TX 75001
Phone: 817.575.9923
Website: https://www.traffick911.com/

**U.S. Citizenship and Immigration Services Dallas Field Office**
6500 Campus Circle Drive East
Irving, TX 75063
Hours: By Appointment Only
Phone: 1.800.375.5283
Website: https://www.uscis.gov/about-us/find-a-uscis-office/field-offices/texas-dallas-field-office