

Dean of Students Office Disciplinary Process Flowchart

For more information, see the current student handbook located on Collin College's website at

www.collin.edu/studentresources/personal/studenthandbook.html.

Incident Report is Filed

- The Student Incident Report is assigned to a Dean of Students Office (DOS) case adjudicator.
- The DOS case adjudicator reviews the Student Incident Report and initiates the disciplinary process.
- The DOS case adjudicator contacts the person who originated the Student Incident Report, gathers and reviews the documentation, and interviews potential witnesses.

Notification Conference

- The DOS case adjudicator sends a notification letter to the student instructing them to schedule a notification conference. If the student does not respond to the 1st notification letter within 7 College District business days, a 2nd notification letter is sent to the student with a deadline by which they must respond.
- The purpose of the notification conference is to: 1. discuss the alleged *Student Code of Conduct* violation(s); 2. afford the student the opportunity to respond to the allegation(s); 3. review the *Student Code of Conduct*; and 4. receive clarification about students' rights and the disciplinary process. The DOS case adjudicator will also review the Student Incident Report and documentation obtained during the investigation.
- If the student fails to respond to the notification letter(s) and/or fails to attend a notification conference, the DOS case adjudicator will proceed through the disciplinary process.

Administrative Decision

- Once the investigation is complete, the DOS case adjudicator will use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) to determine whether the *Student Code of Conduct* was violated.
- In some instances, the case may be resolved informally. If the case is not resolved informally, the student will either be found responsible or not responsible for violating the *Student Code of Conduct* for each of the allegations listed in the notification letter(s).
- All decisions are given to the student in writing. This is called the administrative decision.

Student Appeals

If the student chooses to appeal the administrative decision, they must submit the Disciplinary Appeal Request Form on or before the 10th College District business day following the administrative decision. The Disciplinary Appeals Committee (DAC) will be convened to hear the case. The DAC's decision may be appealed to the designated Leadership Team member.

The designated Leadership Team member may act to affirm, modify, remand, or reverse the DAC's decision. The designated Leadership Team member's decision is final and non-appealable, except when recommendation for expulsion is affirmed by the designated Leadership Team Member.

If the designated Leadership Team member affirms the expulsion recommendation, the student may appeal to the College District president or designee. The College District president or designee's decision is final and non-appealable, except when considering expulsion revocation requests.

Student Accepts

A student who chooses to accept the administrative decision will sign an Acceptance of the Administrative Decision Statement indicating they understand:

1. the *Student Code of Conduct* violation(s),
2. the disciplinary penalty or penalties imposed, and
3. that by signing the Acceptance of the Administrative Decision Statement they voluntarily waive the right to appeal.

This statement must be signed no later than 10 College District business days following the administrative decision. Once this statement is signed, the administrative decision will be final, binding, and the student will not be allowed to appeal. Subsequently, the student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Student Takes No Action

If the student does not sign the Acceptance of the Administrative Decision Statement or submit the Disciplinary Appeal Form by the stated deadline, the DOS case adjudicator's administrative decision will be final, binding, and the student will not be allowed to appeal. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.