



**COLLIN
COLLEGE**
collin.edu

**STUDENT
HANDBOOK**
2023-2024

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District Campus Addresses and Map

Celina Campus

2505 Kinship Parkway
Celina, Texas 75009
469.905.3590

Collin Higher Education Center

3452 Spur 399
McKinney, Texas 75069
972.599.3100

Courtyard Center

4800 Preston Park Blvd.
Plano, Texas 75093
972.985.3790

Farmersville Campus

501 S. Collin Parkway
Farmersville, Texas 75442
972.549.6490

Frisco Campus

9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

iCollin Virtual Campus

Administrative Offices
3452 Spur 399
McKinney, Texas 75069
972.549.6416

McKinney Campus

2200 W. University Drive
McKinney, Texas 75071
972.548.6790

Plano Campus

2800 E. Spring Creek Parkway
Plano, Texas 75074
972.881.5790

Public Safety Training Center

3600 Redbud Blvd.
McKinney, Texas 75071
972.548.6790

Rockwall Center

Dr. Gene Burton College and Career Academy
2301 S. John King Blvd.
Rockwall, Texas 75032
469.698.7499

Technical Campus

2550 Bending Branch Way
Allen, Texas 75013
972.553.1290

Wylie Campus

391 Country Club Road
Wylie, Texas 75098
972.378.8790

Collin College Internet Address

www.collin.edu



2023-2024 Collin College Student Handbook

The *Collin College Student Handbook* is for information only and is not intended as a contract, expressed or implied. The programs, policies, and statements contained herein are subject to continual review and evaluation. Collin College reserves the right to make changes or deletions to the regulations, guidelines, and information contained in this publication at any time without notice or obligation.

Upon request, the *Collin College Student Handbook* is available in an alternate format. For more information, contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office at 972.881.5898 (voice) or access@collin.edu. For persons who are Deaf or hard of hearing or have speech impairments, contact Texas Relay Services by dialing 711, 800.735.2989 (TTY) or 877.826.1789 (VCO).

Equal Opportunity Statement

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law. Students who have a concern(s) regarding discrimination, harassment, retaliation, sex discrimination, sexual assault, and/or sexual harassment in violation of applicable laws should contact the District Dean of Students Office at 972.881.5604 or dos@collin.edu.

Collin College provides reasonable accommodations to afford equal educational opportunities to all people, in accordance with the [Americans with Disabilities Act of 1990 \(ADA\)](#), [Americans with Disabilities Act and Amendments Act of 2008 \(ADAAA\)](#), and [Section 504 of the Rehabilitation Act of 1973](#). Students requesting accommodations under these provisions should contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office at 972.881.5898 (voice) or access@collin.edu.

Board Policies

Collin College's *Board Policy Manual* also contains information that is applicable to Collin College students, and is available online at <https://pol.tasb.org/home/index/304>.



Purpose Statement

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its primary statutory purpose under [Section 130.003 \(e\)](#) of the [Texas Education Code](#) by providing:

- Academic courses in the core curriculum to transfer to higher education institutions;
- Programs leading to baccalaureate degrees, associate degrees, or certificates, including technical programs, designed to develop marketable skills and promote economic development;
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement;
- Developmental education and literacy programs designed to improve the basic skills of students;
- A program of student support services, including counseling and learning resources, designed to assist individuals in achieving their educational and career goals;
- Workforce, economic, and community development initiatives designed to meet local and state needs; and
- Other purposes as may be directed by the Board and/or the laws of the State of Texas.

Mission

Collin College is a student- and community-centered institution committed to developing valuable skills, strengthening character, and challenging the intellect.

Vision

Delivering a brighter future for our students and communities.

Core Values

We have a passion for:
Learning
Service and Involvement
Creativity and Innovation
Academic Excellence
Dignity and Respect
Integrity

2023-2024 Academic Calendar

Fall 2023

July 19	Fall Early Registration Payment Deadline
August 11	All College Day All Campuses Closed
August 21	Fall Classes Begin
September 4	Labor Day Holiday All Campuses Closed
September 5	Fall 16-Week Census Date
September 22	Plano Balloon Festival Plano Campus Closes at 3 p.m.
September 23-24	Plano Balloon Festival Plano Campus Closed
November 3	Fall 16-Week Last Day to Withdraw
November 22-26	Thanksgiving Holiday All Campuses Closed
December 4-10	Fall Final Exam Week
December 6	Wintermester and Spring Early Registration Payment Deadline
December 8	Collin College Fall 2023 Commencement at 7 p.m.
December 11	Wintermester Classes Begin
December 11-21	Wintermester Classes Meet
December 12	Wintermester Census Date
December 15	Wintermester Last Day to Withdraw
December 22- January 1	Winter Break All Campuses Closed

Spring 2024

January 2	Wintermester Classes Resume
January 3	Wintermester Final Exams
January 15	MLK Holiday All Campuses Closed
January 16	Spring Classes Begin
January 29	Spring 16-Week Census Date
March 11-17	Spring Break All Campuses Closed
March 28	Spring 16-Week Last Day to Withdraw
March 29-31	Spring Holiday All Campuses Closed
May 1	Maymester and Summer Early Registration Payment Deadline
May 6-12	Spring Final Exam Week
May 10	Collin College Spring 2023 Commencement at 7 p.m.

Summer 2024

May 13	Maymester Classes Begin
May 14	Maymester Census Date
May 17	Maymester Last Day to Withdraw
May 27	Memorial Day Holiday All Campuses Closed
May 28	Maymester Final Exams
June 3	June 5-Week (Summer I) and Summer 10-Week (Summer III) Classes Begin
June 6	June 5-Week (Summer I) Census Date
June 11	Summer 10-Week (Summer III) Census Date
June 14	July 4 Make-Up Day for June 5-Week (Summer I) and Summer 10-Week (Summer III) TR Classes
June 18	June 5-Week (Summer I) Last Day to Withdraw
July 3	June 5-Week (Summer I) Final Exams
July 4	Independence Day Holiday All Campuses Closed
July 5	Summer 10-Week (Summer III) Last Day to Withdraw
July 8	July 5-Week (Summer II) Classes Begin
July 11	July 5-Week (Summer II) Census Date
July 19	Required Class Day for July 5-Week (Summer II) and Summer 10-Week (Summer III) MW Classes
July 23	July 5-Week (Summer II) Last Day to Withdraw
July 26	Required Class Day for July 5-Week (Summer II) and Summer 10-Week (Summer III) TR Classes
August 5-6	Summer 10-Week (Summer III) Final Exams
August 6	July 5-Week (Summer II) Final Exams

Section 1: Collin College's Campuses and Centers

Celina Campus

The Celina Campus sits on 75 acres at 2505 Kinship Parkway in Celina, Texas. It is a comprehensive campus offering general education and transfer courses leading to degrees as well as designated workforce programs leading to certificates. Classes are offered in various instructional modalities during the day, evening, and weekend. The Celina Campus provides students with all Student and Enrollment Services functions. The Celina Campus is currently in Phase 1, and when fully built, it will serve approximately 2,500 students.

For more information, go to www.collin.edu/campuses/celina/.

Collin Higher Education Center

The Collin Higher Education Center located at 3452 Spur 399 in McKinney, Texas, was created to provide a unique, multi-institutional, higher education experience to area students. Bachelor's, master's, and doctoral degrees are available from partner universities at the Collin Higher Education Center. Collin College partners with Texas A&M University-Commerce (TAMU-C), The University of Texas at Dallas (UTD), and University of North Texas (UNT) to offer degree programs at the Collin Higher Education Center. Each university partner has a representative available onsite with scheduled appointments at the Collin Higher Education Center.

For information about the Collin Higher Education Center and the university programs offered, go to www.collin.edu/chec/ or call 972.599.3100.

Courtyard Center

The Courtyard Center located at 4800 Preston Park Blvd., Plano, Texas, houses Collin College's Small Business Development Center (SBDC), the Collin Corporate College, Seniors Active in Learning (SAIL) program, and the Continuing Education (CE) and Workforce Development department.

For more information, go to www.collin.edu/campuses/courtyard/index.html or call 972.985.3790.

Apprenticeship at the Courtyard Center

Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally or industry-recognized credential.

For more information, email apprenticeships@collin.edu or call 972.553.1264.

Farmersville Campus

The Farmersville Campus, located at the corner of Audie Murphy Parkway (U.S. 380) and County Road 611 (Collin Parkway), provides convenient access to higher education facilities for the residents of Farmersville and eastern Collin County. To support students, campus amenities include the Anthony Peterson Center for Academic Assistance (tutoring), bookstore, career center, library, testing center, and all Student and Enrollment Services functions. The Farmersville Campus offers general education courses toward an Associate of Arts (AA) or an Associate of Science (AS) degree, Business Management, Computer/IT, Medical Assisting Advanced Practice, Urban Sustainable Agriculture, Teacher Education, and Continuing Education (CE) classes in areas like Commercial Driver's License (CDL), Drawing, Real Estate, and more.

For more information, go to www.collin.edu/campuses/farmersville/.

Frisco Campus

The Frisco Campus located at 9700 Wade Blvd., Frisco, Texas, offers a broad range of general education and workforce courses, including the Bachelor of Applied Technology in Cybersecurity (BAT). It is home to the award-winning Institute of Culinary Education as well as the National Convergence Technology Center. Collin College's state-of-the-art Information Technology Center is the home base for all of the college's IT programs and the Esports arena.

For more information, go to www.collin.edu/campuses/frisco/index.html or call 972.377.1790.

iCollin Virtual Campus

The iCollin Virtual Campus offers a broad range of courses in flexible formats. The campus offers blended or fully online courses as well as face-to-face courses scheduled over the weekend through its Weekend College division. The iCollin Virtual Campus administrative offices are housed at the Collin Higher Education Center located at 3452 Spur 399, McKinney, Texas.

For more information about the iCollin Virtual Campus and course offerings, go to www.collin.edu/campuses/iCollin/index.html, call 972.549.6416, or email icollinvirtualcampus@collin.edu.

Textbooks for Online Classes

Students taking online classes offered by the iCollin Virtual Campus can purchase textbooks at the Wylie Campus Bookstore located at 391 Country Club Road, Wylie, Texas. In addition, students can purchase textbooks through the bookstore's website at <https://collin.bncollege.com/shop/collin/home>.

McKinney Campus

The McKinney Campus, located at 2200 W. University Drive, McKinney, Texas, offers a full range of transferable general education and health professions courses, including a Bachelor of Science in Nursing (BSN) degree. It is home to nationally recognized Health Science programs including, but not limited to, Central Sterile Processing, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Management, Nursing, Polysomnographic Technology, Respiratory Care, Surgical Assisting, and Surgical Technology, as well as various non-credit options specific to healthcare.

For more information, go to www.collin.edu/campuses/mckinney/index.html or call 972.548.6790.

Plano Campus

The Plano Campus is located at the intersection of Jupiter Road and Spring Creek Parkway (2800 E. Spring Creek Parkway) in the heart of Plano, Texas. Students benefit from rigorous academic and workforce programs at an active and engaging campus. The campus opened in 1988 and features a beautiful 88,000-square-foot, domed Thomas Jefferson-inspired library, an Art Gallery, the 350-seat John Anthony Theatre, the 120-seat Black Box Theatre,

as well as fully equipped classrooms and labs for academic and workforce classes. The Plano Campus also houses Collin College Student Housing, Collin College's Basketball and Tennis programs, the Child Development Lab School, the Texas Center for Working Class Studies, and the Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS).

For more information, go to www.collin.edu/campuses/plano/index.html or call 972.881.5790.

Public Safety Training Center

The Public Safety Training Center located at 3600 Redbud Blvd., McKinney, Texas, serves as the home of Collin College's Fire Science and Law Enforcement Academies. The Public Safety Training Center consists of fire science training grounds, a reality-based simulation village for police training, three (3) separate shooting ranges, two (2) burn structures, and an outdoor pavilion. Additionally, the Public Safety Training Center provides expanded training and professional development opportunities for local fire departments as well as state and federal law enforcement agencies.

For more information, go to www.collin.edu/campuses/pstc/index.html or call 972.548.6790, 972.548.6836 (Fire Science), or 972.548.6561 (Law Enforcement).

Textbooks

Students can purchase textbooks for courses held at the Public Safety Training Center through the Collin College bookstore located at the McKinney Campus. In addition, students can purchase textbooks through the bookstore's website <https://collin.bncollege.com/shop/collin/home>.

Rockwall Center

The Rockwall Center is located in the Dr. Gene Burton College and Career Academy at 2301 S. John King Blvd., Rockwall, Texas. Students in Rockwall and the surrounding area can complete general education courses, with the exception of science lectures and labs, at this conveniently located center. Evening courses are offered during the fall and spring semesters.

For more information, go to www.collin.edu/campuses/rockwall/ or call 469.698.7499.

Staff

During the fall and spring semesters, Collin College staff are available to answer questions and assist students Monday through Thursday from 8 a.m. to 10 p.m. and Friday from 8 a.m. to 5 p.m. For assistance during the summer terms, visit the Wylie Campus. Individuals may also reach Collin College staff by phone at 469.698.7499.

Parking

Collin College students have a designated parking area on the north side of the Dr. Gene Burton College and Career Academy building in front of the Collin College entrance. Check for signage.

Textbooks

Students can purchase textbooks for courses held at the Rockwall Center through one (1) of the Collin College bookstores located at the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, or Wylie Campus. In addition, students can purchase textbooks through the bookstore's website at <https://collin.bncollege.com/shop/collin/home>.

Technical Campus

The Technical Campus, located at 2550 Bending Branch Way, Allen, Texas, serves as a comprehensive campus allowing traditional, Dual Credit, and Continuing Education (CE) students to learn in state-of-the-art facilities. Designed with workforce education in mind, the Technical Campus provides classroom and lab space dedicated to training tomorrow's professionals with the newest industry-standard technology and the latest techniques. The campus also supports academic transfer students with a wide range of course options that align with university partner institutions and Collin College degree plans.

The Technical Campus's buildings are dedicated to major career concentration areas while collaboration spaces between the trade bars provide exterior spaces for cross-discipline work and project-based learning. Students at the Technical Campus benefit from state-of-the-art equipment and instruction as they pursue multiple paths to success in high-skill, high-demand, high-wage careers in growing fields. The academic floors of the Technical Campus offer Dual Credit courses for Allen ISD and academic transfer courses available to all Collin College students. The Technical Campus also houses the Anthony Peterson

Center for Academic Assistance, Career Center, CougarCafe, Library, Student and Enrollment Services, Testing Center, and Veterans Resource Center (VRC). The following programs and courses are offered at the Technical Campus:

1. **Academics:** Economics, English, Environmental Science, Government, History, Mathematics, Psychology, and Speech.
2. **Advanced Manufacturing:** Biomedical Equipment Technology, Electronic Engineering Technology, and Robotics and Automation Technology.
3. **Architecture and Construction:** Carpentry, Computer-Aided Drafting and Design, Construction Management, Construction Safety, Electrical, Facilities Management, Heating, Ventilation, and Air Conditioning (HVAC), Interior Design, Plumbing, and Welding Technology.
4. **Health Sciences:** Certified Nurse Aide, Electrocardiograph Technician, Emergency Medical Technician, Patient Care Technician, Pharmacy Technician, Physical Therapy Technician, and Phlebotomy Technician.
5. **Science, Technology, Engineering, and Math (STEM):** Computer Networking.
6. **Logistics and Transportation:** Automotive Technology and Collision Technology.

For more information, go to www.collin.edu/campuses/technical/ or call 972.553.1290.

Apprenticeship at the Technical Campus

Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce and individuals can obtain paid work experience, classroom instruction, and a portable, nationally or industry-recognized credential.

For more information, email apprenticeships@collin.edu or call 972.553.1264.

Wylie Campus

The Wylie Campus located at 391 Country Club Road, Wylie, Texas, sits on just under 100 acres, with approximately 44 acres donated by the City of Wylie. The Wylie Campus offers a comprehensive educational experience through a broad range of general education courses, certificates, and

degrees. The Wylie Campus also provides specialized facilities for programs in Business; Computer Networking; Education; Fine Arts; Health Sciences; Science, Technology, Engineering, and Mathematics (STEM); Urban Sustainable

Agriculture; and Veterinary Technology.

For more information, go to www.collin.edu/campuses/wylie/index.html or call 972.378.8790.

Section 2: Student and Enrollment Services

Admissions

Student and Enrollment Services team members assist prospective students with applying for admission and completing all onboarding requirements (i.e., registration holds) in advance of registration.

Open Door Admissions Policy

Collin College operates under an “open door” policy. Students who are 18 years of age or older are eligible for admission. Other students may be admitted under the special admission requirements. Collin College reserves the right to guide the placement of students through assessment, which may include interviews and a review of past academic achievement. In all admissions policies and practices, Collin College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in accordance with federal law.

New Student Orientation

All First Time in College (FTIC) students at Collin College are required to complete New Student Orientation prior to registering for courses. The purpose of New Student Orientation is to assist students in planning a successful collegiate career and to provide students with a comprehensive overview of available campus services, resources, and opportunities. Students who are unable to attend the on-campus orientation can complete New Student Orientation online.

For more information, including New Student Orientation dates and reservations, call 972.881.5788, email orientation@collin.edu, or go to www.collin.edu/orientation/.

Campus Safety Training

All entering freshmen and transfer students must complete online training on active shooter preparedness, campus safety, hazing, sexual assault, sexual harassment, and suicide prevention. This training must be completed prior to registration and can be accessed through CougarWeb.

For more information regarding the Mandatory Campus Safety Training hold, call 972.881.5902 or log into CougarWeb at <https://cougarweb.collin.edu>. For more information regarding the Campus Safety Training content and resources, call 972.881.5604 or email dos@collin.edu.

Contact Information

For more information, go to www.collin.edu/admissions/ or meet with a Student and Enrollment Services team member at any of the following campus locations:

1. Celina Campus: Room 102
2. Courtyard Center: Room 101
3. Farmersville Campus: Suite 123
4. Frisco Campus: Suite F-109
5. McKinney Campus: Room W-100
6. Plano Campus: Room G-103
7. Technical Campus: Room A-102
8. Wylie Campus: Room CC-100

Advising

Advising is dedicated primarily to assisting students in defining and achieving their educational goals (e.g., choosing the correct transfer or workforce degree plan, graduation planning, transferring to a four-year college or university). Participating in the advising process is an integral component necessary for each student’s success at Collin College.

Productive advising is dependent upon a continuous collaboration and timely participation of both the team member and the student. Every student is strongly encouraged to meet with a team member each semester prior to registering for classes to evaluate their progress and map the student’s academic pathway. Advising is provided by Collin College’s advisors, program career coaches, and college and career counselors.

The student’s responsibilities for advising include:

1. Read and respond to Collin College email,
2. Maintain regular contact each semester,
3. Be an active learner and participate fully in the advising experience,
4. Utilize CougarCompass to keep a personal record of degree progress,
5. Clarify goals and provide the advisor with accurate information,

6. Be knowledgeable about Collin College instructional programs, and
7. Be prepared and accept responsibility for their decisions.

Students can meet with an enrollment services team member online by going to www.collin.edu/admissions/connectwithus.html or in person at whichever campus is most convenient for them. Advising assistance is located within Student and Enrollment Services at the following campus locations:

1. Celina Campus: Room 102
2. Courtyard Center: Room 101
3. Farmersville Campus: Suite 123
4. Frisco Campus: Suite F-109
5. McKinney Campus: Room W-100
6. Plano Campus: Room G-103
7. Technical Campus: Room A-102
8. Wylie Campus: Room CC-100

Athletic Department

The Athletic Department is an integral part of Collin College's mission to develop skills, strengthen character, and challenge the intellect. The Athletic Department is committed to providing opportunities, support, and resources to promote student athletes' academic and athletic success.

The Athletic Department consists of men's and women's basketball and tennis. These teams are affiliated with the [National Junior College Athletic Association \(NJCAA\)](#). Collin College athletic teams participate in the North Texas Junior College Athletic Conference (NTJAC) and [NJCAA Region V](#) events, which may lead to national competition.

For more information, contact the Athletic Department at 972.516.5025 or go to <http://athletics.collin.edu/landing/index/>.

Career Centers

Collin College's Career Centers connect each student's interests with selecting a course of study, exploring and planning a career, and developing job search skills and strategies so they will be able to obtain an occupation or profession that complements their interests, education, training, and goals.

The Career Centers offer the following services:

1. Career and degree exploration
2. Career readiness competencies and skills training
3. Career and job fairs
4. Classroom presentations
5. Employer information sessions
6. Interactive workshops
7. Job search tools
8. Networking
9. One-on-one career advising
10. Online tools and resources
11. Personality, interest, and skills assessments

For more information, email career@collin.edu, go to www.collin.edu/studentresources/career/, or contact one (1) of the following campus Career Centers:

1. Celina Campus: 469.905.3547
2. Courtyard Center: 972.599.3174
3. Farmersville Campus: 972.548.6425
4. Frisco Campus: 469.365.1904
5. McKinney Campus: 972.548.6747
6. Plano Campus: 972.881.5627
7. Technical Campus: 972.553.1283
8. Wylie Campus: 972.378.8323

Collin College Student Housing

Collin College Student Housing is a dorm-style 266-bed property located at 5800 Jupiter Road, Plano, Texas, 75074, and is the only residential facility located on any Collin College campus. Collin College Student Housing is located on the west side of the Plano Campus, and is owned and operated by Collin College. Collin College Student Housing offers individual leases for each bed space so that each student resident is only responsible for their individual financial obligations.

Collin College Student Housing amenities include, but are not limited to:

1. Central heat and air conditioning,
2. Laundry room,
3. Meal plans,
4. Outdoor grills,
5. Picnic area,
6. Pool table and arcade games,

7. Sand volleyball court,
8. Study room and lounges,
9. Swimming pool,
10. Utilities provided at no additional cost, and
11. Wi-Fi in each unit.

For more information, contact student housing operations at 972.881.5151, email studenthousing@collin.edu, or go to www.collin.edu/studenthousing/.

District Dean of Students Office

The District Dean of Students Office promotes student success within an inclusive and respectful community. The District Dean of Students Office assists, encourages, and empowers students to reach their full academic potential through accessibility, mental health, and student conduct services.

The District Dean of Students Office provides leadership for the following offices within the Student and Enrollment Services Division:

1. Accommodations at Collin College for Equal Support Services (ACCESS) Office (i.e., accessibility services)
2. Counseling Services
3. Student Conduct

The District Dean of Students Office supports students by providing:

1. Appropriate accessibility accommodations via the ACCESS Office;
2. Individual, group, and crisis counseling and mental health resources via Counseling Services;
3. Referrals and resolutions for student complaints;
4. Training for students and faculty;
5. Appropriate on- and off-campus resources to support students' educational goals;
6. Support and resources for students affected by assault, dating violence, discrimination, domestic violence, harassment, hazing, retaliation, sexual assault, sexual harassment, and stalking; and
7. Assistance to Collin College administration and the Collin College Police Department in maintaining the safety and security of the campus community.

For more information, call 972.881.5604, email dos@collin.edu, or go to www.collin.edu/studentresources/deanofstudents/.

Accommodations at Collin College for Equal Support Services (ACCESS) Office

Collin College provides equal access to education and safeguards against discrimination by offering specialized services and reasonable accommodations to qualified students with disabilities.

Applying for Accommodations

Students must be admitted to Collin College before completing the ACCESS application. For more information and to apply for disability services, go to www.collin.edu/studentresources/disabilityservices/index.html.

Program applicants who need accommodations for any part of the Collin College admission and assessment process should contact the ACCESS Office directly to request assistance. To provide adequate scheduling of services, notification must be made in advance of, and as early as possible before, the beginning of the semester. If possible, reasonable accommodations or assistance will be provided.

Students seeking classroom accommodations should contact the ACCESS Office at least one (1) month before the services are needed since the process will take a minimum of two (2) weeks. Services are available for students at all Collin College campus locations.

The process for determining reasonable accommodations is interactive and individualized, and considers third-party documentation as well as student input and observations and interactions with faculty and staff. Third-party documentation must be obtained from a licensed professional (e.g., psychologist, diagnostician, or physician). Specific documentation guidelines may be obtained on the ACCESS Office website and/or through meeting with an ACCESS advisor.

Once eligibility for accommodations has been determined, a new course accessibility letter, also known as an accommodation letter, must be obtained **each semester** and presented to the student's professors in order to receive approved accommodations.

Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or problems with their requested accommodations.

Accommodations for Dual Credit Students

Dual credit students needing accommodations for their Collin College classes are expected to apply and be approved for academic accommodations through the ACCESS Office. Disability support services received in high school **do not** automatically transfer to Collin College. Dual credit students are advised to apply for accommodations through the ACCESS website (www.collin.edu/studentresources/disabilityservices/index.html) at least one (1) month before their classes begin.

Alternative Testing Accommodations

To accommodate the testing needs of ACCESS students who receive Alternative Testing Accommodations, the ACCESS Office expects students who need to test in the ACCESS Office to schedule their exams with the ACCESS Office at least **three (3) College District business days** in advance of their testing needs. This excludes weekends (i.e., Saturday and Sunday), national holidays recognized by Collin College, and campus or Collin College closures. If the student needs a reader or interpreter, they are required to schedule their exams at least **five (5) College District business days** prior to the exam.

Students are expected to schedule their **final exams** at least **two weeks (i.e., 14 days)** prior to their final exam testing date.

Accommodations for the Texas Success Initiative (TSI) Assessment

Individuals requesting accommodations for the Texas Success Initiative (TSI) Assessment should contact the director of ACCESS with their requests. They should include relevant documentation and outline the specific accommodations they are requesting. Determination of TSI Assessment accommodations is a separate process from the classroom accommodation request process.

Assistive Technology and Software

Assistive technology and software are available on each campus. For more information, contact the ACCESS Office.

Accommodations for Emotional Support Animals (ESAs) in Collin College Student Housing

Collin College may provide reasonable accommodations for a student with a disability who has a verifiable need for an emotional support animal (ESA) in Collin College Student Housing. ESAs are only permitted in Collin College Student Housing, and they are not allowed on any Collin College campus, in classrooms, or in any other Collin College facility. The ACCESS Office will determine whether:

1. The student is a person with a documented disability;
2. The ESA being requested is necessary for the student, as a person with a documented disability, to have equal access to use and enjoy the on-campus student housing facilities; and
3. An identifiable relationship exists between the disability and the support provided by the ESA.

Third-party documentation from a licensed medical and/or mental health provider will be required as part of an interactive and individualized process that allows the ACCESS Office to determine eligibility of a request for an ESA in Collin College Student Housing.

For more information on ESAs, see the [Animals on Campus](#) section in this student handbook.

Deaf and Blind Tuition Exemption

A tuition exemption is not an academic accommodation. The Deaf and Blind Tuition Exemption does not apply to all courses and will be determined on a per-course, per-semester basis. The final decision on this exemption is determined by the Financial Aid and Veterans Services Office based on satisfactory academic progress (SAP).

The ACCESS Office assists students with submitting the appropriate documentation of eligibility for the Deaf and Blind Tuition Exemption to Collin College's Financial Aid and Veterans Services Office. Requirements for this exemption are listed on the Financial Aid and Veterans Services website located at www.collin.edu/financialaid/deafblindexemption.html.

Initial application for this exemption should be provided at least one (1) month before the student attends Collin College and before the payment deadline. Subsequently, each semester immediately after registering for classes,

students must contact the ACCESS Office to obtain a tuition exemption, or their classes will be dropped for non-payment (DNP).

Contact Information

For more information, call 972.881.5898, email access@collin.edu, go to www.collin.edu/studentresources/disabilityservices/index.html, or contact one (1) of the following campus ACCESS Offices:

1. Celina Campus: Room 103D
2. Farmersville Campus: Room 127G
3. Frisco Campus: Suite H-210
4. McKinney Campus: Suite W-200
5. Plano Campus: Room D-140
6. Technical Campus: Suite A-130
7. Wylie Campus: Room CC-215

Counseling Services

Collin College's Counseling Services is designed to meet students' needs with compassion, honesty, and confidentiality. Licensed mental health professionals are available to meet with currently enrolled students. All issues are taken seriously, and no problem is too small to discuss.

Counseling Services offers crisis counseling, individual counseling, and group counseling as well as workshops, online resources, and referrals for community assistance.

Information shared in the counseling setting is protected by state and federal laws, and will not be disclosed without the student's written permission, except in situations defined by law and professional ethics. In instances of imminent harm to self or others, permission to disclose information may not be needed.

To schedule an initial appointment, students can go to <https://titanium.collin.edu/TitaniumWeb/WCMenu.aspx>, call 972.881.5126, or email personalcounseling@collin.edu. Students can also stop by any campus Counseling Services office. Students should be aware that confidentiality and privacy protection is not guaranteed for email transactions.

Counseling Services is located on the following campuses:

1. Frisco Campus: Suite H-210
2. McKinney Campus: Suite W-200
3. Plano Campus: Suite D-134
4. Wylie Campus: Suite CC-215

For more information, go to www.collin.edu/studentresources/counseling/index.html.

Student Conduct Office

The Student Conduct Office protects the integrity and safety of the Collin College community by ensuring:

1. The *Student Code of Conduct* is upheld by the student body;
2. Students are able to learn and faculty are able to teach in a comfortable, safe environment that is free from disruptions;
3. Students are held accountable for their behavior;
4. Students' rights are upheld and Collin College's policies and procedures are followed;
5. The academic integrity of the institution is maintained; and
6. Students involved in the disciplinary process are treated in a fair and consistent manner.

For more information, call 972.881.5604, email dos@collin.edu, or go to www.collin.edu/studentresources/deanofstudents/StudentConduct.html.

International Student Office (ISO)

The International Student Office (ISO) provides an essential service for Collin College's international student population. ISO is responsible for reporting to the federal government all compliance events relating to Collin College's international student population through the Student and Exchange Visitor Information System (SEVIS). Additionally, ISO promotes international students' academic success, personal growth, and development by providing professional services in admissions and general advising to ensure students comply with required U.S. government regulations. ISO treats each student with dignity and respect. ISO is located in Student and Enrollment Services, Suite G-103, at the Plano Campus.

For more information, call 972.516.5012, email iso@collin.edu, or go to www.collin.edu/advising/international/.

Registrar's Office

The Collin College Registrar's Office serves all current and former Collin College students and supports faculty and staff. The Registrar's Office is dedicated to setting standards of excellence by:

1. Working with each student to meet individual needs with care and concern.
2. Developing a team of dedicated employees, encouraging creativity and enthusiasm, and rewarding innovation and productivity.
3. Working with faculty, staff, and administration as partners in the delivery of service excellence to meet the unique needs of Collin College's students and the community.

The Registrar's Office provides the following services:

1. Create and maintain the Master and Academic Calendars.
2. Process all grades and grade changes.
3. Maintain academic program degree plan information.
4. Organize all commencement activities including graduation clearance of all degree and certificate candidates, ordering diplomas, and production of program.
5. Provide answers to questions regarding residency (for tuition purposes) as guided by state policies.
6. Maintain student records and security.
7. Oversee Collin College's compliance with the *Family Educational and Rights Privacy Act of 1974 (FERPA)* and provide guidance to students, faculty, and staff.
8. Certify academic eligibility for NCAA athletes.
9. Monitor and work with the third-party transcript company, Parchment, for successful processing of Collin College transcripts.
10. Monitor and work with the National Student Clearinghouse to maintain accurate enrollment and degree information.
11. Notarize transcripts, diplomas, and other documents for the college community.

For more information, call 972.881.5710, email registrar@collin.edu, or go to www.collin.edu/register/.

Registration Procedures

Schedule of Classes

An online listing of courses offered at Collin College that is available through the e-schedule located at www.collin.edu/academics/class_schedule.html. Admitted students can also view the schedule of classes through Collin College's portal, CougarWeb, located at <https://cougarweb.collin.edu>.

Online Registration for Credit Classes

Registration for credit classes is completed online only. Online registration provides students with an opportunity to register early in courses for the upcoming semester. This process is designed for students who have completed their admissions, Texas Success Initiative (TSI) Assessment, any additional assessment requirements, and have met with an advisor.

Mandatory Advising Holds

Students who are below college level in either the English Language Arts and Reading (ELAR) or Mathematics Texas Success Initiative (TSI) Assessment areas are required to meet with an advisor or complete an online survey during their first semester at Collin College. Students will be required to have regular contact with an advisor until they are TSI complete in both areas. Students who do not place at the college level in both the English Language Arts and Reading (ELAR) and Mathematics TSI Assessment areas are required to meet with an advisor and register for the mandatory EDUC 1300 Learning Framework course during their first semester at Collin College.

For more information, contact the Student and Enrollment Services Office at any campus.

Student Classifications

Freshman: A student who has successfully completed fewer than 30 quality hours.

Sophomore: A student who has successfully completed 30 to 59 quality hours.

Junior: A student who has successfully completed 60 to 89 quality hours.

Senior: A student who has successfully completed 90 or more quality hours.

Classification varies for courses meeting on alternative or accelerated schedules.

Student Load

Full Time

A student enrolled for 12 credit hours or more in a Fall semester, Wintermester and Spring semester, or Maymester and Summer semester is considered full-time. Full-time status for mini-semester varies. Full-time status for Financial Aid and Veterans Services purposes may differ. For more information, see the [Financial Aid and Veterans Services](#) section in this student handbook.

Part Time

A student enrolled for 11 credit hours or fewer in a Fall semester, Wintermester and Spring semester, or Maymester and Summer semester is considered part-time. Part-time status for Financial Aid and Veterans Services purposes may differ. For more information, see the [Financial Aid and Veterans Services](#) section in this student handbook.

Limits on Student Enrollment

Students are limited to registering for no more than the following number of semester credit hours in the indicated terms or parts-of-term.

Fall Semester

Fall 16-Week Term: 18 credit hours maximum.

Wintermester and Spring Semester

Wintermester Part-of-Term: Three (3) credit hours maximum.

Spring 16-Week Term: 18 credit hours maximum.

Maymester and Summer Semester

Maymester Part-of-Term: Three (3) credit hours maximum.
Summer 5-Week Part-of-Term: Seven (7) credit hours maximum.

Summer 10-Week Part-of-Term: Nine (9) credit hours maximum.

Students are limited to a total of 16 credit hours in all parts-of-term during the Maymester and Summer semester.

Students may, with special permission from the registrar, enroll for more than 18 credit hours during a regular 16-week term and 16 credit hours in combined Summer session terms. Permission will not be granted unless the

student has successfully completed 24 credit hours, has been enrolled in at least one (1) semester full-time, has a 3.0 cumulative grade point average (GPA), and plans to carry no more than 21 hours during a regular 16-week semester or no more than nine (9) hours during a Summer 5-Week part-of-term or no more than 12 hours during a Summer 10-Week part-of-term. Students are limited to one (1) course, maximum three (3) credit hours, during the Maymester and Wintermester parts-of-term.

Notice for International Students

International students whose first semester is a Maymester and Summer semester are required to complete six (6) semester hours. International students who are enrolled in the English as a Second Language (ESL) program are required to enroll in 15 credit hours during the Fall, Wintermester and Spring, and Maymester and semesters.

For more information, contact the Registrar's Office at 972.881.5707 or registrar@collin.edu.

Add/Drop

Credit students may add classes using the CougarWeb system (<https://cougarweb.collin.edu>) through the first four (4) days of classes during regular 16-week semesters and during the first day of class of the summer or mini-semester terms. For express and weekend courses, registration deadlines will vary. For regular 16-week classes, there is a hard deadline for registration on the fourth day of the semester.

Registration for any course will result in full tuition and fee assessment for the course hours. Any course dropped on or after the first day of each term or mini-semester will result in charges for the dropped course, as determined by the state refund guidelines and approved tuition rates.

All students must initiate the process to be dropped from classes prior to the first class day or they will be required to make payment for tuition and fees assessed. Students receiving financial aid may not be automatically dropped from classes.

Drops and/or withdrawals may be made online through the posted Last Day to Withdraw for the term. The withdrawal deadlines are listed in the [2023-2024 Academic Calendar](#) section in this student handbook and online at www.collin.edu/calendars. Students who need assistance with drops

and/or withdrawals should contact the Student and Enrollment Services Office at any campus.

Students should contact their professors prior to initiating a drop. A student who discontinues class attendance and does not officially drop the course will receive a performance grade (i.e., A, B, C, D, or F) on their official transcript.

International students should contact Student and Enrollment Services prior to dropping courses. For international students, failure to maintain full-time status could affect or jeopardize their F-1 Visa and/or immigration status. For more information, see the [Student Load](#) section in this student handbook.

Students receiving financial aid or veterans' assistance should contact the Financial Aid and Veterans Services Office prior to dropping courses.

Repeating Courses

Beginning with the Fall 2016 semester, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour charge. Undergraduate courses attempted at Collin College with a graded status of A, B, C, D, F, I, W (withdrawals after census), and AU (audit) will be evaluated for repeat limits.

Refer to the Collin College website for a complete list of courses exempt from the course repeat tuition and how to qualify for exemptions from the higher tuition rate at: www.collin.edu/register/withdrawal.html.

Students in excess of 18 Developmental Education (DE) hours will be assessed the authorized \$50 per hour additional tuition. ESOL students in excess of 27 Development Education (DE) hours will be assessed the authorized \$50 per hour additional tuition.

Grades of all courses taken will be recorded on the student's transcript. When a course is repeated:

1. Only one (1) course grade will be counted in a student's grade point average (GPA), and
2. The highest grade will be used in GPA calculations.

Courses repeated before the Fall 2008 semester will have only the last grade and credits earned (whether higher or lower) used in computing the GPA and applied toward degree or program requirements.

Veterans should consult the Financial Aid and Veterans Services Office before repeating any course. Students planning to transfer to another college or university should check repeat policies with a Collin College advisor and the receiving institution.

Withdrawal from Collin College

Withdrawal Policy: [Texas Education Code Section 51.907](#)
[Course Drop Limit Provisions](#)

Students who enroll as an entering freshmen or a first-time college student in undergraduate courses at any Texas public community college, technical institute, health sciences institution, or any public university offering undergraduate courses must comply with the legislation of [Texas Education Code Section 51.907](#).

[Texas Education Code Section 51.907](#) states that students who enrolled for the first time during the Fall 2007 semester or any subsequent semester are subject to the course drop limit of six (6) course drops. This includes any course a transfer student has dropped at another institution. Collin College counts dropped courses starting in the Fall 2009 semester and forward.

Procedures to Withdraw from a Course(s)

After the census date of a course, students may withdraw with a grade of "W" through the end of the tenth class week during a regular 16-week semester. The withdrawal date for flexible entry classes and mini-sessions varies. Withdrawals will appear on the student's official transcript, but have no effect on their grade point average (GPA). Contact the admissions area in the Student and Enrollment Services Office for withdrawal deadlines for other terms.

Prior to initiating a withdrawal, students should contact their professor(s) and/or a Student and Enrollment Services team member. Withdrawal from Collin College must be initiated by the student. Students who discontinue class attendance and do not officially withdraw will receive a performance grade for the course(s).

Students who need to withdraw from a class(es) may do so online or in person in the Student and Enrollment Services Office at any campus. Students may withdraw online through the posted last day to withdraw unless the student has a registration hold(s) or is an international student. In these cases, the student must come to the Student and Enrollment Services Office at any campus to withdraw. The withdrawal deadlines are listed in the [2023-2024 Academic Calendar](#) section in this student handbook and online at www.collin.edu/calendars.

Students may also withdraw from Collin College by emailing a written request for such action to registrar@collin.edu. The written request must come from the student's Collin College email account and include their College-Wide Identification Number (CWID), phone number(s), and the course name(s) and number(s). The email must be stamped by 11:59 p.m. on the official withdrawal date for the term.

Students who initiate a withdrawal from classes cannot be reinstated once the withdrawal has been processed. Failure to drop or withdraw on or before the last day to withdraw will result in the student receiving a performance grade (i.e., A, B, C, D, or F) on their official transcript.

International students should contact Student and Enrollment Services prior to withdrawing from courses. For international students, failure to maintain full-time* status could affect or jeopardize their F-1 visa and/or immigration status. Students receiving financial aid or veterans' assistance should contact the Financial Aid and Veterans Services Office prior to withdrawing from courses.

*Full-time status is 12 credit hours or more in a Fall semester, Wintermester and Spring semester, or Maymester and Summer semester. Full-time status for mini-semesters varies. International students whose first semester is a Maymester and Summer semester are required to complete six (6) semester hours. International students who are enrolled in the English as a Second Language (ESL) program are required to enroll in 15 credit hours during the Fall, Wintermester and Spring, and Maymester and semesters.

For more information, contact the Student and Enrollment Services Office on any campus.

Registration for Continuing Education (CE) and Workforce Development Courses

Each semester Collin College offers Continuing Education (CE) courses to community members through Continuing Education and Workforce Development. Registration for these courses can be done in three (3) ways:

1. Online Registration: Registration online at www.collin.edu/ce/registration.html if you already have a student account at Collin College. Apply at www.collin.edu/ce/application.html if you are a new student.
2. Phone Registration: Call 972.985.3711 and provide the course name, course reference number (CRN), and credit card information (we accept VISA, Discover, or MasterCard).
3. Walk-In Registration: Available at all campus locations except the Collin Higher Education Center, Public Safety Training Center, and Rockwall Center. Times are listed in the current *Continuing Education Schedule* available at www.collin.edu/ce/classes/index.html.

For registration deadlines, see the current *Continuing Education Schedule* located at www.collin.edu/ce/classes/index.html.

Student Education Records

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FJ>.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a federal law that protects the privacy of students' education records, and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. *FERPA* gives students the right to inspect and review their education records and the right to request that an institution correct records the student believes to be inaccurate or misleading. Additionally, *FERPA* governs the disclosure of students' education records.

Texas Government Code Section 559.003

With a few exceptions, state law (i.e., [Texas Government Code Section 559.003](#)) affords students the following rights

regarding the information collected about them by Collin College:

1. The right to request to be informed about the information,
2. The right to receive and review the information, and
3. The right to correct information that is incorrect.

Comprehensive System

The College District President or designee will develop and maintain a comprehensive system of student records and reports dealing with facets of Collin College's program operation, and will ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records will be stored in a safe and secure manner, and will be conveniently retrievable for utilization by authorized Collin College officials.

Custodians of Records

The registrar is custodian of all records for currently enrolled students and for all official academic records. The district dean of students is custodian of all student disciplinary records.

Types of Education Records

Each record custodian will be responsible for the education records of Collin College. These records may include:

1. Admissions data, and personal and family data.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. Attendance record.
5. Records of faculty, academic advisers, counselors, or administrative conferences with the student or pertaining to the student.
6. Disciplinary records, including scholastic disciplinary actions.
7. Copies of correspondence with parents and others concerned with the student.
8. Records transferred from secondary schools and other postsecondary institutions in which the student has been enrolled.
9. Records pertaining to participation in student

activities including academic awards or recognition by Collin College.

10. Information relating to student participation in special programs.
11. Records of tuition and fees paid and outstanding.
12. Financial aid records.
13. Job placement records.
14. Scholarships or other financial awards.
15. Records pertaining to student complaints.
16. Other records that may contribute to understanding of the student.

Procedure to Inspect/Review Records

Collin College will make a student's records available to the student. The records custodian or designee will use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge, upon written request to the records custodian. For in-person viewing, the records custodian or designee will be available to explain the record and to answer questions. The confidential nature of the student's records will be maintained at all times. Records to be viewed will be restricted to use only in the College District President's Office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive records will not be removed from Collin College.

Copies of records must be requested in writing and will be available at a per copy cost, payable in advance. Financial hardship cases will be dealt with on an individual basis. A student may be denied copies of records if the student fails to follow proper procedures or pay the copying charge.

Contact the registrar at 972.881.5707 or registrar@collin.edu for procedures on students' rights of inspection, review, and correction of education records.

Disclosure of Student Education Records

Collin College will disclose information from a student's education records with the student's prior written consent or as permitted by law. Examples of disclosures not requiring a student's prior written consent include, but are not limited to, the following:

1. To the student and to the parent of a student who is a dependent for tax purposes.
2. To other school officials, including faculty, within Collin College whom Collin College has determined to have legitimate educational interests.
3. To officials of another school, school system, or institution of postsecondary education in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. To authorized representatives of the officials or agencies headed by the comptroller general of the United States, the attorney general of the United States, the secretary of education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.
5. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the eligibility for the aid, determine the amount of the aid, determine the conditions for the aid, or to enforce the terms and conditions of the aid.
6. To state and local officials or authorities to whom this information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. Before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released, or
 - b. After November 19, 1974, if:
 - i. The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and
 - ii. The officials and authorities to whom such information is disclosed certify in writing to the educational agency or institution that the information will not be disclosed to any

other party, except as provided under state law, without the prior written consent of the parent of the student.

7. To organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate, or administer predictive tests, administer student aid programs, and improve instruction.
8. To accrediting organizations to carry out their accrediting functions.
9. To comply with a judicial order or lawfully issued subpoena;
10. If legal action is initiated, Collin College may disclose relevant information from a student's education records to the court, without a court order or subpoena.
11. In connection with a health or safety emergency. Collin College may disclose personally identifiable information from an education record to appropriate persons, including the parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
12. Directory information (as defined in the [Directory Information](#) section below) in accordance with FERPA, unless the student restricts directory information.
13. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by Collin College with respect to that alleged crime or offense. Collin College may disclose the final results of the disciplinary proceeding regardless of whether Collin College concluded a violation was committed. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim, in accordance with the law;
14. To a parent of a student at Collin College regarding the student's violation of any federal, state, or local law, or of any rule or policy of Collin College, governing the use or possession of alcohol or a controlled substance if:

- a. Collin College determines that a student has committed a disciplinary violation with respect to that use or possession; and
 - b. The student is under the age of 21 at the time of the disclosure to the parent.
15. The disclosure concerns sex offenders and other individuals required to register under [Section 170101](#) of the [Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071](#), and the information was provided to Collin College under [42 U.S.C. 14071](#) and applicable federal guidelines.

Directory Information

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information will be released to a qualified individual or organization that files a written request with the registrar or designee.

Collin College will give public notice of the categories of information designated as directory information; whether the disclosure of directory information will be limited to specific parties, for specific purposes, or both; and the period of time after such notice for a student to inform Collin College that any or all of the directory information should not be released without prior consent.

Directory information includes, but is not limited to, the student's:

1. Name;
2. Address;
3. Telephone listing;
4. Official Collin College-issued email address;
5. Photograph;
6. Major field(s) of study;
7. Dates of attendance;
8. Participation in officially recognized activities and sports;
9. Weight and height of members of athletic teams;
10. Degrees, honors, and awards received; and
11. Most recent previous educational agency or institution attended.

Directory information does not include a student's Social Security Number (SSN) or College-Wide Identification Number (CWID).

A student may request directory information be withheld from the public by completing the *Release of Student Information Form* in CougarWeb, <https://cougarweb.collin.edu>. If no request is filed, directory information will be released upon inquiry. Filed requests are valid until revoked by the student in writing. Directory information is the only part of a student's record that may be released without the student's prior written permission, except with regard to the law that provides for disclosure without consent.

Students may also authorize parents or other individuals to access their grades by completing the *Release of Student Information Form* in CougarWeb, <https://cougarweb.collin.edu>. Students will need their CougarWeb usernames and passwords to access the system.

Access by Collin College Officials

A Collin College official will be allowed access to student records if they have a legitimate educational interest in the records. For the purposes of this policy, "school officials" will include:

1. An employee, Board member, or agent of Collin College, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by Collin College to perform institutional services.
2. A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

All contractors provided with student records will follow the same rules as employees concerning privacy of the records and will return the records upon completion of the assignment.

A Collin College official has a "legitimate educational interest" in a student's records when they are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or services for a student with disabilities;

3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

Access by Parents

Collin College may disclose educational records to a student's parent without the student's consent under circumstances specified in law. A qualified parent will be subject to the provisions listed in the in the [Procedures to Inspect/Review Records](#) section above.

Transcripts and Transfers of Records

Collin College may request transcripts from previously attended schools for students transferring into Collin College; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student.

For purposes of a student's enrollment or transfer, Collin College will promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. Collin College may return an education record to the school identified as the source of the record.

Procedure to Amend Records

Requests to amend records should be submitted to the registrar via email to registrar@collin.edu.

Within 15 College District business days of the record custodian's receipt of a request to amend records, Collin College will notify the student in writing of its decision on the request and, if the request is denied, of the student's right to a hearing. If a hearing is requested, it will be held within 15 College District business days after the request is received.

Students will be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing will conduct the hearing. The student will be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing.

The student will be notified of the decision in writing within 10 College District business days of the hearing. The decision will be based solely on the evidence presented at

the hearing and will include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student will be informed that they have 30 College District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with Collin College's decision.

Complaints

A student who believes their rights have been violated under FERPA and wishes to file a complaint may do so in writing to the U.S. Department of Education's Student Privacy Policy Office. The student should complete the FERPA Complaint Form available at https://studentprivacy.ed.gov/sites/default/files/resource_document/file/EComplaint%20form%20FERPA_Updated_508_013123.pdf. The completed form along with any pertinent information concerning the allegation(s) should be sent through email to FERPA.Complaints@ed.gov or mailed to the following address:

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Ave., SW
 Washington, D.C. 20202-8520

For more information on how to file a complaint under FERPA, go to <https://studentprivacy.ed.gov/file-a-complaint>.

Student ID Cards

All credit students at Collin College are required to have a student ID card to use services provided by college offices and labs including, but not limited to, the Barnes & Noble College Bookstores, Career Centers, Computer Labs, Fitness Centers, Libraries, Math Labs, Student Engagement, Student and Enrollment Services, and Testing Centers. Student ID cards are produced by Student Engagement or Student and Enrollment Services. Student ID card office locations and hours can be found online at www.collin.edu/campuslife/studentlife/.

The student must wait at least 24 hours after registering for courses to pick up their student ID card. No fees are assessed for the first ID a student receives. The student must present a valid picture ID and their College-Wide Identification Number (CWID) before a student ID card will

be issued. The student ID card will be valid district-wide throughout the student's enrollment at Collin College. The student ID card will be automatically reactivated each semester after the student enrolls in courses and pays the corresponding tuition and fees.

For a fee, a replacement student ID card will be issued to a student whose card has been lost, stolen, or damaged; who has had a name change; or who would prefer a new photo. The student must be currently enrolled and present a valid picture ID and CWID to request a replacement student ID card.

For more information, contact Student Engagement at studentengagement@collin.edu, Student and Enrollment Services on the student's preferred campus, or go to www.collin.edu/campuslife/studentlife/index.html.

Student Right to Know

In compliance with the federal [*Student Right-to-Know and Campus Security Act of 1990 \(P.L. 101-542\)*](#) and its 2008 amendments, Collin College maintains and annually updates student persistence, graduation rates, transfer rates, and other relevant statistics, and makes this information available to all current and prospective students. To access this information, go to Collin College's District Statistics website located at www.collin.edu/aboutus/statistics/.

Student Suggestions and Complaints

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLD>.

Suggestions

Students who have suggestions can contact the district dean of students or designee at 972.881.5604 or dos@collin.edu. Students must provide either a Collin College email address or a phone number if they would like to be contacted regarding their suggestions.

Complaints

In this policy, the terms "complaint" and "grievance" will have the same meaning. The student (grievant) making the complaint must be personally affected by the action.

Student complaints that are unable to be resolved informally will be resolved through the appropriate Collin College policy, as provided below:

1. For complaints alleging discrimination, harassment, and retaliation based on race, color, national origin, religion, or disability targeting students, see Board policy FFDB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FFDB> and *Chapter 4: Discrimination, Harassment, and Retaliation Prohibited* in the [*Student Code of Conduct*](#).
2. For complaints alleging dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking, see Board policy FFDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FFDA> and *Chapter 3: Dating Violence, Domestic Violence, Gender-Based Harassment, Retaliation, Sex Discrimination, Sexual Assault, Sexual Harassment, and Stalking Prohibited* in the [*Student Code of Conduct*](#).
3. For complaints alleging a violation of the [*Student Code of Conduct*](#), see Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fm> and the student disciplinary procedures sections in the [*Student Code of Conduct*](#).
4. For complaints concerning student disciplinary decisions, see Board policy FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA> and the student disciplinary appeals procedures sections in the [*Student Code of Conduct*](#).
5. For complaints concerning an employee of Collin College who is not a commissioned peace officer, see Board policy DGBA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGBA>.
6. For complaints concerning a commissioned peace officer who is an employee of Collin College, see Board policies CHA (LEGAL) and CHA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHA> and Board policy DGBA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGBA>.

7. For complaints concerning the withdrawal of consent to remain on campus, see Board policies GDA (LEGAL) and GDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GDA>.
8. For appeals of academic suspension for a grade point average (GPA) below the required 2.0, see the current [Collin College Catalog](#) or meet with a Student and Enrollment Services team member at any campus location.
9. For appeals regarding financial aid, see the [Financial Aid and Veterans Services](#) section in this student handbook.
10. For appeals regarding academic grades, see Board policy FLDB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLDB> and the [Grade Appeal Process](#) section in this student handbook.

Testing Centers and Assessment Services

Testing Centers are located at the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus. The Testing Centers offer the Texas Success Initiative (TSI) Assessment for course placement, Pearson VUE exams, higher level math assessment, credit by exam testing, limited instructional testing, ESL assessments, proctoring of correspondence exams, and other exams.

American College Testing Program (ACT) and College Level Examination Program (CLEP)

Collin College is a Pearson VUE testing partner and an official testing site for the American College Testing Program (ACT) and College Level Examination Program (CLEP) exams. Collin College's codes for these tests are listed below.

1. ACT at the McKinney Campus: 40460
2. ACT at the Plano Campus: 42090
3. CLEP: 2290

Texas Success Initiative (TSI) Assessment

The Texas Success Initiative (TSI) Assessment is a program designed to determine whether the student is ready for college-level course work in the general areas of English Language Arts and Reading (ELAR) and Mathematics. The TSI mandates that all new students (unless otherwise

exempt) entering Texas public colleges and universities be assessed in the basic skills of mathematics, reading, and writing. Based on assessment results, a student may either be enrolled in a college-level course that matches their skill level or placed in the appropriate Developmental Education (DE) course or intervention to improve skills and prepare the student for success in college-level courses.

All students must be assessed or provide proof of prerequisites prior to enrolling in certain courses. Developmental Education (DE) classes and tutorial assistance are available for students who need or want this support. Transfer students must provide documentation of TSI Assessment status. Documentation may be in the form of official TSI Assessment score reports or official transcripts. Students wanting to enroll only in English as a Second Language (ESL) coursework can do so without taking the TSI Assessment.

Mandatory Pre-Assessment Activity (PAA)

Before taking the initial TSI Assessment, a student must participate in a Pre-Assessment Activity (PAA) located online. The PAA can be located by searching for "PAA" on Collin College's website at www.collin.edu. This activity includes:

1. An explanation of the importance of the TSI Assessment,
2. Practice test questions and feedback,
3. An explanation of Developmental Education (DE) options, if the minimum college ready standard is not met, and
4. Information on campus and community resources to assist the student.

A Certificate of Completion will be printed at the end of the PAA and is required to take the TSI Assessment.

TSI Assessment Cost and Schedule

The cost of the TSI Assessment is \$29 for in-person testing and \$40 for online testing. Any needed retest(s) will also cost \$29 for in-person testing and \$40 for online testing, whether for only one (1) part (e.g., Mathematics) or the entire TSI Assessment. Information on testing times is available on the Testing Center's website at www.collin.edu/studentresources/testing/availabletesting/tsi.html.

Testing Center Procedures

The Testing Centers are monitored by surveillance equipment. Testing Center procedures are listed below.

1. A Collin College student ID card or government issued photo ID can be used to take an instructional test. A government issued photo ID is required for all other testing.
2. No children, food, or drink will be allowed in the testing room.
3. No papers, books, book bags, or backpacks will be allowed in the testing room. These items must be left in a locker.
4. No electronic, digital media, telecommunication, and/or wearable devices (e.g., phones, smartwatches, Fitbits, Bluetooth devices, tablets) are allowed while taking examinations. These items must be left in a locker.
5. No hats or hoodies are allowed in the Testing Center, unless they are for religious reasons. These items must be left in a locker.
6. All infractions of the [Student Code of Conduct](#) will be referred to the District Dean of Students Office.
7. Any individual not willing to comply with these procedures must make other arrangements for testing with their professor.

The last classroom test will be issued one (1) hour before closing. Appointments are preferred and highly encouraged. Links to make testing appointments at each campus are available on the Classroom Tests page located on the Testing Center's website at www.collin.edu/studentresources/testing/. The Testing Centers are scheduled to be open during the same business hours as Student and Enrollment Services at each campus.

Proctored Testing

Many courses, particularly those with an online instruction component, require proctored testing. Students will complete their proctored tests and exams online using a webcam and microphone, in one of the Collin College Testing Centers, or at another approved testing site or service. If a student chooses to use any option other than a Collin College Testing Center, the student is responsible for paying all associated fees.

All students in online courses taking proctored tests must:

1. Abide by the [Collin College Online Exam Procedures](#).
2. Review and comply with the [Student Code of Conduct](#). This applies to all students, including those in online courses. Of special note is [Chapter 12: Student Code of Conduct Violations](#).
3. Follow the instructor's directions regarding online testing. Information regarding proctored tests will be posted in the course syllabus.

Contact Information

For more information about the PAA or TSI Assessment, contact the director of testing at 972.548.6773 or email tsi_info@collin.edu.

For more information and hours of operation for the Testing Center at each campus location or to schedule an exam, go to www.collin.edu/studentresources/testing/.

Veterans Resource Centers (VRCs)

The Veterans Resource Centers (VRCs) connect military-affiliated students with Collin College and community resources designed to ensure a smooth transition into college and foster academic success. Services provided by the VRCs range from providing information regarding academics, admissions, financial aid, and Department of Veterans Affairs (VA) educational benefits to advocacy and resource referrals.

Veterans and military-affiliated students are encouraged to utilize the study areas and computer stations in the VRCs. Spending time in the VRCs also provides veterans and military-affiliated students the opportunity to network with other individuals who have served.

For more information, go to www.collin.edu/studentresources/veteransresources/, email vrc@collin.edu, or call one (1) of the following campus locations:

1. Celina Campus: 469.905.3527
2. Farmersville Campus: 972.549.6436
3. Frisco Campus: 972.377.1020
4. McKinney Campus: 972.548.6767
5. Plano Campus: 972.881.5774
6. Technical Campus: 972.553.1186
7. Wylie Campus: 972.378.8291

Section 3: Academic Information, Opportunities, and Support

Academic Etiquette and the College Experience

Collin College students and professors share a responsibility to promote, develop, and maintain a positive learning environment. Students are expected to show respect to their fellow students and professors at all times.

Students are accountable for their own academic progress and work. With that in mind, prompt submission of all work, according to the specific course calendar and syllabus guidelines, promotes student success. It is the professor's responsibility to present learning opportunities through any combination of lectures, projects, in-class and out-of-class exercises, and other assignments. It is the student's responsibility to complete all readings, participate in class discussions, and complete all assignments and project exercises in a timely manner. The course syllabus should provide clear instruction for successful course participation.

It is a violation of the [Student Code of Conduct](#) to engage in the disruptive use of electronic, telecommunication, digital media, and/or wearable devices during classes, labs, or other Collin College learning environments. This includes, but is not limited to, social networking activities, texting, talking on the phone, and web browsing from laptops, smartphones, or any other electronic devices during class time. Consult the professor for specific guidance. If there is a need to monitor outside communication for emergency purposes during a specific class, a student should set the device on silent and inform the professor before class begins, so as not to disrupt the class or interfere with the academic classwork of other students. In addition to individual course guidelines, students should review the [Student Code of Conduct](#) located in this student handbook.

Most professors regard tardiness as both an absence and disruptive behavior. Sleeping in class, interfering with teaching by talking with other students during directed instruction, and preparing work for another class while students should be engaged in classroom activities are examples of behaviors that are both discourteous to other students and disruptive to the purposes of the course. Students are expected to refrain from these and other disruptive behaviors, as these actions have a negative impact on Collin College's stated goals and the Core Value of *Academic Excellence*.

If a student is having difficulty mastering the material and skills, the student is encouraged to reflect on how to study and prepare for each class. Students are also encouraged to seek out Collin College resources that will aid in achieving academic success. Professors welcome dialogue on what students discover and may be able to assist in finding resources on campus that will improve student performance. Professors may recommend ways for students to develop and use academic tools necessary to succeed in college and the professional world. Professors also have office hours intended for one-on-one help with class material, as needed. However, in the end, the student must show the personal responsibility necessary to take accountability for their own academic success.

Academic Planning Coach Program

The Academic Planning Coach Program is designed to support traditionally underserved First Time in College (FTIC) students by connecting them to crucial campus resources that will help them achieve their academic and career goals. Students in the program are paired with either a staff or faculty member and an academic advisor who provide students an opportunity to learn about Collin College's resources, strengthen their networks, build confidence toward college success, identify and articulate academic and career goals, and stay on track to achieve those goals, including: academic planning and course registration, degree requirements, graduation and transfer planning, and other topics pertinent to student success in the first year.

For more information, go to www.collin.edu/explore/coaching.html.

American Sign Language (ASL) Laboratory

The American Sign Language (ASL) Laboratory is designed to simulate, as closely as possible, a Deaf culture environment on a college campus. Collin College employs native or near-native ASL language models who mentor, assist, and tutor ASL and Interpreting students one-on-one or in small groups in an immersive setting. ASL Laboratory staff seek to support students' language learning, develop culturally appropriate norms, and enhance ASL and interpreting skills and tasks designated by the student's instructors.

The ASL Laboratory is located at the Plano Campus in Room BB-108. Hours of operation are posted outside the lab each semester.

Anthony Peterson Center for Academic Assistance

The Anthony Peterson Center for Academic Assistance (APCAA) is the tutoring home to the Math Labs, Science Dens, and Writing Centers. Each Center assists students by providing a combination of math, reading, science, writing, and other subject tutoring support as well as open-seating study areas, printing, and access to computers. Collin County community members are also welcome to use the Center's services on a walk-in basis. Appointments are encouraged for students, but walk-ins are welcome when tutors are available. The Center is located on the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus. The Center also has an online-only appointment system that serves the entire College District.

For more information, go to www.collin.edu/studentresources/tutoring/.

Math Labs

The Math Labs faculty and tutors assist Collin College students and community members with mathematical concepts. Students may use graphing calculators and computers to complete homework and lab assignments, and some Math Labs have calculators available for student use while in the lab.

Appointments are recommended, but walk-ins are welcome when tutors are available. Collin County community members are welcome on a walk-in basis when tutors are available. Hours are posted at each campus and online at www.collin.edu/studentresources/tutoring/.

Contact information for the Math Lab at each campus is below:

1. Celina Campus: Room 002, 469.905.3528
2. Farmersville Campus: Room 120, 972.549.6499
3. Frisco Campus: Founder's Hall Room F-148, 972.377.1639
4. McKinney Campus: Room C-220, 972.548.6896
5. Plano Campus: Room D-203, 972.881.5921

6. Technical Campus: Room A-280, 972.553.1236
7. Wylie Campus: Library Room 217, 972.378.8935

Science Dens

The Science Dens provide in-house science models, microscopes, slides, and textbooks for students enrolled in all college-level science courses. Online science tutoring appointments are available at www.collin.edu/studentresources/tutoring/. At the McKinney Campus, Plano Campus, and Wylie Campus, tutors and volunteer faculty in the Math Labs assist Collin College students enrolled in courses in the natural sciences that have math-based assignments. The Frisco Campus and Wylie Campus provide tutoring through their separate Science Dens for all science courses, and some of the other Centers provide in-house tutoring in anatomy and physiology, biology, chemistry, and physics. Each campus provides students with a unique science study and support area, so students should contact the Anthony Peterson Center at their preferred campus for the most current science support information.

Campus contact information for science tutoring support:

1. Celina Campus: Room 002, 469.905.3528
2. Farmersville Campus: Room 120, 972.549.6499
3. Frisco Campus: Science Den LH-202, ScienceDen@collin.edu
4. McKinney Campus: Science Model Study Room (Library Oversight) L-117, 972.548.6860
5. Online: APCAA.Districtwide@collin.edu
6. Plano Campus: D-203, 972.881.5843
7. Technical Campus: Room A-006C, 972.553.1140
8. Wylie Campus: LB-217, 972.378.8935, WylieAPCAA@collin.edu

Writing Centers

The Writing Centers provide students with professional assistance for writing assignments across the curriculum as well as résumés, application and scholarship essays, lab reports, and other writing needs, free of charge. Each Writing Center's primary purpose is to help students improve their skills by guiding them through the writing process in informal, one-on-one sessions.

Many of the Writing Centers also offer designated reading specialists to help students develop their critical reading skills. Additionally, the Writing Centers offer free writing

and research workshops every semester that address student writers' common concerns.

Appointments are recommended, but walk-ins are welcome when tutors are available. Collin County community members are welcome on a walk-in basis when tutors are available. To avoid no-show penalties, students must notify the Writing Center at least one (1) hour prior to an appointment's start time if they wish to cancel or reschedule.

Online tutoring sessions as well as on-campus, face-to-face tutoring sessions are available. Appointments for on-campus tutoring sessions can be scheduled through any of the individual campus Writing Centers by following the links found on the Anthony Peterson Centers for Academic Assistance website, www.collin.edu/studentresources/tutoring/. For information about the Writing Centers' comprehensive online schedule, send an email to APCAA.Districtwide@collin.edu.

Writing Center locations and contact information are listed below. For hours of operation at each location or more information, go to www.collin.edu/studentresources/tutoring/ or contact your preferred Writing Center:

1. Celina Campus: Room 002, 469.905.3528
2. Farmersville Campus: Room 120, 972.549.6499
3. Frisco Campus: Room LH-141, 972.377.1576
4. McKinney Campus: Room A-104, 972.548.6857
5. Online: APCAA.Districtwide@collin.edu
6. Plano Campus: Room D-203, 972.881.5843
7. Technical Campus: Room A-280, 972.553.1236
8. Wylie Campus: Room L-217, 972.378.8574

Study Skills Seminars

Study Skills Seminars teach students basic academic skills to increase college success. A schedule of these free seminars is published each semester, and copies are available in various locations on each campus (e.g., Anthony Peterson Centers for Academic Assistance, CougarCAL, Writing Centers).

For more information, contact khanvey@collin.edu or ljaveed@collin.edu.

Expectations for Students and Community Members

The Anthony Peterson Center for Academic Assistance strives to reflect the mission and Core Values of Collin College. Therefore, inappropriate and disruptive behavior is prohibited. Students are expected to comply with the current [Student Code of Conduct](#) located in this student handbook when utilizing the Center's services.

To avoid no-show penalties, students must log into the appointment system or call their preferred campus to cancel an appointment at least one (1) hour prior to its start time. After three (3) no-shows, a student's account will automatically be disabled.

Bookstores and Textbooks

The Collin College bookstores are managed by Barnes & Noble College. Information about textbooks, refunds, and store hours can be found at <https://collin.bncollege.com/>.

A list of required and recommended textbooks and supplemental materials for each Collin College course, including the title, author, retail price, and International Standard Book Number (ISBN), can be found on the bookstore's website located at <https://collin.bncollege.com/>. Students can purchase or rent textbooks from the Collin College bookstores located on the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus, or on the bookstore's website. Note that textbook availability is campus specific based on the student's course section number(s).

Follow the instructions below to order from the bookstore's website:

1. Click on "Bookstore Links" from the student's schedule.
2. Click on the appropriate campus based on the section number for each class.
 - a. Sections 000-199 and Continuing Education (CE) Classes: Courtyard Center and Plano Campus
 - b. Sections 200-299: Frisco Campus
 - c. Sections 300-399: McKinney Campus
 - d. Sections 400-499: Wylie Campus
 - e. Sections 500-599: Technical Campus
 - f. Sections 600-699: Celina Campus

- g. Sections 700-799: Farmersville Campus
- h. Sections 900-999: iCollin Virtual Campus

In-store pick-up and shipping options are available at checkout.

Collin College students are not under any obligation to purchase textbooks or materials from the bookstore. The same textbooks and materials may also be available from an independent retailer, including an online retailer.

First Day Courses

Students enrolled in a First Day course will have their digital materials included in their registration fees. These materials are already loaded in Canvas and are available on the first day of class. Students may opt out of the plan for a refund, but these required electronic materials will not be available at a lower cost, by D.O.E. regulation. Once the semester has started, transferring from one (1) First Day section to another will result in loss of access to materials. Students will need to contact the bookstore to restore their access.

Forms of Payment

The Collin College bookstores accept the following forms of payment: cash, VISA, MasterCard, Discover, American Express, and financial aid. All bookstores have contactless payments (e.g., Apple, Google, Samsung Pay) and eReceipts available.

Refund Policy

Textbooks

The following policies apply to all textbook refunds:

1. A full refund will be given in the original form of payment if textbooks are returned during the first week of the semester with the original receipt.
2. Continuing Education Courses: A full refund will be given in the original form of payment if textbooks are returned during the first two (2) business days following the class start date.
3. "One (1)-day" course textbooks are only returnable prior to the start of the class.
4. For schedule changes and dropped classes, a full refund will be given in the original form of payment during the first 30 days of the term with proof of a schedule change and original receipt.

5. No refunds on unwrapped loose-leaf books, shrink-wrapped titles, opened, or scratched access codes.
6. No refunds on digital content once it has been accessed.
7. Textbooks must be in original condition.
8. No refunds or exchanges without the original receipt.

General Reading Books, Software, Audio, Video, Laptops, and Small Electronics

The following policies apply to all refunds of the above-listed items:

1. A full refund will be given in the original form of payment if merchandise is returned within 14 days of purchase with the original receipt and in the original packaging.
2. Opened audio books, CDs, DVDs, music, small electronics, and software may not be returned. They can be exchanged for the same item, if defective.
3. Merchandise must be in original condition.
4. No refunds or exchanges without the original receipt.

All Other Merchandise

The following policies apply to refunds of all other merchandise:

1. A full refund will be given in the original form of payment with the original receipt.
2. Without a receipt, a store credit will be issued at the current selling price.
3. Cash back on merchandise credits or gift cards will not exceed \$1.
4. No refunds on gift cards, magazines, newspapers, prepaid cards, or phone cards.
5. Merchandise must be in original condition.

Fair Pricing Policy

Barnes & Noble College booksellers comply with local weights and measures requirements. If the price on the receipt is above the advertised or posted price, alert a bookseller and the difference will be refunded.

Textbook Rentals

All textbook rentals are due back to the bookstore on the last day of finals for each term. They must be returned to

the campus from which they were rented. Books must be returned in salable condition with spine/pages intact and no water/pet damage. **Do not place textbook rentals in a library drop bin.**

Textbook Buyback Policy

Bring textbooks back to the bookstore at the end of the term to get up to 50 percent cash back. Finals week is the best time to get the most cash back, so sell early.

Books must include all original materials (e.g., CDs, workbooks), and a valid Collin College ID is required at the time of buyback. Buyback is limited to one (1) copy of a title per customer. Textbooks must meet the following criteria:

1. Clean and in resalable condition;
2. All pages, bindings, and covers must be intact; and
3. No water damage, excessive highlighting, or writing.

Old editions and custom books may have little or no value.

Contact Information

For more information, go to <https://collin.bncollege.com/> or contact one (1) of the following campus bookstores:

1. Celina Campus: 469.905.6080,
sm8413@bncollege.com
2. Courtyard Center: 972.881.5680,
sm8220@bncollege.com
3. Farmersville Campus: 972.549.6440,
sm8401@bncollege.com
4. Frisco Campus: 972.377.1680,
sm8221@bncollege.com
5. McKinney Campus: 972.548.6680,
sm8222@bncollege.com
6. Plano Campus: 972.881.5680,
sm8220@bncollege.com
7. Technical Campus: 972.553.1280,
sm8351@bncollege.com
8. Wylie Campus: 972.378.8680,
sm8350@bncollege.com

Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS)

The Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS) is a specialized program for highly motivated students with interest in mathematics or

the natural sciences. CASMNS offers opportunities for students enrolled in Biology, Chemistry, Engineering, Environmental Science, Geology, Mathematics, and Physics courses to participate in a variety of undergraduate research activities and scholarly events at various Collin College campuses. Students interested in research or graduate study in the disciplines listed above will benefit from participating in the CASMNS program.

For more information, call 972.881.5880 or go to www.collin.edu/academics/casmns/.

Child Development Lab School

Collin College provides a Child Development Lab School at the Plano Campus. The Child Development Lab School serves as a laboratory site for the following programs and courses: Child Development, Early Childhood Education, academic courses in the Social Sciences, and Service Learning.

Qualifying students and Collin College employees may enroll their children in the Child Development Lab School as space permits. The children's program promotes physical, social, emotional, and cognitive development in a nurturing and supportive environment. Daily activities are based on individual children's needs and interests.

For more information or a fee schedule, call 972.881.5945.

Class Attendance

Regular classroom attendance is expected of all students. Professors determine class attendance requirements; therefore, students should ascertain each professor's attendance policy on the first day of the class.

Students who receive Department of Veterans Affairs (VA) educational benefits must conform to attendance and academic standards as established by Collin College.

Federal regulations require students to attend class by the census date to receive financial aid. Students in online courses must submit an assignment by the census date to be considered as attending. The census date is the twelfth class day in a regular 16-week semester, or the fourth class day in a short summer semester. Census dates vary for mini-semesters and express classes.

Students who stop attending may have to pay a portion of their financial aid back to the Department of Education.

For more information, see the [Financial Aid and Veterans Services](#) section in this student handbook or contact the Financial Aid and Veterans Services Office at any campus.

College-Wide Identification Number (CWID)

To help prevent identity theft, students are issued a random nine (9)-digit College-Wide Identification Number (CWID) to be used instead of their Social Security Number (SSN) to access their records when they are admitted to Collin College. The CWID is noted on all student records, except official Collin College transcripts.

The CWID is used to access student records (e.g., order transcripts, obtain grades, pay tuition and fees, obtain a student's schedule, request a degree plan). The CWID is listed on the student ID card and is needed to check out materials from Collin College libraries, take tests in the Testing Centers, and access student computer labs and online classes that use Canvas.

For more information, contact Student and Enrollment Services on any campus.

Collin College Catalog

The *Collin College Catalog* contains course descriptions and requirements for all of Collin College's areas of study, certificates, and degree programs. This document is available on Collin College's website at <https://catalog.collin.edu/>.

Continuing Education (CE) Program

Collin College's Continuing Education (CE) program is the leading non-credit career skills training institution for adults who are seeking to increase knowledge and refine current skills, either to assist them on the job or for their personal enrichment. More than 70 industry-recognized certificate series and certification-preparation training programs are offered in the administrative, creative, education, finance, health care, information technology, logistics, management, public safety, service, trades, and veterinary medicine career fields.

Collin College's CE program is open to the community and provides a general tuition rate, specific for each course. For most CE courses, there is open enrollment. CE offerings

vary from semester to semester to meet local training demands and provide seasonal and current event offerings. New classes start weekly, with course durations ranging from several hours to several months. CE students will not earn "traditional" college credits toward a degree, although they may earn Continuing Education Units (CEUs), which will be recorded on a Continuing Education (CE) transcript.

CE classes are scheduled at all Collin College campuses and online.

For more information on CE course descriptions, class schedules, locations, and registration, call 972.985.3750, email ceinfo@collin.edu, or go to www.collin.edu/ce/.

Course Delivery

Collin College offers students a variety of course delivery options for credit courses, varying from in-person classroom courses to fully online courses.

Lecture/Lab In-Person Classroom Courses consist of regularly scheduled face-to-face meetings at a specific campus location; some use of technology is required to support learning.

Hybrid Classroom Courses are courses in which the instruction is a mix of in-person classroom activities and online instructional activities. The in-person classroom experience is regularly scheduled and occurs nearly equal to or more often than online instructional activities.

Blended Online Courses are courses in which the majority of instructional activity is conducted online, with some required face-to-face activities (e.g., discussions, presentations, exam administration) scheduled intermittently throughout the term.

Live (Synchronous) Online Courses use web-based technologies to extend the classroom lecture environment and other activities to students at remote sites in real time. All instructional activity is carried out online, and there are no on-campus requirements. These courses utilize web conferencing or other synchronous e-learning media (e.g., Canvas, MS Teams, Studio, Zoom) to provide remote access to a classroom experience.

Fully Online Courses have all instructional activity conducted online. Instructional materials, readings,

assignments, class discussions, and other assessments may be accessed from remote locations. The course may have some synchronous (i.e., live) components, but is primarily asynchronous.

First-Year Programs

Students attending Collin College for the first time can participate in first-year programs. Participating in first-year programs connects participating students with other Collin College students as well as faculty and staff. A key component of these first-year programs is the Academic Planning Coach Program.

For more information on first-year programs, go to www.collin.edu/firstyear. For more information on the Academic Planning Coach Program, see the [Academic Planning Coach Program](#) section in this student handbook or go to www.collin.edu/explore/coaching.html.

Grade Appeal Process

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=fldb>.

The assessment of the quality of a student's academic performance is one (1) of the major professional responsibilities of Collin College faculty members, and is solely and properly their responsibility. It is essential for the standards of the academic programs at Collin College and the integrity of degrees conferred by Collin College that the professional judgments of faculty members not be subject to pressures or other interference from any source. It is necessary, however, that:

1. Any course grade be based on evidence of the student's performance in a course,
2. The student have access to the evidence,
3. The professor be willing to explain and interpret the evidence to the student, and
4. A grade be determined in accordance with established guidelines, which should be published and announced in each class within the first week of the term.

Freedom from Capricious Grading

As the term is used herein, "capricious grading" is limited to one (1) or more of the following:

1. The assignment of a grade to a student on some basis other than performance in the course;
2. The assignment of a grade to a student by more exacting or demanding standards than were applied to other students in that course; and/or
3. The assignment of a grade by a substantial departure from the professor's standards published and announced within the first week of the term.

Students have the right to be free from capricious grading and to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should consult the appropriate program director, associate academic/workforce dean, or academic/workforce dean. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB).

Appeals to the GAB will be filed with the chair of the GAB no later than the last regular class day of the next long semester after receiving the grade. Grade appeals must be submitted online at www.collin.edu/hr/studentcomplaints/academicgradeappeals.html. No paper copies will be accepted. An allegation of capricious grading will be handled according to the grade appeal procedures outlined below.

Grade Appeal Procedures for Alleged Capricious Grading

The following procedures are available only for review of alleged capricious grading and not for review of the judgment of a professor in assessing the quality of a student's work.

Seeking Clarification of Capricious Grading

A student who believes a final course grade is capricious must seek clarification and, where appropriate, redress, as follows:

1. The student will confer with the professor, inform the professor of questions concerning the grade, and seek to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor

cannot be contacted, the academic/workforce dean will appoint the appropriate program director, associate academic/workforce dean, or designee to act for the professor.

2. If, after consultation with the professor or designee, the student believes a grade is capricious, the student will then confer with the appropriate program director or associate academic/workforce dean. The program director or associate academic/workforce dean will consult with and advise both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.

Petitioning for a Grade Appeal Hearing

If steps 1 and/or 2 under the [Seeking Clarification of Capricious Grading](#) section above do not resolve the problem, the student may submit a written petition by completing the Student Academic Grade Appeal Form and providing supporting documentation online at www.collin.edu/hr/studentcomplaints/academicgradeappeals.html. The petition should be written to:

1. Request a hearing with the GAB,
2. Present evidence allegedly proving the grade is capricious, as defined in the [Freedom from Capricious Grading](#) section above, and
3. Present the student's conclusions.

A written petition submitted without supporting documentation will not be considered. Examples of supporting documentation may include, but are not limited to, course syllabus, copies of emails exchanged between the professor and the student, doctor's statements, etc. If supporting documentation is not received with the written petition, the chair of the GAB will contact the student to inform the student of such. The student will be notified via Collin College email and given five (5) College District business days to provide the requested documentation. If the requested documentation is not received within the five (5) College District business days, the student will be sent a second notice via Collin College email requesting the supporting documentation. The student will be given an additional five (5) College District business days to submit the requested documentation. If the requested documentation is still not received after five (5) College District business days from the second notice, the grade

appeal will be submitted to the GAB as is.

If a student submits a written petition and has not taken steps 1 and/or 2 under the [Seeking Clarification of Capricious Grading](#) section above, the grade appeal will not be heard by the GAB. The student will be notified that the appeal will not be heard until steps 1 and/or 2 under the [Seeking Clarification of Capricious Grading](#) section above have been taken.

Again, grade appeals for alleged capricious grades will be instituted no later than the last regular class day of the next long semester after receiving the grade. The last regular class day is prior to the first day of scheduled final exams.

Grade Appeal Hearing

The chair of the GAB will contact the professor to determine the professor's position. Based on the student's written petition and documentation, the professor's response, and interviews conducted by the chairperson of the GAB with the student and the professor, the GAB will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

Decision of the Grade Appeals Board (GAB)

The GAB will make one (1) of the following decisions:

1. That the grade was not assigned capriciously and the grade will stand as assigned, or
2. That the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the GAB may then arrange for the professor or designee or a group of two (2) departmental/program colleagues to re-examine all the evidence of the student's work. The GAB will, as a result of this further consideration, recommend to the appropriate campus provost a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the appropriate campus provost or designee for approval and then forwarded to the registrar for processing. The final grade will be distributed to the professor or designee, program director or associate academic/workforce dean, academic/workforce dean, chairperson of the GAB, and other appropriate parties.

If the decision is that the grade will remain as assigned, the student will be notified in writing of that decision. The decision of the GAB is final and non-appealable.

The student, professor, program director or associate academic/workforce dean, academic/workforce dean, and any parties involved will be notified after each decision has been reached.

In accordance with Collin College procedures, no decision of the GAB, by itself, will be a basis for disciplinary action against a professor.

Grade Appeal Procedures for Alleged Non-Capricious Grading

At any time, a student may seek the counsel of a designated Collin College representative regarding the procedure for appealing alleged non-capricious grades or the merits of a particular case.

Grade appeals of a non-capricious grading type will be filed with the chair of the GAB no later than the last regular class day of the next long semester after receiving the grade. The last regular class day is prior to the first day of scheduled final exams. Grade appeals must be submitted online at www.collin.edu/hr/studentcomplaints/academicgradeappeals.html. No paper copies will be accepted.

Seeking Clarification of Non-Capricious Grading

A student who believes a term grade is in error may seek clarification and, where appropriate, redress, as follows:

1. The student must confer with the professor, and inform the professor of questions concerning the grade and any extenuating circumstances that impacted the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the academic/workforce dean will appoint the appropriate program director, associate academic/workforce dean, or designee to act for the professor.
2. If, after consultation with the professor or designee, the student believes a grade is in error, the student will confer with the appropriate program director or associate academic/workforce

dean. The program director or associate academic/workforce dean will consult with and advise both the professor and the student, separately or together, in an effort to reach an understanding and resolution of the matter.

Petitioning for a Grade Appeal Hearing

If steps 1 and/or 2 under the [Seeking Clarification of Non-Capricious Grading](#) section above do not resolve the problem, the student may submit a written petition by completing the Student Academic Grade Appeal Form and providing supporting documentation online at www.collin.edu/hr/studentcomplaints/academicgradeappeals.html.

The petition should be written to:

1. Request a hearing with the GAB,
2. Present evidence allegedly proving the grade is in error, and
3. Present the student's conclusions.

A written petition submitted without supporting documentation will not be considered. Examples of supporting documentation may include, but are not limited to, course syllabus, copies of emails exchanged between the professor and the student, doctor's statements, etc. If supporting documentation is not received with the written petition, the chair of the GAB will contact the student to inform the student of such. The student will be notified via Collin College email and given five (5) College District business days to provide the requested documentation. If the requested documentation is not received within the five (5) College District business days, the student will be sent a second notice via Collin College email requesting the supporting documentation. The student will be given an additional five (5) College District business days to submit the requested documentation. If the requested documentation is still not received after five (5) College District business days from the second notice, the grade appeal will be submitted to the GAB as is.

If a student submits a written petition and has not taken steps 1 and/or 2 under the [Seeking Clarification of Non-Capricious Grading](#) section above, the grade appeal will not be heard by the GAB. The student will be notified that the appeal will not be heard until steps 1 and/or 2 under the [Seeking Clarification of Non-Capricious Grading](#) section above have been taken.

Again, grade appeals for alleged non-capricious grades will be instituted no later than the last regular class day of the next long semester after receiving the grade. The last regular class day is prior to the first day of scheduled final exams.

Grade Appeal Hearing

The chair of the GAB will contact the professor to determine the professor's position. Based on the student's written petition and documentation, the professor's response, and interviews conducted by the chairperson of the GAB with the student and the professor, the GAB will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

Decision of the Grade Appeals Board (GAB)

The GAB will make one (1) of the following decisions:

1. That the grade was not assigned in error and the grade will stand as assigned, or
2. That, due to circumstances, the grade will be changed to a W.

If the decision is to change the grade to a W, the Grade Change Form will be sent to the appropriate campus provost or designee for signature and then forwarded to the registrar for processing. The student will be notified in writing of the decision.

If the decision is that the grade will remain as assigned, the student will be notified in writing of the decision. The decision of the GAB is final and non-appealable.

The student, professor, program director or associate academic/workforce dean, academic/workforce dean, and any parties involved will be notified after each decision has been reached.

In accordance with Collin College procedures, no decision of the GAB, by itself, will be a basis for disciplinary action against a professor.

In certain instances, the problem may be handled best through other procedures; therefore, a referral may be made to another office or to a task force (e.g., Human Resources Department).

Grievances Regarding Academic- or Classroom-Related Problems Other Than a Final Course Grade

A student who has a grievance with academic- or classroom-related problems, other than their final course grade, should first consult the professor. If the grievance is not resolved, the student should then contact the appropriate program director, associate academic/workforce dean, or academic/workforce dean. If the matter is still not resolved, the student may appeal to the appropriate campus provost.

Contact Information

For more information, go to www.collin.edu/studentresources/support/gradeappeal.html or email gradeappeals@collin.edu.

Honors Institute

Honors courses at Collin College are designed to provide a uniquely engaging learning experience for students with advanced academic skills, intellectual curiosity, and an enthusiasm for learning. Honors classes require students to have established a minimum cumulative GPA of 3.25 to enroll. These courses are designated as Honors under "attribute type" in the registration schedule. Honors courses are smaller than average (maximum 18 students) and attract motivated and enthusiastic students to engage in intellectual discussions, scholastic research, and creative projects. Students may be encouraged to showcase their achievements at academic conferences, in written publications, and/or at creative exhibits. Honors students at Collin College receive an Honors designation on their transcript for each Honors course completed. In addition, through transfer agreements, students completing Honors coursework at Collin College may qualify for admission into and/or scholarships with designated Honors Programs at several partnering universities. Students enrolled in Honors courses also benefit from access to Honors Institute resources, such as private computer labs and study areas, as well as free printing, scantrons, and blue books.

For more information, go to www.collin.edu/academics/honors/ or contact the Honors Director at the student's home campus.

Leadership Development Institute (LDI)

The Leadership Development Institute (LDI) is a Collin College academic initiative that incorporates key leadership principles into the curriculum of core courses. Students have the opportunity to explore and develop their personal and professional knowledge and skills and abilities in the area of leadership as it is associated with a specific core discipline while gaining core course credits.

LDI is dedicated to the development of leaders through education and provides experiential opportunities for students seeking to make a positive difference in their lives and in the community. LDI classes may partner with Student Engagement and the Leadership Empowerment and Development (LEAD) co-curricular program on many activities, including the ropes course, leadership skills workshops, movies and panel discussions, field trips, guest speakers, and team-building activities.

Key leadership topics integrated into core courses include communication, problem solving, teamwork, decision-making, ethics, and more. All students are eligible to register for the LDI-integrated core courses. Students will receive core course credit for each core course with the LDI designation.

For more information and a list of LDI class offerings, go to www.collin.edu/academics/LDI/.

Libraries

Libraries are located at the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus. All libraries provide access to the internet and online electronic resources as well as print and multimedia material. For more information and online services, go to www.collin.edu/library/.

The libraries offer the following services:

1. Assistive technology;
2. Black/white and color printers;
3. Books, DVDs, interactive tutorials, music CDs, and audiobooks;
4. Computer access;
5. Electronic resources such as eBooks, databases, and streaming media;

6. Equipment available for use such as calculators and laptops;
7. Health Education Resource Center at the McKinney Campus Library;
8. Interlibrary loan and TexShare cards;
9. Library orientation and instruction;
10. Makerspaces with 3D printers;
11. Print and electronic periodicals;
12. Photocopy machines and scanners;
13. Professional librarians;
14. Science model study room at the McKinney Campus Library; and
15. Study rooms.

On-Site Services and Materials

Each campus library holds collections of scholarly books, journals, and videos. Reference librarians provide quick assistance with essays or presentations and are invaluable for in-depth research. Liaison librarians consult with faculty members to prepare print and online subject guides that help students utilize the Collin Libraries' vast local and online collections to complete their assignments.

Traditional services, such as book checkout and interlibrary loan, are available at each library. To share materials, the library's electronic catalog system allows students to have circulating books and other items sent to them from another campus. Faculty members may place material on reserve at the checkout desk for in-library use.

Services and Collections for Off-Campus Use

The Collin Libraries offer a wide variety of online resources to local and distance students through the library website, including databases with full-text articles from magazines, newspapers, scholarly journals, and trade publications; eBooks; primary resources; streaming media and audio; catalog searching; and research guides with interactive tutorials and links to subject-specific information. Students can reach a librarian via chat, email, text, and voicemail during regular library hours, and can leave a message using email, text, and voicemail after hours. For more information and to access these services, log in to CougarWeb (<https://cougarweb.collin.edu>) and click on the Library tab.

Electronic Collections

More than 180 different electronic collections are available to Collin College students wherever they have internet access. Streaming video of Shakespeare plays from the BBC; the Smithsonian's collection of music from around the world; the *New York Times* archived from 1851; and thousands of current full-text medical and technology books, animations, and videos are just a small sample of what is available.

Checking Out Materials

Students must present a current Collin College student ID card for all library transactions. A student's library account number is available online through CougarWeb. Returning materials on time is the responsibility of the student. Fines will be charged for overdue materials. Due dates are given at checkout and are also sent to students via their Collin College email accounts.

Expectations for Users

No food or drink are allowed in the libraries, except in designated areas. Disruptive behavior is prohibited. This includes, but is not limited to, excessive noise, intimidation, abuse, or other activities that violate the current [Student Code of Conduct](#) located in this student handbook.

Damage or theft of library materials or equipment can result in fines and/or disciplinary action.

Policy on Minors

Minors (persons under the age of 16 not currently enrolled in a class or participating in a Collin College-sponsored activity) must be accompanied by an adult (a person 18 years old or older) in Collin College libraries at all times. Parents are responsible for monitoring their minors' access to library services and materials.

Copyright

Libraries follow all fair use standards and practices as outlined in copyright law.

Internet Access

Collin College libraries provide internet access for students' academic and research needs. Priority is given to course-related use, and patrons may be asked to yield to others with academic needs.

The libraries support academic and intellectual freedom for library users. However, internet users are not to create a harassing, offensive, or intimidating environment for other users.

Special Services

Adaptive equipment for the visually impaired is available for student use at each library through each campus's Accommodations at Collin College for Equal Support Services (ACCESS) Office. Scanning software can read papers, books, or web pages aloud to users.

The Health Education Resource Center, located in the McKinney Campus Library, offers students and faculty an extensive collection of reference materials on a wide range of medical conditions and treatments. Materials selected support the Health Sciences academic and Continuing Education (CE) programs taught at the McKinney Campus. These materials are used in conjunction with required course materials. Skilled and experienced librarians are available to assist in the use of this special collection.

Contact Information

For more information, go to www.collin.edu/library/aska.html or call one (1) of the following campus libraries:

1. Celina Campus: 469.905.3568
2. Farmersville Campus: 972.549.6460
3. Frisco Campus: 972.377.1571
4. McKinney Campus: 972.548.6869
5. Plano Campus: 972.881.5985
6. Technical Campus: 972.553.1173
7. Wylie Campus: 972.378.8479

Pregnant and Parenting Students

[Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended, prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. *Title IX* also prohibits a school, college, or university from applying any rule related to a student's parental, family, or marital status that treats students differently based on their gender.

Pregnant students and parenting students have the right to:

1. Not be told to drop out or change their educational plans.
2. Be excused from class due to pregnancy-related appointments.
3. Not be harassed due to their pregnancy or related condition(s).

A student who is pregnant or experiencing a pregnancy-related condition(s), should notify their professors as soon as possible so they will be aware of any absences the student may need to take due to the pregnancy or related condition(s). The student's professors should then work with the student to develop a reasonable plan for completing missed coursework, assignments, and exams; this may include, but is not limited to, assignment substitutions, modified due dates, or additional assignments.

Any absences related to pregnancy or parenting **must** be considered medically necessary.

Collin College's Liaison Officer for Pregnant and Parenting Students

In accordance with the *Texas Higher Education Code Section 51.9357*, the following person is designated as Collin College's liaison officer for pregnant and parenting students:

Liaison Officer for Pregnant and Parenting Students

Amy Throop
 Associate Dean of Title IX Compliance
 Collin Higher Education Center
 3452 Spur 399
 Suite 128
 McKinney, TX 75069
 Phone: 972.599.3126
 Email: athroop@collin.edu

Requesting Accommodations Due to Pregnancy

Collin College must provide accommodations if a pregnant student requests them and they are reasonable available. Collin College will provide reasonable accommodations to a pregnant student, including accommodations that:

1. Would be provided to a student with a temporary medical condition; or
2. Are related to the health and safety of the student and the student's unborn child, such as allowing the

student to maintain a safe distance from substances, areas, and activities known to be hazardous to pregnant women or unborn children.

The Title IX Office works with pregnant students to provide reasonable accommodations on a case-by-case basis. Students who need to request reasonable accommodations due to pregnancy should send an email to athroop@collin.edu.

Campus Lactation Spaces

Collin College is required to provide a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion by others, and may be used by a student for expressing breast milk or breastfeeding as needed.

Each campus has at least one (1) designated lactation space. Contact the appropriate Campus Provost's Office to obtain access. Contact information for each Campus Provost's Office is located on Collin College's website at www.collin.edu/leadership/ProvostsAndDeans.html.

Reporting Prohibited Conduct

Any student who thinks they have been discriminated against because of their pregnancy, pregnancy-related condition(s), or parenting status can submit the online *Title IX Formal Complaint Form* available at <https://collin.guardianconduct.com/incident-reporting>, contact the liaison officer for pregnant and parenting students listed in the [Collin College's Liaison Officer for Pregnant and Parenting Students](#) section above, and/or contact one (1) of the Title IX coordinators or deputy Title IX coordinators listed below.

Title IX Coordinator for Students

Terrence Brennan
 District Dean of Students
 Collin Higher Education Center
 3452 Spur 399
 Suite 457
 McKinney, Texas 75069
 Phone: 972.881.5734
 Email: tbrennan@collin.edu

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean of Title IX Compliance
Collin Higher Education Center
3452 Spur 399
Suite 128
McKinney, TX 75069
Phone: 972.599.3126
Email: athroop@collin.edu

Title IX Coordinator for Employees

Floyd Nickerson
Chief Employee Success Officer
Collin Higher Education Center
3452 Spur 399
Suite 400
McKinney, Texas 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

Deputy Title IX Coordinator for Employees

Tonya Jacobson
Manager Employee Relations
Collin Higher Education Center
3452 Spur 399
Suite 339
McKinney, Texas 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

Information on Collin College's Title IX investigation and resolution procedures is located in the *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.

Religious Holy Days

In accordance with [Section 51.911](#) of the [Texas Education Code](#), Collin College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor prior to the census date of the course to qualify for an excused absence. A copy of the state rules and procedures regarding holy days is available from the Student and Enrollment Services Offices.

The form for notification of absence from each class under this provision is located at www.collin.edu/admissions/forms.html.

For more information, contact Student and Enrollment Services on any campus.

Self-Service Enrollment Verification for Students

This program provides students with online access to enrollment verification services from the National Student Clearinghouse. By using the link on the college's website, students can achieve the following:

1. Print a certificate of enrollment that can be forwarded to their health insurer, housing provider, credit issuer, employment agency, or other student service providers.
2. View enrollment information that may have been provided to a student service provider.
3. View electronic notifications and deferment forms that have been sent to lenders, service providers, and guarantors.
4. View a list of their lenders and link to real-time student loan information detail, such as outstanding principal balance and the next payment due date that some lenders provide.

To access this service, go to www.collin.edu. Click on the CougarWeb link, and log into CougarWeb. Click on the Home Page tab. Click on "Enrollment Verification" under the Student Quick Links tab. Follow the instructions for printing an enrollment verification.

If a student has set any part of their record in FERPA Authorizations as "Do Not Release," their record has been marked with a confidential block and information cannot be given via the National Student Clearinghouse to unauthorized individuals.

Students may contact the National Student Clearinghouse directly at 703.742.4200 or www.studentclearinghouse.org/ for further questions concerning their enrollment verifications.

Service Learning

Collin College's award-winning Service Learning program engages students in meaningful service to the community by matching academic course goals with community needs.

Service Learning is associated with a credit-bearing course and is guided by faculty. This experiential application of knowledge in real-life situations strengthens academic, leadership, practical, and social skills.

Service Learning creates a sense of civic responsibility, fosters a strong connection to the community, and develops effective servant leaders. Students may include Service Learning records on college transfer applications and personal resumes. Service Learning also assists students in clarifying career paths and goals.

Collin College Service Learning projects have included hurricane recovery efforts, Veterans History Projects, mentoring at-risk youth, environmental research and restoration, emergency preparedness and response, business development and technical assistance for non-profit organizations, dental clinics for children, social service outreach to the homeless, and fine arts projects in the community.

For more information, go to www.collin.edu/academics/servicelearning/.

The Art Gallery at Collin College

The mission of The Art Gallery at Collin College is to serve as a center for aesthetic exploration through the creative processes of fine arts faculty and students, professional artists, and arts organizations. The gallery programming promotes an understanding of the arts within Collin College and the community and enriches individual lives. The gallery is located at the Plano Campus in Room A-175.

For more information on the gallery's location, operating hours, or current shows, call 972.881.5873 or go to www.collin.edu/department/artsgallery/index.html.

Transcripts

Requests for official Collin College transcripts are made online through the Parchment website. Standard official Collin College transcript requests cost \$5 each. Additional fees may apply for expedited delivery or other forms of shipping and handling.

For more information or to order official Collin College transcripts, go to www.parchment.com/u/registration/35187/account.

TransferU – Transfer Services

Collin College students can take advantage of a wide variety of transfer services as they prepare to transfer. Students may be able to transfer prerequisite ready, major ready, and core complete from Collin College.

Transfer information and resources for students are available on Collin College's TransferU website, www.collin.edu/transferu/index.html. Information and resources include, but are not limited to:

1. Course equivalencies for Collin College and other colleges and universities,
2. Degree plans and transfer guides for many colleges and universities,
3. University and college pre-admission partnership information,
4. The State of Texas Common Application (Apply Texas),
5. Transfer articulation agreements,
6. Transfer workshops,
7. Transfer scholarship information, and
8. Transfer tips.

University and College Pre-Admission Partnerships

As part of its commitment to transfer students, Collin College has entered into special pre-admission partnerships with certain colleges and universities. These special partnerships provide Collin College students benefits that may include guaranteed tuition, access to college events, and connections with their baccalaureate degree-granting institutions. Not only do these partnerships help students transition from Collin College to their chosen four-year institutions, they also foster more confident and successful students.

For more information, go to www.collin.edu/transferu/Pre-admnProg.html, call 972.599.3100, or contact an advisor.

University Partner Courses at the Collin Higher Education Center

University partners at the Collin Higher Education Center in McKinney, Texas, offer a variety of courses toward bachelor's, master's, and doctoral degrees.

For more information, go to www.collin.edu/chec/ or call 972.599.3100.

Viewing Final Course Grades

Students may access their final course grades electronically through CougarWeb at <https://cougarweb.collin.edu>. Students will need their CougarWeb usernames and passwords to access the system.

For more information, call 972.881.5710.

Weekend College

Juggling the demands of work and home life can seem daunting. However, many students have discovered they can successfully balance work, family, and college through a unique program offering courses during the weekend – Collin College’s Weekend College program. Weekend College offers alternatives for students who are unable to attend college courses during a traditional time frame and gives them the flexibility to succeed in an academic and workforce community.

Weekend College students have the opportunity to complete the entire core curriculum for the Associate of Arts (AA), Associate of Arts in Teaching (AAT), or Associate of Science (AS) degrees and some Workforce programs on Friday evenings, Saturdays, and Sundays. Courses during regular semesters are offered in express block and full 16-week sessions with flexible enrollment dates. During summer terms, Weekend College offers both five (5)-week and 10-week sessions.

As soon as a student is admitted to Collin College, the student can pursue any course offered through Weekend College at their convenience. Weekend College students are held to the same academic performance standards as traditional students, and Weekend College course content matches Collin College’s weekday offerings.

For more information and a schedule of Weekend College classes, www.collin.edu/academics/weekendcollege/.

Section 4: Financial Information

Financial Aid and Veterans Services

As a service to Collin College students, the Financial Aid and Veterans Services Office administers a comprehensive financial aid program that includes grants, loans, and part-time employment for those who meet the eligibility requirements. The primary purpose of Collin College's financial aid program is to provide assistance for students who might otherwise find it difficult or impossible to attend college. All students are encouraged to apply for financial aid. If students have questions or need assistance, they can contact the Financial Aid and Veterans Services Office via phone or visit any campus Financial Aid and Veterans Services Office. Financial Aid and Veterans Services Office staff members are trained to assist students in realizing their educational goals by answering questions, providing appropriate forms and instructions, and referring students to other resources, as needed. For more information, go to www.collin.edu/financialaid/index.html.

Students receiving financial aid should not withdraw from all of their classes without first consulting the Financial Aid and Veterans Services Office. In addition, all financial aid students must become familiar with the standards of academic progress required to remain eligible for financial aid.

Federal law requires a financial aid student to complete at least 60 percent of each semester. If a student completely withdraws before the 60 percent point in the semester, that student will need to repay a portion of the financial aid funds received. A financial aid student who earns all Fs for the semester must have at least one (1) professor provide proof to the Financial Aid and Veterans Services Office that the student was engaged in an academically related activity for 60 percent of the semester. Otherwise, the student will owe money back to the financial aid program.

Applying for Aid

Students can apply for aid online using the Free Application for Federal Student Aid (FAFSA) located at <https://studentaid.gov/h/apply-for-aid/fafsa>.

Collin College's *Title IV* School Code is 016792. This code must be reported on the FAFSA application in order for financial aid to be processed by Collin College.

Submission Deadlines

Students must apply for financial aid each year. Students wanting to receive priority consideration should apply as early as possible. Students can apply from October 1, 2022, through June 30, 2024, for the 2023-2024 academic year.

Financial Aid Programs – Federal Assistance

Actual award amounts are determined by federal guidelines, a demonstration of need, and the student's enrollment. Collin College participates in the following financial aid programs:

1. **Federal Pell Grant:** Eligibility for the Pell Grant is based on the financial need of the student and/or the student's family, as well as the student's enrollment status.

Financial need is determined by the U.S. Department of Education from information provided on the student's FAFSA. The standard formula, established by Congress, produces an Expected Family Contribution (EFC) that indicates how much a student and their spouse or family is expected to contribute financially toward the cost of the student's education. EFCs within a particular range (varies by year and consists of those students determined to have the "most need") will be eligible for a Pell Grant, provided the student meets all other eligibility criteria.

In general, only undergraduate students are eligible to receive a Pell Grant. A student who has earned a baccalaureate or a first professional degree is not eligible to receive a Pell Grant.

2. **Federal Supplemental Educational Opportunities Grant (FSEOG):** FSEOG is limited by the availability of funds and is awarded to those students considered to have exceptional financial need. Priority is given to federal Pell Grant recipients.

3. **Federal Work Study:** Students demonstrating financial need may be considered for the federal work study program. Students are employed part-time at various jobs on campus or at other Collin College-approved sites. Students are allowed to earn the amount designated in their award package as long as they maintain Satisfactory Academic Progress (SAP) and are enrolled in at least six (6) credit hours.
4. **Federal Direct Loan Program:** This program permits a student to borrow low-interest loans from the Department of Education, provided the student is enrolled and attending at least half-time and otherwise meets eligibility criteria. The federal government pays interest on the subsidized (need based) amount borrowed until the student graduates or ceases to be enrolled at least half-time. Unsubsidized loans (non-need based) are also available to eligible students. Students are responsible for the interest accruing on these loans while attending school. The interest rate for subsidized and unsubsidized loans for the 2022-2023 academic year was 4.99 percent.
5. **Direct Parent Loans to Undergraduate Students (PLUS):** PLUS loans are available to parents who want to borrow money to help defray the cost of their dependent children's education. Like Direct loans, PLUS loans are offered by the Department of Education. Parents may borrow up to the cost of attendance minus any other educational resources and financial aid awarded to students. These loans have a higher interest rate than Direct loans, and the borrower is responsible for paying all the interest that accrues. The interest rate on PLUS loans for the 2022-2023 academic year was 7.54 percent.

Financial Aid Programs – State Assistance

1. **Texas Public Education Grant (TPEG):** The TPEG program is a state financial aid program designed to assist students in attending state-supported colleges. Students must demonstrate financial need and be making satisfactory academic progress toward their educational goals. The actual amount of the grant varies depending on

the availability of funds to the college, the student's financial condition and enrollment, and other aid the student may be receiving.

2. **Texas Equal Opportunity Grant (TEOG):** Community college students working on their first associate degree may be eligible for this grant if they:
 - a. Are Texas residents,
 - b. Have not been convicted of a felony or crime involving a controlled substance,
 - c. Are within their first 30 hours of college,
 - d. Registered for Selective Service, if required,
 - e. Have financial need, as determined by the institution, and
 - f. Are enrolled in at least six (6) hours (i.e., half-time).

Students who meet the TEOG qualifications are eligible for up to 75 hours at a community college. Additionally, a student receiving this grant may become eligible for the Towards EXcellence, Access and Success (TEXAS) Grant once they transfer to a university. For the first year, students must meet the college's Satisfactory Academic Progress (SAP) requirements. For more information, refer to Collin College's policy in the [Satisfactory Academic Progress \(SAP\)](#) section below. To continue receiving this grant, the student must maintain a 2.5 cumulative GPA and complete at least 75 percent of their coursework.

For more information about either of the above grants, contact the Financial Aid and Veterans Services Office.

Satisfactory Academic Progress (SAP)

School Policy: [34 CFR 668.16\(e\)](#)

Student Eligibility: [34 CFR 668.32\(f\)](#), [34 CFR 668.34](#)

To be considered administratively capable, a school must have a Satisfactory Academic Progress policy for a Federal Student Aid (FSA) recipient that is the same as or stricter than the school's standards for a student enrolled in the same educational program who is not receiving assistance under the FSA program.

Basic Elements of a Satisfactory Academic Progress (SAP) Policy

According to these federal rules, a school's policy must contain certain basic elements.

1. A qualitative component consisting of grades or comparable factors that are measurable against a norm (a GPA component).
2. A quantitative component that consists of a maximum time frame in which a student must complete their educational program, subdivided into increments. This is also known as the 150 percent rule.
3. A measurement of progress, meaning the student must be completing a certain percentage of classes to be considered making adequate progress.

Student Eligibility

To be eligible for FSA funds, a student must make Satisfactory Academic Progress, as defined by the school.

What Is a Student's SAP Status?

An explanation of the different SAP statuses can be found on Collin College's website at www.collin.edu/financialaid/SAP.html. Students can also see this explanation in the financial aid section of CougarWeb.

Institutional Policy of Satisfactory Academic Progress (SAP) for Financial Aid (Effective November 2013)

This is an official statement of Collin College's policy related to the financial aid operational definition of student Satisfactory Academic Progress (SAP) for students at Collin College effective for 2013-2014 and subsequent academic years.

At the end of each period of enrollment, the Financial Aid and Veterans Services Office evaluates the SAP of all enrolled students. This evaluation considers Financial Aid GPA as defined in Item 1 in the above right column, the percentage of hours completed, and maximum allowed hours attempted. Note: The evaluation takes place at the end of the fall, spring, and summer semesters.

At the end of each period of enrollment, a student must meet the following requirements:

1. **Financial Aid Grade Point Average (GPA) Requirement:** A student must maintain a Financial Aid GPA of 2.0 or higher in order to receive federal student aid. The Financial Aid GPA is the calculation of grades from all credit coursework, including Developmental Education (DE) and ESL coursework. Note that the Financial Aid GPA may differ from the Academic GPA.
2. **Percent Completion Requirement:** A student must complete 67 percent of all attempted hours. This is calculated by dividing the total number of hours the student has successfully completed by the total number of hours attempted.
 - a. **Successfully Completed Hours:** Passing grades of A, B, C, and D, (including Developmental Education [DE] and ESL coursework); accepted transfer coursework; and repeated courses (one [1] time only for previously passed course).
 - b. **Attempted Hours:** Withdrawals, grades of F, incomplete courses, repeated courses, courses taken during the summer sessions, Developmental Education (DE) and ESL coursework, accepted transfer coursework, and all hours for which the student received passing grades are counted toward attempted hours. Note: All periods of enrollment count when assessing progress, even periods in which a student does not receive federal student aid.
3. **Maximum Time Frame Requirement:** The maximum number of hours a student may attempt is limited to 150 percent of the published length of the program. For example, a certificate program that requires 30 hours would have a maximum time frame of 45 credit hours.

All hours, including those taken while not receiving *Title IV* aid, those taken under a different major, hours attempted during summer sessions, remedial hours, ESL hours, hours transferred in from previous/other institutions, etc., will be counted toward total hours attempted and earned. Students who reach the maximum time frame are immediately given a status of "Exceeds

Max Hours,” making them ineligible for any student aid, including student loans, state aid, etc.

Failure to Meet the Standards of Academic Progress: GPA and Percent Completion

A student who fails to meet the requirements in Item 1 and/or Item 2 under the [Institutional Policy of Satisfactory Academic Progress \(SAP\) For Financial Aid \(Effective November 2013\)](#) section above will automatically be placed on warning for the next semester of enrollment. Students on warning will still be able to receive student financial aid they would otherwise be eligible to receive. At the end of the next semester of enrollment, the student must be making Financial Aid Satisfactory Academic Progress (i.e., Financial Aid GPA of 2.0 or greater and a cumulative percent completion of 67 percent or higher). If the student is not making satisfactory academic progress by the end of the semester, the student will automatically be placed on financial aid suspension and will no longer be eligible for any student aid including loans, state aid, etc.

Students on financial aid suspension for Financial Aid GPA and/or percent completion will remain on suspension until such time that the Financial Aid GPA and/or percent completion reaches the minimum requirements. Once the minimum requirements are met, the student will again be considered to be in good standing.

The Appeal Process: GPA and Percent Completion

In rare circumstances, a student is allowed to appeal their financial aid suspension. These circumstances may include a serious personal illness documented by a doctor; the serious illness of an immediate family member in which the doctor documents that the student was required to give care to the family member; and other rare, exceptional circumstances that prevent a student from attending class. The circumstances must have occurred during the semester(s) of attendance.

Note: Appeals will not be accepted without documentation, and appeals submitted with documentation are not automatically approved.

The deadline for submitting an appeal is 30 days after the official first day of classes for a semester. A student who meets the conditions to appeal must complete and

submit the Financial Aid Satisfactory Academic Progress Appeal Form along with required documentation that supports the rare circumstances to the Financial Aid and Veterans Services Office. The appeal must also contain a typed letter explaining the circumstances the student faced and what measures have been taken so the same problem does not negatively impact the student’s academic progress.

The Appeal Process: Maximum Time Frame

An appeal to request an extension of hours can be submitted if there are extenuating circumstances that caused the student not to be able to complete within the 150 percent time period, but those circumstances must be documented. Extenuating circumstances include: a serious personal illness documented by a doctor; the serious illness of an immediate family member where the doctor documents the student was required to give care to the family member; and other rare, exceptional circumstances that prevent the student from attending class.

A student who meets the conditions to appeal must complete and submit the Financial Aid Request for Extension of Max Hours Form, a degree audit, and required documentation that supports the rare circumstances to the Financial Aid and Veterans Services Office. The appeal must also contain a typed letter explaining the circumstances the student faced and what measures have been taken so the same problem does not negatively impact the student’s academic progress.

Financial Aid Appeals Committee

An appeals committee has been established at Collin College to review all financial aid appeals. The committee will meet as needed to review the appeals. The determination of the appeal will be sent to the student through CougarWeb. Appeals without documentation or that do not meet the requirements of the appeal process will automatically be denied.

A student whose appeal is approved for GPA or percent completion must complete a financial aid academic plan. In order to remain eligible for financial aid while on an academic plan, the student may not withdraw from any coursework and must make a grade of at least C in every class until the student is back in good standing.

A student whose appeal is approved for maximum time frame will have the approved hours added to the 150 percent of the program length.

All decisions of the Financial Aid Appeals Committee are final.

Additional Information: Return of *Title IV* Funds

Federal Student Aid funds are awarded to students with the assumption that they will attend school for the entire period for which the assistance is rewarded. When a student withdraws, they may no longer be eligible for the full amount of the *Title IV* funds the student was originally scheduled to receive.

What If I Withdraw?

The U.S. Department of Education has required institutions and students to repay or refund unearned student aid funds for many years. Student aid may be considered unearned if a student withdraws completely during a term in which *Title IV* money was received. In accordance with the [Higher Education Amendments of 1998](#), refund and payment regulations specify, in a complex formula, exactly how much is due back to the federal programs from the institution and/or the student. Schools have certain responsibilities if a student with *Title IV* funds officially withdraws or unofficially withdraws (i.e., earns all Fs).

Official Withdrawals

A student receiving federal funds may be required to repay aid determined to be “unearned.” The earned/unearned calculation is based on the percentage of days the student attended during the term in which they withdrew. The amount of aid the student has earned is determined on a pro-rata basis. That is, if the student completed 30 percent of the term in which they withdrew, the student earns 30 percent of the aid received. Once the student has completed 60 percent of the term, the student is considered to have earned all of the aid.

The difference between earned federal aid and 100 percent of the award equals the percentage of unearned federal funds that are subject to repayment. Federal regulations require *Title IV* aid to be refunded in the following order:

1. Unsubsidized Federal Direct Loans,
2. Subsidized Federal Direct Loans,
3. Federal Pell Grant, and
4. Federal Supplemental Educational Opportunities Grant (FSEOG).

The college as well as the student may be required to return to the federal government the unearned portion of the *Title IV* funds. Collin College will require a student to repay charges resulting from the institution’s portion of the return of unearned *Title IV* aid. This may cause the student to owe both Collin College and the federal government.

A student who withdraws prior to disbursement of aid may be eligible for a post-withdrawal disbursement.

Unofficial Withdrawals

If a student does not receive a passing grade in any of their classes at the end of the term (i.e., all Fs or a combination of all Fs and Ws), the Return to *Title IV* Funds (R2T4) calculation will be done after grades are posted for the term, and it will be assumed the student unofficially withdrew at the 50 percent point of that term.

Confirmation of active participation at the 61 percent point will be required by at least one (1) professor and will be verified before the R2T4 calculation is processed.

The determination of withdrawal will be made within 30 days after the end of the term. The R2T4 calculation will be made within 30 days of the date of determination, and unearned funds Collin College is required to return will be repaid no later than 45 days after the date of determination.

Repayment

For any loan funds the student must return, the student (or their parents for a PLUS Loan) may repay in accordance with the terms of the loan promissory note(s). That is, the student makes scheduled payments to the holder of the loan over a period of time.

For grants, the law requires the student to return 50 percent of any unearned grant funds received. Any amount the student is required to return is considered a grant overpayment.

A student is not required to return any money earned through the Federal Work Study program.

A student who owes an overpayment has 45 days to repay Collin College in full, or it will be reported to the Department of Education and National Student Loan Data System (NSLDS). If the overpayment is not repaid within 45 days, the student will not be able to receive further financial aid **from any college** until the overpayment has been paid.

If a student is thinking of withdrawing or just leaving, please think again.

The student should immediately see an advisor and/or financial aid advisor to discuss the student's personal reasons for leaving. Perhaps the student can stay but take fewer courses. Maybe there are services (e.g., tutoring, counseling, personal support) that will help the student stay. The student should also speak with their professors to see what advice and help they can offer.

Other Financial Aid Programs

1. **Collin College Scholarships:** For more information, see the [Scholarships](#) section in this student handbook.
2. **Tuition Exemptions:** State tuition waivers and exemptions provide qualifying students with exemptions from certain tuition and fee charges in public colleges. For more information regarding a specific waiver or exemption, contact either the Financial Aid and Veterans Services Office or the Student and Enrollment Services Office. A few of the state exemptions and waivers are listed below.
3. **Financial Aid Exemptions:**
 - a. Deaf/Blind students
 - b. Adopted students and students who were in foster care
 - c. Children of deceased or disabled firemen and peace officers
 - d. Children of prisoners of war or persons missing in action
 - e. Firemen enrolled in Fire Science courses
 - f. Police officers enrolled in Criminal Justice courses

- g. Children of professional Nursing program faculty and staff
- h. *Hazelwood Act* benefits for qualified veterans, spouses, and dependent children
- i. Orphans of National Guard members

4. Admissions Waivers:

- a. Ad Valorem Tax
- b. Concurrent Enrollment
- c. Contract Training for Out of District
- d. Dual Agreement with Dallas County
- e. Senior Citizen

Veterans Educational Benefits

Students requesting veterans' educational benefits at Collin College should submit all documentation to the Financial Aid and Veterans Services Office at least six (6) weeks prior to registration, if possible. The steps necessary to do this include:

1. Gain admission to Collin College,
2. Submit a degree plan request and all required VA forms to the Financial Aid and Veterans Services Office, and
3. Ensure all official transcripts from prior institutions, including the Joint Services transcript or Community College of the Air Force transcript, are submitted to the Student and Enrollment Services Office for transfer evaluation.*

NOTE: *Only after an official degree plan is on file will notification of enrollment be sent to the Department of Veterans Affairs. Only classes that are on the official degree plan will be paid for. It is the student's responsibility to ensure the degree program selected is a program approved by the Texas Workforce Commission and the Department of Veterans Affairs.*

*A degree plan will NOT be completed until all OFFICIAL transcripts, including the Joint Services transcript or Community College of the Air Force transcript, and the DD214 (where applicable) are on file with the Student and Enrollment Services Office.

Failure to submit all official transcripts (and the DD214 where applicable) in a timely manner will result in a delay of certification of enrollment and/or non-certification, if

the student registers for courses for which previous credit may be granted.

Any class that is recommended, but not required, for a degree program cannot be certified with the VA. Additionally, classes required for graduation at another institution, but not by Collin College, cannot be certified. Developmental Education (DE) courses will only be certified if the student has assessed into the courses and as long as the class is not 100 percent online. Pod, flex, and blended courses are all considered acceptable for DE classes by the VA. However, 100 percent online DE courses are not; therefore, they are not eligible for certification.

Veteran students' enrollment is certified according to the date of registration, as long as the degree evaluation has been completed. Therefore, it is strongly recommended that veteran students register for classes as early as possible each semester.

It is the student's responsibility to notify the Financial Aid and Veterans Services Office whenever a class schedule change occurs (i.e., adding, dropping, or withdrawing from classes).

The student is responsible for registering for the correct courses. The VA will only pay for courses required for graduation. Students should be careful when taking elective courses as they may not be eligible for VA certification.

It is assumed that continuing students want to be certified for any subsequent enrollment unless they notify the Financial Aid and Veterans Services Office in writing. Requests for certification of a prior term will be processed in accordance with standard VA policy, and will not be processed ahead of the normal scheduled workload for that term.

If the student has not been in attendance for two (2) regular 16-week semesters, additional VA documents will be required as well as transcripts from any schools in attendance during the break.

All degree plan changes must be made through the Financial Aid and Veterans Services Office. Contact the Financial Aid and Veterans Services Office on campus.

Allow at least six (6) weeks for the new degree plan request to be evaluated. It is the student's responsibility to notify the Financial Aid and Veterans Services Office once the degree plan has been completed.

Veterans Academic Progress

Students receiving veterans' benefits must maintain Satisfactory Academic Progress while attending Collin College. Satisfactory Academic Progress is defined as:

1. Maintaining a 2.0 cumulative GPA. Students failing to make Satisfactory Academic Progress will be reported to the Veterans Regional Office as being on academic suspension at the end of the second consecutive semester when the cumulative GPA remains below 2.0. Developmental Education (DE) courses will be included to determine the cumulative GPA.
2. A grade of D or higher received at Collin College, or any other college, is a passing grade and may not be repeated for benefits. If a grade of I is assigned to a course and is not converted to an appropriate letter grade, this will be reported to the Veterans Affairs Regional Office within one (1) catalog year and benefits will be reduced accordingly.
3. Withdrawal from a class, whether self-initiated or otherwise, may result in the student being obligated to repay any overpayment of benefits, unless the VA approves written extenuating circumstances submitted by the student.
4. Regular class attendance is required to provide necessary documentation of attendance.

Financial Policies and Procedures

Student Account Costs

Undergraduate (credit) course tuition and fees are assessed on a per-credit hour basis rather than a per-course cost. The per-credit hour tuition rate is determined by the student's residency classification, as determined by Student and Enrollment Services, and whether a course qualifies for state funding. Additional per-course lab or special fees as well as service fees may be assessed, as needed and approved.

Continuing Education (CE) course instructional fees are assessed on a per-course basis. The cost of each course is

listed in the applicable Continuing Education Schedule located on Collin College's website at www.collin.edu/ce/.

All Collin College tuition and fees, both course and/or service related, must be approved by Collin College's Board of Trustees (Board), are added as necessary, and are kept to a practical minimum. For the most current credit course tuition and fee rates, as well as additional course and/or service specific fees, go to www.collin.edu/bursar/tuition.html.

Average In-State Cost of Attendance (COA) for Credit Students

In addition to the direct costs incurred by a student attending Collin College, the cost of attendance (COA), also known as the budget, is an estimate of anticipated comprehensive costs the typical student would incur for a given academic period. The COA includes not only tuition and fees but also other educational related expenses such as books and supplies, room and board, transportation, and personal expenses.

Standardized costs of attendance are established each year and are applied equally across similar groups of students (e.g., full-time students), providing a more comprehensive budget picture for an academic year or term. Charts showing the average cost of attendance at Collin College are available online at www.collin.edu/financialaid/coa.html.

Student Financial Responsibility

Registration is required for students to attend courses at Collin College. Registration in any course or acceptance of any service from Collin College creates a contractual obligation and agreement to pay all tuition, fees, and other assessed and/or associated costs resulting from registration and/or receipt of services. The three (3) primary credit terms have an advertised early registration payment deadline. After the initial credit term's payment deadline, and for all CE terms, any registration balance on the student's account is due at the time of registration. It is the student's responsibility to review account balances, comply with financial aid eligibility requirements and third-party (TP) funding guidelines, and pay any balance due by the established payment deadlines.

By registering for courses at Collin College, the student is acknowledging understanding of, and agreement to, personal financial responsibility, including the following:

1. Registration is, in fact, acceptance of financial responsibility and constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan, as defined by the [U.S. Bankruptcy Code, 11 U.S.C. §523\(a\)\(8\)](#)) in which Collin College is providing educational services, possibly deferring some or all of a payment obligation for those services per payment deadline policies.
2. The student promises to pay and/or secure alternate funding for all assessed tuition, fees, and other associated costs and/or balances by the published or assigned due date. The student acknowledges default of payment obligations may result in additional collection activities, assessed charges, and/or account and/or service restrictions.
3. The student is responsible for all course registration activity, including drop/withdrawal from courses.
4. Registration is only complete upon full funding of courses.
5. Charges for dropped/withdrawn credit courses will be assessed in accordance with the [Texas Higher Education Coordinating Board \(THECB\) Refund Rules](#), which specify 100 percent remission of tuition and fees is only available for courses dropped prior to the beginning of the term or mini-term.
6. Charges for dropped CE courses will be assessed per Collin College's published refund rules, which specify 100 percent remission of instructional fees is only available prior to the course start date/time.
7. Payment of tuition and fees corresponding to dropped or withdrawn courses is the student's responsibility.
8. Failure to attend class or receive a bill does not absolve the student of financial responsibility.

Per [Texas Education Code 54.007\(d\)](#): A student who fails to make full payment of tuition and mandatory fees,

including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.

The *Agreement to Collin College's Terms and Conditions of Registration and Agreement to Pay Tuition Charges and Unpaid Student Account Balances* is located at www.collin.edu/bursar/Financial_Responsibility.html.

Payment Requirements and Deadlines

Payment deadlines and student account balances are available online. Meeting payment deadline requirements within each registration period is the student's responsibility. Funding must be in place in compliance with payment deadline requirements within the applicable registration period to ensure course enrollment status.

Registration Periods

Early Registration (credit term) is the period from the first day of registration through the advertised early registration payment deadline. Additional information and the payment deadlines for specific terms are located at www.collin.edu/bursar/payment_deadline.html.

Funding for all charges on the student's account is due in full on or before the early registration payment deadline. Acceptable funding is payment in full, awarded and authorized financial aid, verified third-party (TP) funding, eligible exemptions/waivers, a promissory note payment plan agreement, or a combination of the above. Students with any outstanding balances not funded in full on or before the published payment deadline may be dropped from all classes by an automated process that same night. Partial funding will not prevent classes from being dropped.

Regular Registration (credit term) for the fall, spring, and summer terms begins after the early registration payment deadline and continues until the day before the term or mini-session begins. Regular registration activity, including Weekend Express or mini-semester registration, must be paid in full or have approved funding noted at the time of registration to prevent the course(s) being dropped for non-payment.

Late Registration (credit term) begins the first day of the primary part of term for each term (i.e., fall, spring, and summer), and a late fee is assessed for registration initiated the first week of the term. Late registration activity, including Weekend Express or mini-semester registration, must be paid in full or have approved funding noted at the time of registration to prevent the course(s) from being dropped for non-payment and registration and/or transcript holds being placed on the student's account.

CE Registration terms do not provide an early registration period. All funding sources must be in place at the time of registration to prevent drop for non-payment activity and/or registration and transcript holds being placed on the student's account.

Charges and payments are term-specific. When paying online, students need to select the specific term for which they are making payment.

Automatic Course Cancellation or Drop for Non-Payment (DNP) of Tuition

Students with outstanding balances not totally funded by the Early Registration Payment Deadline for fall, spring, and summer credit terms are subject to drop for non-payment (DNP) from **all** courses the day after the published Early Registration Payment Deadline, regardless of whether a partial payment(s) has been made.

During Regular and Late Registration, including CE terms, regardless of course/session start date, registration and payment activity are calculated on a daily reporting cycle. An unpaid balance on **one (1)** class at the close of the business day may cause the student to be dropped from **all** classes in the same day/reporting period, including those for which the student previously paid. For example, if a student registers for three (3) credit hours or a CE course at 9:00 a.m., pays Collin College in full, and then registers for three (3) additional credit hours or another CE course at 10:00 a.m. and does not pay the additional tuition and fees at the time of registration, **all six (6) credit hours and/or both CE courses** are subject to DNP.

Additionally, if a student drops a course when the refund amount is less than 100 percent and receives a partial

credit on the account for the dropped course, then adds a new course and does not pay the full amount due for both the dropped course and the added course, the registered course may be subject to DNP.

If a student is dropped from a class(es) for non-payment of tuition, it is the student's responsibility to re-register for classes. There is no guarantee a seat will remain available in the original course(s) for which the student had registered.

CougarPay Access and Services

For students' convenience, student account services are offered and managed in a secure online site accessible from CougarWeb. Student account services available in the CougarPay site include viewing current charges resulting from account activity; accessing e-bills; paying account balances; initiating promissory note installment plans (when available); establishing an e-Refund account to expedite receipt of refunded monies; authorizing limited access to family members assisting with account activity; and opting in for 1098-T electronic delivery, for eligible students. Students are encouraged to explore the CougarPay site and the many services available.

Follow the instructions below to access the secure site:

1. Go to CougarWeb (<https://cougarweb.collin.edu>) and log in with the student's assigned Collin College username and password.
2. From the Student Quick Links, select CougarPay (Manage Payments & eRefunds).
3. Select Collin College Account Suite bar to enter the secure payment portal.
4. Select the tab for the desired service and follow the prompts.

Account Statements and Bills

Collin College email is the official means of communicating with students, and billing information for credit students will be provided through their assigned college email account. To activate automated email account notifications, students should initiate at least one (1) login to the CougarPay site. E-bills are generated monthly for any credit student account with a positive or negative balance at that moment in time. Student account history provides real-time account balances as

registration or payment/refund activity occurs. Students are responsible for complying with payment deadline requirements, even if an e-bill is not received. Payment deadlines are available on Collin College's 2023-2024 Master Calendar located at www.collin.edu/calendars/.

Payment Policies

Collin College accepts cash, check, cashier's check, money order, and MasterCard, VISA or Discover payments not to exceed the tuition and fee charges and/or service charges on the student's account. Partial payments are accepted, but the full account balance must be paid in compliance with payment deadline requirements. When writing a check or using a credit card, the student must show a picture identification card (ID) and provide their College-Wide Identification Number (CWID).

Collin College may refuse or restrict check payments on any account on which a check payment was not honored by the originating financial institution or for payment of any past due account balance.

Incomplete and/or unsuccessful payments, including credit card challenges of selected services, may result in additional fees and/or account or service restrictions.

Payments by paper check are processed through the Automated Clearing House (ACH). For paper checks, the Texas driver's license number of the person signing the check and the student's CWID and local address must be written on the check. If the student prefers not to provide the CWID on the check, payment may be submitted by web check, cashier's check, or money order. Students requiring payments from out-of-state financial accounts should pay by web check. Check writing privileges will be permanently revoked for students with three (3) or more insufficient funds, rejected, or returned paper or web check payments.

Students may also set up authorized users in CougarPay. Authorized users may make credit card or web check payments on an authorized student's account for tuition and fee charges.

Payment Methods

Collin College accepts the following methods of payment for tuition, fees, and services:

1. **Secure online payment** is the recommended method. Convenient online credit card or web check payments may be made 24/7 via the CougarPay secure payment portal accessed through CougarWeb (<https://cougarweb.collin.edu>).
2. **In-person payments** by cash, credit card, check, or money order may be made at any Collin College Bursar/Cashier's Office location during posted business hours.
3. **Mailed checks or money orders** are accepted with the same requirements as any paper check and are recorded as of the date received, not the postmark. Checks should be mailed to:

Collin College
 Attn: Bursar
 3452 Spur 399
 Suite 327
 McKinney, TX 75069

4. **Financial Aid and/or scholarship awards** noted on the student's account as Authorized/Anticipated Aid and/or paid amounts for the corresponding term are considered as eligible funding. Students receiving these financial aid and/or scholarship awards sufficient to cover all of the tuition and fee charges do not need to make an additional payment. Students are responsible for completing any financial aid application and/or acceptance process(es) and maintaining current enrollment status.

Authorized financial aid funds for a credit student with certified course activity disburse to the student's Collin College account five (5) to 10 business days after the term's/mini-session's census date. Unpaid charges on the student's account will be deducted from any resulting financial aid credit, and then any remaining credit balance will be processed for refund within 10 days.

Continuing Education (CE) financial aid awards are for course costs only and are not eligible for student refunds.

Student accounts with a scholarship credit remaining from an earlier term should verify with the Collin College Foundation Office or other sponsoring department/entity whether those funds may be used for the new term. For more information, see the [Financial Aid and Veterans Services](#) and [Scholarships](#) sections in this student handbook.

5. **Gift/prepaid MasterCard, VISA, or Discover** card payments are accepted. However, students should not discard the used gift/prepaid card. If a refund is necessary, the amount will be returned to the original gift/prepaid card.
6. **During early registration**, students may make partial payments as their budgets allow, but the full amount due should be paid by the early registration payment deadline. Paying in increments during early registration provides a no-fee, no-contract informal payment plan for students.
7. **Promissory note installment plans** allow students to pay in three (3) monthly installments. The promissory note installment payment plans are available online in CougarPay prior to the fall, spring, and summer credit terms. At the time of plan enrollment, the student must complete a promissory note, pay 50 percent of all tuition and fees plus a \$25 non-refundable processing charge, and save a payment method for automatic installment payments. The remaining two (2) payments (i.e., the remaining 50 percent owed) will be due on future predetermined dates. For example, if the installment plan was set up in January, the next payment will be due in February and the third payment in March. If the student adds a course(s) after initiating the installment plan, 50 percent of the new tuition and fee charges incurred is due at the time of registration to ensure course registration status.

The installment promissory note and initial payment for early registration activity must be completed on the specified deadline for each term. After the deadline, the installment agreement and payment must be completed at the time of registration.

Making a partial payment on or after the payment deadline without completing the promissory note does not initiate a payment plan or meet funding requirements.

Stopping a check or credit card payment will not cancel the installment plan. Any credit resulting from dropped or withdrawn courses will be applied to unpaid charges.

Official grades and transcripts may be withheld until all installment plan payments have been made, and default may result in course withdrawal.

8. **Third-Party (TP) funding** is accepted if a valid TP agreement between an entity and Collin College is established and/or a voucher from the business or agency verifying the student’s eligibility for funding is presented each term to the Bursar/Cashier’s Office in compliance with payment deadline requirements.

Students are responsible for any amount owed if the sponsoring agency does not remit payment in full.

Students with TP sponsors who pay for books and/or supplies must meet the Barnes & Noble College Bookstore’s TP funding requirements. For more information, contact the preferred campus bookstore.

9. **Post-9/11 veterans’ education benefits** are acceptable funding for students with documented eligibility. Eligible students must contact a campus Bursar/Cashier’s Office or email cashier@collin.edu each term to authorize use of veterans’ benefits.

10. **International currency payments** are accepted through Collin College’s partnership with Flywire. This partnership allows international students to pay securely from any country and bank in their home currency. Payments cannot exceed the total amount due on the student’s account and must be received in the Bursar/Cashier’s Office by the applicable payment deadline. For more information, go to www.flywire.com/pay/Collin.

11. **College savings/529 plan** check payments are accepted and processed with the same requirements and restrictions as personal paper check payments on the student’s account.

12. **Exemptions and waivers** for qualified students may reduce account balances. Collin College offers numerous state and local Board authorized tuition and/or fee exemptions and waivers for eligible students. A list of exemptions and waivers offered at Collin College, including the appropriate office to contact, brief eligibility requirements, the nature of the exemption or waiver offered, and the authorizing citation or policy, is available online at www.collin.edu/bursar/tuitionwaiversexemptionsrebate.html.

Refunds

Credit term refunds are calculated per state mandated rules. One hundred (100) percent refunds (less non-refundable fees) are only issued for courses dropped prior to each term or mini-session’s start date. Each term or mini-session’s start date is based on the week the course begins and not the first day of an individual’s class. As of 12:01 a.m. on the first day of the term/mini-session, refunds assessed for dropped or withdrawn courses will be reduced to 70 percent and then graduated down to zero (0) percent, per the THECB refund rules shown in the following table:

THECB Refund Rules for Credit Course Drop/Withdrawal Percentages				
Course Length (# of Weeks)	100%	70%	25%	0%
	Prior to Class Day	Through Class Day	Through Class Day	As of Class Day
16 Weeks or More	1	15	20	21
15 Weeks	1	14	19	20
14 Weeks	1	13	17	18
13 Weeks	1	13	16	17
12 Weeks	1	12	15	16
11 Weeks	1	10	14	15
10 Weeks	1	9	12	13
9 Weeks	1	9	11	12
8 Weeks	1	8	10	11
7 Weeks	1	7	9	10
6 Weeks	1	5	7	8
5 Weeks	1	5	6	7

THECB Refund Rules for Credit Course Drop/Withdrawal Percentages				
Course Length (# of Weeks)	100%	70%	25%	0%
	Prior to Class Day	Through Class Day	Through Class Day	As of Class Day
4 Weeks	1	4	5	6
3 Weeks	1	3	4	5
2 Weeks or Less	1	2	N/A	3

Note: Sunday is only counted if it is the first day of the course and only the first Sunday class day is counted. Saturday is not counted for summer terms unless the course begins on a Saturday, in which case the first Saturday will be counted.

Continuing Education (CE) term refunds are calculated per Collin College’s published refund rules. Courses dropped prior to the course start time are eligible for a 100 percent refund. As of the course start date/time, CE courses may not be dropped and are not eligible for any refund percentage.

Students should consider the financial consequences before making schedule changes, including changes based on campus, professor, and/or date or time convenience. Students in cancelled classes who do not add another class will automatically be dropped and receive a full refund credit (i.e., 100 percent minus non-refundable fees), which will be included in the scheduled refund process. Any credit(s) generated on a student’s account may be applied to outstanding charges before a refund is issued.

Registration refund processing for a credit term begins approximately three (3) weeks after registration opens. CE course refunds are processed on a continuing weekly basis. Eligible credit amounts from registration and/or residency changes may take up to 30 days to be refunded. Financial aid refund processing begins approximately one (1) week after the primary term’s census date and after course activity is certified by faculty. Refunds are generally issued in the same form as the payment received. However, system processes may result in refund types that vary from the initial payment type (e.g., an electronic refund to a saved refund account has priority over a credit card refund after financial aid for a term is

posted to the student’s account). Cash and check payments will be refunded electronically when authorized. Students who do not receive a credit card refund and/or do not authorize an electronic refund will be issued a paper check. Checks are mailed two (2) to five (5) days after electronic refunds are processed to the student’s permanent address on file with the Student and Enrollment Services Office. To expedite refunds, students are encouraged to set up electronic refunds on the CougarPay site.

Delinquent Account/Collection

Accounts not paid when due are subject to holds preventing future registration, receipt of diploma, and/or access to grades and transcripts. Additionally, the student’s course enrollment status may be changed to drop for non-payment (DNP) or withdrawn. Students who fail to pay any monies owed by the due date and/or fail to make acceptable payment arrangements to bring their accounts current may have their delinquent accounts referred to an outside collection agency and/or reported to the national credit bureaus. Monies owed include any unpaid amount on the student’s account, including, but not limited to, assessed charges for qualified tuition and related education expenses, including resident housing and/or meal plan charges, and/or adjustments to financial aid awards and/or amounts not covered under an approved and eligible third-party funding agreement. If a student’s account is referred to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. Students are responsible for all late fees, assessed collection fees, attorney fees, interest, and any costs and charges necessary for the collection of any amount not paid when due. The collection fee will be calculated up to the maximum amount permitted by applicable law, but not to exceed 30 percent of the amount outstanding. If a lawsuit is filed to recover an outstanding balance, the student will also be responsible for any costs associated with the lawsuit. The student further understands and agrees that:

1. Collin College may apply monies due to the student from Collin College to any delinquent amount due until the principal account balances, interest, and costs are paid in full;

2. Collin College may pay any balance due on the student's account from any *Title IV* funds awarded and disbursed to the student's account in the same academic award year, including an amount up to \$200 for educationally related expenses incurred in a prior financial aid award year;
3. Any financial obligation to Collin College constitutes an educational loan to assist in financing education and, therefore, is not dischargeable, pursuant to [United States Bankruptcy Code §523\(a\)\(8\)](#);
4. All disputes about registration or payment will be governed in accordance with the laws of the State of Texas, without regard to the principles of conflicts of laws of the State of Texas; and
5. The venue for any lawsuit regarding collection of a delinquent debt will be in Collin County, Texas.

Family Educational Rights and Privacy Act (FERPA) and Student Payment Accounts

The [Family Educational Rights and Privacy Act \(FERPA\)](#) affords eligible students certain rights with respect to their education records, including student financial accounts. In accordance with *FERPA*, a student's account and payment information may only be provided to the student. However, a student may grant a family member(s) or other designated individual(s) access to view the student's account information and/or make payments by designating the family member(s) or individual(s) as an authorized user(s) on the CougarPay site. As authorized users, individuals are provided unique login information to access the student's account and make payments.

For more information, see [CougarPay Access and Services](#) above and the [Student Education Records](#) section in this student handbook.

Bursar/Cashier Services

Bursar/Cashier's staff provide support services for students' financial accounts, including payments and refunds. Course registration and residency classification questions should be addressed to a Student and Enrollment Services staff member. Financial aid questions should be addressed to a Financial Aid and Veterans Services Office staff member.

For more information or assistance with student account payments and refunds, contact cashier@collin.edu.

Tuition and Fee Charges

To view a current list of Collin College's tuition and fees, go to www.collin.edu/bursar/tuition.html.

Non-Fundable Course Tuition

Students enrolled in courses not eligible for funding by the State of Texas will be charged a higher tuition rate for each course at a rate of \$50 per credit hour. These include three-time repeat courses, excess hour courses, and local needs courses not approved by the Texas Higher Education Coordinating Board (THECB) for funding. To view a complete list of Collin College courses charged at the higher tuition rate, go to www.collin.edu/register/withdrawal.html.

Exemptions and Waivers

Partnering with the State of Texas to ensure affordability of higher education for all students, Collin College offers numerous State and local Board-authorized tuition and/or fee exemptions and waivers for eligible students. The exemption and waivers table located online at www.collin.edu/bursar/tuitionwaiversexemptionsrebate.html outlines the exemptions and waivers offered, the Collin College office to contact, summary data on eligibility, nature of exemption/waiver offered, and authorizing citation/policies.

Eligible students should contact the responsible Collin College office to ascertain what documentation is required to prove eligibility. Proof of exemption/waiver eligibility must be provided for each term of attendance at Collin College. Students are responsible for meeting any eligibility requirements and providing required documentation to Collin College in compliance with payment deadline requirements to consider exemptions/waivers as a source of funding for the term.

Scholarships

Athletic

Scholarships are available for men's and women's basketball and tennis. Athletic Competitive Scholarships are awarded on the basis of athletic ability, contribution to Collin College as a student-athlete, and [National Junior College Athletic Association \(NJCAA\)](#) eligibility. Athletic

Competitive Scholarships are awarded in compliance with NJCAA bylaws.

For more information, contact the Athletic Department at 972.516.5025 or go to <http://athletics.collin.edu/landing/index/>.

Collin College Foundation

Through generous contributions from individuals, corporations, alumni, and friends, the Collin College Foundation awards scholarships to qualified students who are pursuing their associate degrees. Scholarships are available to incoming freshmen, returning students, and high school dual credit seniors who will be or are currently enrolled at Collin College.

Students can apply online during two (2) open application cycles, which include mid-January through March and mid-September through October each year.

For more information, call 972.599.3147, email scholarshipcoordinator@collin.edu, or go to www.collin.edu/foundation.

Departmental

Additional scholarships may be available through Collin College's academic departments. For more information, contact the appropriate academic/workforce dean listed at www.collin.edu/leadership/ProvostsAndDeans.html.

Vending Machine Refunds

Refunds for unsuccessful purchases are issued by the vendor. The refund process is built around the QR codes located on every vending machine. Each QR code is unique to the machine. Once the QR code is scanned, the machine location will display on the top left-hand side of the page. Follow the instructions below to obtain a refund:

1. Scan the QR code and click the link.
2. Select "Need a Refund."
3. Choose a concern in the drop-down menu.
4. Enter the following data in the appropriate fields:
 - a. Refund amount,
 - b. Name,
 - c. Email address,
 - d. Phone number, and
 - e. Additional details in the text box at the bottom, as needed.
5. Click "Save and Exit" at the bottom of the screen.

For more information or assistance, email connect@canteen.com. If a response is not received from Canteen, email rphillips@collin.edu. Be sure to include in your email all of the details regarding the refund needed and your contact information.

Section 5: Getting Involved on Campus

Campus Postings

Collin College provides opportunities for students, staff, faculty, and the community to publicize approved information in specific areas or locations designated by Student Engagement, in conjunction with the campus provost and the district director of facilities. Student Engagement serves as the approval center for general campus postings. No person or organization may post a sign that is obscene, libelous, or that contains non-permissible solicitation. For more information, see the [Student Engagement](#) section in this student handbook.

Bulletin boards located inside and outside classrooms at the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus are governed by the appropriate campus provost and/or executive dean on each campus. Materials not approved will be removed and discarded. Violation of the campus posting procedure will lead to forfeiture of privileges.

External Job Postings

All external job postings must be approved by the appropriate Career Center staff member. For more information, contact the Career Center at career@collin.edu.

Collin College News (Online College News Site)

Collin College News (www.collincollegenews.com/) is a comprehensive, online college news source created by the Communications Department. *Collin College News* contains articles related to student, faculty, and staff accomplishments, interests, innovations, and news. *Cougar News* is a monthly compilation of selected *Collin College News* articles delivered by email to subscribers. Faculty, staff, and students are encouraged to submit articles to stories@collin.edu.

For more information, contact the Communications Department at stories@collin.edu.

Lockers

Student lockers are available in four (4) locations along the main corridor at the Plano Campus in modules B (first floor), J (first and second floor), and K (first floor). These lockers

are designed for daily use only at a cost of 25 cents. Instructions for locker use are located at each site. Contents left overnight are subject to removal.

Questions or concerns about the lockers should be addressed to Facilities Operations. Lockers are also available outside the Testing Centers at the Celina Campus, Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus. These lockers are free of charge while students are testing.

Public Transportation

Collin County Transit

Collin County Transit is powered by the Dallas Area Rapid Transit (DART) Mobility Service. The service provides on-demand shared rides to qualifying riders from Celina, Lowry Crossing, McKinney, Melissa, Princeton, and Prosper.

To qualify for this service, students must be a resident of Celina, Lowry Crossing, McKinney, Melissa, Princeton, or Prosper and meet one (1) of the following program qualifications:

1. Older Adult Program: Must be 65 years of age or older and provide required eligibility documentation (i.e., recent utility bill, rental agreement, or letter of residency along with a picture ID).
2. Individuals with Disabilities Program: Be any age and meet one (1) or more of the following disability qualifications:
 - a. Certified legally blind,
 - b. Certified Deaf or profound hard of hearing,
 - c. Certified to be non-ambulatory without assistance or mechanical aid,
 - d. Certified to qualify for at least 50 percent disability allowance through the Department of Veterans Affairs (VA),
 - e. Certified for Social Security Disability Income (SSDI),
 - f. Certified intellectual disability/intellectually disabled, and/or
 - g. Certified as having a seizure disorder.
3. Low Income Transit Subsidy Program (LITSP): Must be a resident of one (1) of the member cities and

have an annual household income (before taxes) that is at or below the required program amounts based on the U.S. Federal Poverty Guidelines.

Collin County Transit operates Monday through Friday from 6:00 a.m. to 8:00 p.m. and Saturdays and Sundays from 8:00 a.m. to 8:00 p.m., except on major holidays.

For more information, call 469.771.0667, email CollinCountyTransit@DART.org, or go to <https://dart.org/riding/collincountytransit.asp>.

Dallas Area Rapid Transit (DART)

Dallas Area Rapid Transit (DART) provides Go-Link, an on-demand service. DART's Go-Link service operates from 5:00 a.m. to midnight seven (7) days a week in the North Central Plano/Chase Oaks Zone, and provides access to the Plano Campus and surrounding community.

For more information, call 214.515.7272 or go to www.dart.org/riding/golink.asp.

Student Ambassadors

Student Ambassadors are a group of students who represent Collin College at various campus and outreach activities. They provide campus tours and assist with recruiting events in the community and on campus. Student Ambassadors are paid and have the opportunity to work around their class schedules.

For more information, call 972.881.5787.

Student Employment on Campus

Student Assistants and Work-Study Students

Only Collin College students can be hired as student employees. Students must be currently enrolled in six (6) or more credit hours at Collin College and maintain a 2.0 grade point average (GPA) or higher to be eligible for student employment. Students on an F-1 visa must be enrolled in 12 or more credit hours and have a Social Security Number (SSN) to work on campus. Student employees cannot work more than 20 hours per week in offices as student assistants or work-study students.

Work-study students may also work in area schools as tutors for the America Reads and/or America Counts program or at non-profits as Community Ambassadors.

CougarWorks Intern Program

CougarWorks is an on-campus student employment opportunity that aligns career goals with a paid position in a Collin College department under the supervision of a mentor. Students potentially benefit from schedule-friendly, on-campus experiential learning that builds critical soft and hard skills to help prepare them for a successful career post-graduation. This position may also align with existing Collin College courses or programs designed to support student learning in the workplace.

The student intern will be assigned a mentor in the Collin College department who will help facilitate skills, knowledge, and abilities development with hands-on projects and daily tasks that will simultaneously expand the capacity of the department and the student intern.

Additional Information

All student employees and interns must successfully pass background checks to be eligible to work for Collin College either on or off campus. All student employees and interns must also comply with Collin College's [Student Code of Conduct](#).

To view and apply for student positions on or off campus, go to <http://jobs.collin.edu>.

For more information, go to www.collin.edu/hr/employment/StudentEmployment.html.

Student Engagement

Student Engagement strives to enhance student learning and development. It is the goal of Student Engagement to provide co-curricular civic, educational, leadership, and social programs. Students can also join student organizations and committees, work on special projects, and enjoy social activities with friends.

Student Engagement presents a wide variety of opportunities to enrich students' college experiences, including:

1. Civic and social events;
2. Cougar Den at the Frisco Campus and Student Centers at the McKinney Campus, Plano Campus, and Wylie Campus;
3. Educational programs;
4. Entertainment and cultural programs;

5. Field trips;
6. First aid (limited to bandages, cotton balls, and antiseptic spray);
7. Guest speakers;
8. Leadership training and programs;
9. Lost and found at the Frisco Campus, McKinney Campus, Plano Campus, and Wylie Campus;
10. New Student Orientation;
11. Student ID cards;
12. Student officer training;
13. Student organizations; and
14. Student organization offices at the Frisco Campus, McKinney Campus, Plano Campus, and Wylie Campus.

Banner Reservations

Collin College departments and student organizations can make and have approved banners hung at the Frisco Campus, McKinney Campus, Plano Campus, and/or Wylie Campus in accordance with the procedures outlined in the *Student Organizations Procedures Manual (SOPM)*.

For more information, contact Student Engagement at the appropriate campus or go to www.collin.edu/campuslife/studentlife/.

Intramurals

Collin College offers intramural programming consisting of various activities and sports including, but not limited to:

1. Basketball,
2. Board Games (chess, card games, etc.),
3. Bowling,
4. Cricket,
5. Fitness Competitions,
6. Flag Football,
7. Golf,
8. Laser Tag,
9. Paintball,
10. Soccer,
11. Video Gaming, and
12. Volleyball.

The purpose of intramurals is to promote a healthier lifestyle and the benefits of exercise, while providing fun activities for participants.

All intramural activities are free for current Collin College students, faculty, and staff. Individuals who want to participate in intramural activities must present a valid Collin College ID.

For more information, go to www.collin.edu/intramurals/.

Leadership Empowerment and Development (LEAD)

Leadership Empowerment and Development (LEAD) is an exciting and interactive co-curricular program focusing on student leadership development outside the classroom. Events and activities include a one (1)-day “Leading the Pride” leadership camp, a ropes course, Leadership in the Movies nights with panel discussions on relevant leadership topics, interactive leadership training and workshops, service projects, special speakers, Strengths Quest workshops, and field trips. Events and activities are held on all campuses throughout the academic year. Events are free and open to currently enrolled Collin College students.

The LEAD program is directed and administered by Student Engagement. Students who participate in LEAD are eligible for a completion certificate, and may have the opportunity to serve as student facilitators and work alongside faculty and staff. Students may also include LEAD program participation on their Student Involvement Records through Student Engagement, job and school applications, and scholarship submissions. A list of programs and upcoming LEAD events can be found by searching “LEAD” in Cougar Connect, <https://collin.campuslabs.com/engage/>.

Lost and Found

Lost and found items will be held for a minimum of one (1) month. Student Engagement is the lost and found headquarters at the Farmersville Campus, Frisco Campus, McKinney Campus, Plano Campus, Technical Campus, and Wylie Campus. Student and Enrollment Services coordinates lost and found items at the Celina Campus and Courtyard Center. The Student Services Center coordinates lost and found items at the Collin Higher Education Center. Collin College staff coordinates lost and found at the Public Safety Training Center and Rockwall Center. The student housing staff coordinate lost and found items at Collin College Student Housing.

Student Engagement Contact Information

For more information, email studentengagement@collin.edu or contact Student Engagement at one (1) of the following campus locations:

1. Celina Campus: 469.905.3518
2. Farmersville Campus: 972.549.6445
3. Frisco Campus: 972.377.1529
4. McKinney Campus: 972.548.6788
5. Plano Campus: 972.881.5788
6. Wylie Campus: 972.378.8471

Student Government Association (SGA)

Students are encouraged to become involved in Collin College and campus governance through the Student Government Association (SGA). The purpose of SGA is to:

1. Represent the needs and interests of the student body through the Student Senate, forums, and special meetings;
2. Proactively affect change in the best interest of the student body;
3. Address issues affecting members of the student body;
4. Build a vital, thriving college community;
5. Promote all student rights;
6. Provide input on Collin College policy decisions;
7. Further the cultural, social, and physical growth of the student body; and
8. Recognize outstanding achievements by students and organizations.

General SGA membership and involvement are open to all Collin College students currently enrolled in credit courses. There are no membership dues. Members who are not enrolled at the time of the fall or spring census dates will cease to be SGA general members. Students who re-enroll will once again become SGA general members.

For more information, go to www.collin.edu/studentresources/sga/ or email sga@collin.edu.

Student Involvement in Institutional Governance

Students are encouraged to become involved with institutional governance by expressing their thoughts and feelings about Collin College policies, procedures, and activities. The College District President, vice presidents,

and all Collin College employees are interested in student ideas, opinions, and suggestions.

For more information, contact Student Engagement at studentengagement@collin.edu.

Student Organizations

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FKC>.

Collin College provides opportunities for students to organize and join associations to promote their common interests. The purpose of these organizations varies from honor societies to political, religious, service, and social groups. An organization whose membership is limited to Collin College students, staff, and faculty may become an approved student organization by complying with the registration procedures available online at www.collin.edu/campuslife/student_orgs.html.

Approved student organizations will abide by the [Student Code of Conduct](#), Board policies, laws, and Collin College procedures, including, but not limited to, those regarding discrimination and harassment.

Although student organizations may be approved by Collin College, this will not imply that Collin College endorses student organization opinions and activities. Student organizations do not speak for Collin College.

To achieve student organization status, each new and returning group must meet the minimum guidelines, as established and outlined in the *Student Organizations Procedures Manual (SOPM)*, including, but not limited to, fiscal procedures and monthly transaction reports.

For more information, contact Student Engagement at studentengagement@collin.edu.

Student Publications

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FKA>.

All Collin College-published and -financed student publications are required to conform explicitly to the canons of responsible journalism, such as the avoidance of

libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and innuendo.

Collin College reserves the right to ensure and maintain free and responsible media operations through the educational process.

Use of Collin College Name or Symbol

The name of Collin College, emblem/logo of Collin College, or other recognizable symbol representing Collin College will not be used as a part of the name or masthead of any publication without the express written approval of the College District President or designee.

Identification of Funding Source

Any publication developed wholly or in part from funds received from a grant will have the funding source clearly identified on the document.

Student Travel Training

To view Board policies CJ (LEGAL) and CJ (LOCAL) regarding transportation management and student travel, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=cj>.

To view Board policies FK (LEGAL) and FK (LOCAL) associated with student activities and athletics, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fk>.

Purpose

To ensure student safety is a priority and comply with *Section 51.950* of the *Texas Education Code*, these procedures are intended to assist students in safe travel for Collin College-sponsored trips. To view *Section 51.950* of the *Texas Education Code*, go to <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.950>.

Mandatory Student Travel Training

All students and responsible parties traveling on a Collin College-sponsored student trip must complete mandatory Student Travel Training and submit the required *Student Travel Training Liability Waiver and Acknowledgment Form* **only one (1) time during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term).**

Students and responsible parties who do not complete mandatory Student Travel Training prior to the departure date will not be permitted to travel.

To complete mandatory Student Travel Training and access the appropriate required *Student Travel Training Liability Waiver and Acknowledgment Form*, follow the instructions located on the Student Travel Training webpage available at www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html.

Section 6: Health and Wellbeing

Fitness Centers

Students can use the Fitness Centers at the Frisco Campus, McKinney Campus, Plano Campus, or Wylie Campus during the times posted.

1. **Frisco Campus Fitness Center** consists of a gymnasium, weight training room, wellness center, and locker room facilities.
2. **McKinney Campus Fitness Center** consists of a weight training room, dance studio, racquetball court, and locker room facilities.
3. **Plano Campus Fitness Center** consists of the main gymnasium, weight training room, dance studio, locker room facilities, 12 lighted tennis courts, and use of the Oak Point Recreation Center Natatorium (Monday through Friday 8:00 a.m. to 4:00 p.m.).
4. **Wylie Campus Fitness Center** consists of the weight training room, multipurpose studio, and locker room facilities.

For more information and hours of operation, contact one (1) of the following campus Fitness Centers:

1. Frisco Campus: 972.377.1758
2. McKinney Campus: 972.548.6891
3. Plano Campus: 972.881.5848
4. Wylie Campus: 972.378.8325

Health Information

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FFAC>.

Collin College is dedicated to the total well-being of its students. Alcohol and drug awareness programs, health fairs, intramural activities, and physical fitness courses are geared toward student wellness.

First Aid Supplies

Collin College does not employ a nurse or physician. First aid supplies are available at the following offices on each campus:

1. Academic/Workforce Division Offices,
2. Campus Provost and Executive Dean Offices,
3. Facilities/Plant Operations,

4. Fitness Centers,
5. Information Centers, and
6. Student Engagement Offices.

Communicable Diseases

Communicable diseases include, but are not limited to, acquired immunodeficiency syndrome (AIDS), AIDS-related complex (ARC), human immunodeficiency virus (HIV), influenza, leprosy, measles, tuberculosis, viral hepatitis-A (infectious hepatitis), and viral hepatitis-B (serum hepatitis).

HIV/AIDS Information

Each institution of higher education, including each college district, will make available the institution's policy on HIV infection and AIDS to students by including the policy in the student handbook, if practicable, or by any other method, in accordance with [Section 51.919\(3\)\(b\)\(c\)](#) of the [Texas Education Code](#).

Collin College has adopted the *HIV/AIDS Model Workplace Guidelines for Businesses, State Agencies, and State Contractors* approved by the Texas Department of State Health Services (TDSHS). These guidelines are available at www.dshs.texas.gov/hivstd/policy/policies/090-021.shtm. Additional information on HIV and AIDS as well as a brochure and fact sheet developed by TDSHS titled *What You Should Know About HIV* and *Facts You Should Know About HIV and AIDS*, respectively, are available upon request from Counseling Services, the Human Resources Department, or at www.dshs.texas.gov/hivstd/info/hiv/. Collin College's AIDS policy is available upon request from Counseling Services or the Human Resources Department. Confidentiality of these requests will be honored.

Basis for Action

Collin College's decisions involving persons who have communicable diseases will be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and available alternatives for responding to a student with a communicable disease.

Non-Discrimination

Collin College will not discriminate against nor deny any student access to a Collin College facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. Collin College reserves the right to exclude a person with a communicable disease from Collin College facilities, programs, functions, and campus activities if Collin College makes a medically based determination that the restriction is necessary for the welfare of the person who has the disease and/or the welfare of the other members of the Collin College community.

Privacy

Collin College will comply with all pertinent statutes and regulations that protect the privacy of persons in the Collin College community who have a communicable disease. Collin College will ensure procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

Bacterial Meningitis

State law (i.e., [Texas Higher Education Code Section 51.9192](#)) requires most new students under the age of 22 entering a higher education institution to show proof of having the bacterial meningitis vaccine 10 days prior to the start of the term. For more information, go to www.collin.edu/admissions/meningitis/.

Bacterial meningitis is an infection of the brain and spinal cord that causes inflammation of the membranes surrounding the brain. Several different types of bacteria can cause meningitis. One of the leading causes of bacterial meningitis in the United States is *Neisseria meningitidis*, also called *meningococcal meningitis* (CDC, *Bacterial Meningitis*, 2022, www.cdc.gov/meningitis/index.html).

Bacterial meningitis strikes approximately 600 to 1,000 Americans each year, with the greatest risk of contraction affecting adolescents and young adults (National Meningitis Association, 2021, <https://nmaus.org/nma-disease-prevention-information/statistics-and-disease-facts/>).

Symptoms vary and may include some or all of the following:

1. High fever,
2. Rash or purple patches on the skin,
3. Light sensitivity,
4. Confusion and sleepiness,
5. Severe headache,
6. Nausea and vomiting,
7. Stiff neck, and
8. Seizures.

In addition to the symptoms listed above, an individual may develop a rash of tiny red/purple spots caused by bleeding under the skin. These can occur anywhere on the body. This is a sign of a very serious infection that needs immediate medical care.

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is bacterial meningitis transmitted?

The disease is spread through air droplets or direct contact with infected people. Direct contact can happen when people cough, kiss, share drinks or cigarettes, or if they provide certain types of medical aid to a person with bacterial meningitis. When bacterial meningitis is spread, exposed people typically become ill within three (3) to seven (7) days (CDC, *Bacterial Meningitis*, 2021, www.cdc.gov/meningitis/bacterial.html).

Who is at an increased risk of getting bacterial meningitis?

Vaccination against meningococcal disease is recommended for persons at an increased risk of getting bacterial meningitis. Those persons include, but are not limited to, adolescents ages 11-18 years, college freshmen living in dormitories (or sharing apartments), anyone who has a damaged spleen or whose spleen has been removed, and people who have been exposed to meningitis during an outbreak (CDC, *Meningococcal Vaccination: What Everyone Should Know*, 2021, www.cdc.gov/vaccines/vpd/mening-public/index.html).

What are the possible consequences of the disease?

While most people recover fully, 10-15 percent of people who have blood or brain infections caused by

meningococcal disease will die. About 19 percent of people who survive meningococcal disease will have permanent effects such as hearing loss, brain damage, or the loss of a limb (National Meningitis Association, 2021, <https://nmaus.org/nma-disease-prevention-information/five-facts-about-meningococcal-disease-and-prevention/>).

Can the disease be treated?

Antibiotic treatment, if received early, can save lives, and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for those living in close quarters or college students under the age of 22.

These vaccinations are effective against multiple types of bacteria that cause meningococcal disease, but they do not protect against all types of meningitis. Vaccination is very safe. The most common side effects are redness and minor pain at the injection site for up to two (2) days. (CDC, *Bacterial Meningitis*, 2021, www.cdc.gov/meningitis/bacterial.html); and CDC, *Meningococcal Vaccination: What Everyone Should Know*, 2021, www.cdc.gov/vaccines/vpd/mening/public/index.html#how-well-they-work)

Vaccinations are available through local health care providers, many pharmacies, and county health care services. Vaccination costs vary, so students should check with their health care providers.

How can students find out more information?

Students should contact their health care provider or Collin County Health Care Services at 972.548.5500 (McKinney) or 972.424.1460 extension 5500 (metro). Helpful information is available at www.cdc.gov/meningitis/bacterial.html and www.collincountytx.gov/healthcare_services/Pages/immunization.aspx.

Immunizations

The Texas State Board of Health is requesting students born after January 1, 1957, confirm appropriate immunizations or immunity to the following diseases:

1. Measles
2. Mumps
3. Rubella
4. Tetanus/Diphtheria

I Got Your Back (IGYB) Bystander Intervention

Collin College's I Got Your Back (IGYB) Bystander Intervention program is an educational campaign that aims to raise awareness, educate, and improve bystander intervention in the Collin College community through various practical measures and prevention strategies. IGYB's purpose is to educate individuals on their roles as bystanders and make Collin College a safer community for students, faculty, and staff. IGYB aims to teach everyone to be active, effective bystanders.

For more information and a list of IGYB events, go to www.collin.edu/titleix/bystanderintervention.html.

Know Now

To fulfill the requirements of the [*Drug-Free Schools and Communities Act \(DFSCA\)*](#), Counseling Services coordinates the Know Now initiative. The purpose of Know Now is to educate Collin College students about issues related to substance use and abuse, empower students to make well-informed choices, and encourage utilization of campus and community resources for recovery.

Know Now offers events and distributes information concerning drug and alcohol abuse, prevention, and recovery. In addition, Know Now seeks to inform students about services provided through Collin College's Counseling Services such as consultation and assessment for substance-related concerns.

For more information and a list of Know Now events, go to www.collin.edu/studentresources/knownow/index.html.

To schedule a free consultation or assessment, email personalcounseling@collin.edu or call 972.881.5126.

Mental Health Leave of Absence

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FFA>.

Purpose

Collin College may permit a temporary leave of absence for a student due to a mental health condition.

Deadlines for Requesting a Leave of Absence

The leave of absence will be at the request of the student and must be submitted by the following deadlines:

1. Fall Semester: First Monday in December
2. Spring Semester: First Monday in May
3. Summer I Term: Last Friday in June
4. Summer II and III Terms: Last Friday in July
5. Maymester and Wintermester Terms: Last Class Day Before Final Exams

Mental Health Leave Review Committee

The Mental Health Leave Review Committee (hereafter referred to as the "Committee") will consider a request for a student's temporary leave of absence due to a mental health condition. The Committee will be composed of the associate dean of counseling and ACCESS or designee, the district dean of students or designee, the registrar or designee, the chair of the SOBI Care Team or designee, and the chair of the Disciplinary Appeals Committee (DAC) or designee.

Voluntary Leave of Absence

A student who wishes to take a temporary leave of absence from Collin College due to a mental health condition will contact the associate dean of counseling and ACCESS to request the appropriate form. The student will complete and return the form to the associate dean of counseling and ACCESS within three (3) academic calendar days of receiving the form.

The Committee will approve a student's request for a voluntary leave of absence due to a mental health condition in accordance with the following:

1. The student's explanation for the requested temporary leave of absence; or
2. The student's submission of appropriate documentation from a licensed medical or mental health care provider stating that it is in the best interest of the student to take a temporary leave of absence from Collin College for a specified period of time.

Refunds

Determination of tuition payment refunds will be made on a case-by-case basis at the sole discretion of the vice president of student enrollment services.

Re-Entry Provisions

Collin College will require a student with a mental health condition who has taken a voluntary leave of absence to demonstrate their fitness to return to Collin College. A student will contact the associate dean of counseling and ACCESS one (1) semester prior to the date of the end of the leave period. Decisions regarding whether to allow a student to return to Collin College will be determined by the Committee as follows:

1. The Committee will require documentation from a licensed medical or mental health care provider stating that the student is able to return with or without accommodations.
2. The Committee may seek a second opinion from an independent licensed medical or mental health care provider not affiliated with Collin College.
3. The Committee will consider whether reasonable accommodations will allow the student to meet academic standards and remain safely in school.
4. The Committee may deny a student's request to return if it is determined the student will be unable, upon return, to safely remain at Collin College, even with reasonable accommodations.
5. Pursuant to Collin College policy, if the leave of absence lasts longer than two (2) full semesters (i.e., fall and spring), the student will be required to reapply for admittance since the leave of absence will no longer be considered temporary.

Appeals

The student may appeal the denial of re-entry to the vice president of student enrollment services.

Contact Information

For more information, contact the associate dean of counseling and ACCESS at the Plano Campus in Room D-134 or call 972.881.5126.

SOBI Care Team

Collin College's SOBI Care Team is a resource for Collin College students, faculty, and staff through which they can report student behaviors of concern. The SOBI Care Team serves as a central network focused on preventive and timely intervention before a crisis arises. The SOBI Care Team has designed a process that reflects the best practices for referring, assessing, responding to, and assisting

students who may display various levels of concerning behaviors.

The SOBI Care Team's actions are designed to assist students in distress and are not a substitute for student disciplinary procedures. Any violation(s) of the [Student Code of Conduct](#) will be immediately referred to the District Dean of Students Office for appropriate disciplinary action. Students referred to the SOBI Care Team may also be connected with Counseling Services for appropriate advocacy and assistance. Additionally, any alleged criminal offense(s) will be immediately referred to the Collin College Police Department.

For more information or to submit a SOBI Care Team referral, go to www.collin.edu/studentresources/SOBI/index.html or email sobi@collin.edu.

TimelyCare

Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, and part-time staff through TimelyCare. Telehealth sessions are confidential and conducted by licensed physicians, nurse practitioners, physician assistants, and mental health providers. This benefit is available 24 hours a day, seven (7) days a week; and there is no charge for qualified individuals to utilize TimelyCare's services.

For more information, contact TimelyCare at 833.484.6359, email help@timely.md, or go to www.timelycare.com/collincollege.

Section 7: Safety and Security

Animals on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FAA>.

Collin College is committed to providing a healthy and safe environment for students, faculty, staff, and visitors by managing the presence of animals on property and in its facilities, while providing individuals with disabilities who use service or other animals the opportunity to receive the benefit of the tasks these animals perform in accordance with the requirements of applicable law.

Collin College will allow animals to accompany an employee, student, or visitor on campus as provided in this policy. This policy does not apply to animals used by law enforcement officers in the carrying out of their duties. Animals not specifically allowed under this policy will not be permitted on any Collin College campus or in any Collin College facility.

Service Animals

Collin College allows the use of service animals as defined by the [Americans with Disabilities Act \(ADA\)](#), as amended, or state law. Currently, a service animal means a dog (such as a signal or guide dog), or in rare situations, another animal designated by federal law regulations, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual, or other disability. The work or task that the service animal performs must be directly related to the individual's disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government.

Collin College allows service animals on campus, in its facilities, or at activities and events when accompanied by a person with a disability and the service animal is trained to provide, and does provide, a specific service to that person that is directly related to the person's disability.

Service animals, however, may not be permitted if the animal poses a substantial and direct threat to health or

safety or when the animal constitutes a fundamental alteration to the nature of a Collin College program or service.

A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision of the animal are the sole responsibility of the owner or handler.

Students with allergies to a service animal may request reasonable accommodations under the *ADA* through the Accommodations at Collin College for Equal Support Services (ACCESS) Office. For more information, see the [Accommodations at Collin College for Equal Support Services \(ACCESS\) Office](#) section in this student handbook.

The accompaniment of a person with a disability by a service animal in a location with health and safety restrictions is reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Human Resources Department or the ACCESS Office.

A person with a disability will be limited to one (1) service animal, unless an additional animal is necessary to provide a reasonable accommodation.

Service animals in training that are accompanied by an approved trainer are allowed the same access to campus as fully trained service dogs, except, animals in training are not permitted to reside in Student Housing. A student with a service animal who intends to reside on campus with the animal must notify student housing of the need for a service animal's presence in advance of beginning residency, following procedures outlined by Collin College Student Housing employees. Such prior notification allows Collin College to make appropriate arrangements and offer assistance prior to the student's arrival on campus.

Responsibilities of Service Animal Owner or Handler

Service animal owners are financially responsible for damage or injury to others caused by their animal, including clean-up and disposal of animal waste and replacement or repair of property, and must take appropriate precautions to prevent property damage and/or injury to others while on Collin College property.

If a service animal is disruptive in the classroom, a Collin College employee may ask the owner and their animal to leave the premises immediately.

Service animals must be under the control of the owner at all times and under the following circumstances:

1. A service animal should be on a leash when not providing needed service.
2. To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.
3. A service animal may not be left tied or tethered out of the presence of its owner.
4. Service animals are not permitted to block aisles, passageways, or fire egress.
5. To the extent possible, the owner should ensure that the animal does not sniff or lick people, dining tables, or the personal belongings of others.

The cost of care, arrangements, and well-being of a service animal are the sole responsibility of the owner, including keeping the animal free from fleas and ticks or other pests that may cause infestation.

Cleaning up after a service animal is the sole responsibility of the owner. In the event that the owner is not physically able to clean up after a service animal, the owner must delegate this responsibility to another individual who is capable of meeting this requirement at the owner's expense.

The service animal owner is responsible for complying with any relevant city, county, and/or state license and leash laws while the service animal is on Collin College premises.

Any service animal found unattended on Collin College property may be seized by authorized persons or animal control officers. Owners are responsible for any impound and/or license fees required to secure the release of their animals.

Inquiries Regarding Service Animals

Individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal:

1. Collin College employees will not inquire about the qualifications of a service animal when it is readily apparent that an animal is trained to do work or to perform a task for a person with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability).
2. If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, Collin College employees may only inquire:
 - a. Whether the animal is required because of a disability; and
 - b. What work or task the animal has been trained to perform.
3. Individuals are not required to have an accommodation letter from the ACCESS Office to use a service animal on campus.
4. Collin College employees will not require documentation of a service animal's certification, training, registration, or license as a service animal.

Animals in Collin College Student Housing

Pets are not allowed in Collin College Student Housing. Service animals and emotional support animals (ESAs), as defined below, are permitted in Collin College Student Housing. ESAs are permitted in Collin College Student Housing when the ESA is approved by the ACCESS Office and is necessary for the resident with a documented disability to have equal access to housing.

An ESA or comfort animal means an animal that provides emotional support, well-being, comfort, or companionship and that a health care provider has recommended as an accommodation for a student with a disability. The comfort provided by these animals does not constitute work or tasks, and ESAs are not service animals for purposes of this policy.

Access

ESAs are not permitted in Collin College Student Housing until approved by the ACCESS Office through the appropriate process.

Approved ESAs must be contained within the Collin College Student Housing unit of the owner/handler, except when transported outside the residential area in an animal carrier or controlled leash/harness.

ESAs are not permitted on any Collin College campus or in any Collin College facility other than Collin College Student Housing.

An ESA is considered an unreasonable accommodation if the ESA presents an undue financial or administrative burden on Collin College, poses a substantial and/or direct threat to personal or public safety, or constitutes a fundamental alteration of the nature of Collin College's educational programs or activities.

Requests for ESAs

Requests for an accommodation to have an ESA must be submitted with the ACCESS Office. ESAs will not be permitted in Collin College Student Housing without the written prior approval from the ACCESS Office. Collin College Student Housing will provide students with procedures for students to follow for ESAs in Student Housing.

Required Documentation for Approval

The approval process for ESAs will require, in addition to other information, submission of the following to the ACCESS Office:

1. Current and appropriate documentation from a physician or licensed mental health professional that verifies the student is a person with a disability; describes how the animal assists the individual; and shows the relationship between the individual's disability and the need for the assistance provided by the ESA.
2. Veterinary records or other evidence acceptable to the ACCESS Office verifying that the animal is in good health and is current with respect to all vaccinations, medications, or other items required or recommended by veterinarians regarding the breed or type of animal in question.

3. ESA owners of dogs or cats must provide proof of current rabies vaccinations and the animal must wear rabies vaccination tags.

Completion and submission of forms with accompanying records to verify current subscription for ESA and vaccination and good health of the ESA must be provided to the ACCESS Office each time a lease is renewed. No ESA will be permitted in Collin College Student Housing without annual submission of the above-described information.

Collin College reserves the right to require updated veterinary records or other evidence of the health of the animal at any time.

Procedures

Collin College Student Housing procedures, as outlined in the current *Collin College Resident Handbook* located on Collin College's website at www.collin.edu/studenthousing/, will provide all requirements and expectations, including, but not limited to, the following:

1. Students living in Collin College Student Housing are permitted only one (1) ESA at a time.
2. The approved ESA is allowed in Collin College Student Housing only as long as it is necessary for the resident's disability.
3. ESA approval is for a specific animal; therefore, a student must request approval for a replacement animal if necessary.
4. ESAs must be at least six (6) months of age.
5. Generally, dogs and cats are commonly requested as ESAs although other animals (such as fish, turtles, or small birds) may serve in this capacity. For the health and safety of residents, Collin College is not required to grant non-domesticated, wild, or unique animals (such as snakes, reptiles, barnyard animals, monkeys, spiders, insects, or other animals) as reasonable accommodations.
6. If an animal begins residence in Collin College Student Housing prior to approval of the ACCESS Office and Collin College Student Housing employees, Collin College may request the owner remove the animal from Collin College Student Housing within 48 hours of notification. If the animal is not removed as requested, Collin College officials may consider the animal a trespasser and

contact the appropriate City of Plano authorities to remove the animal from Collin College Student Housing. Any costs associated with removal of the animal from Collin College property is the responsibility of the animal's owner.

7. The owner of the approved ESA is responsible for ensuring all Collin College and Collin College Student Housing procedures and requirements for ESAs are followed.

Conflicting Disabilities

In circumstances where the presence of a service animal or ESA in Collin College Student Housing may substantially impair another individual's physical or mental wellbeing, such as, but not limited to, allergies or phobias, Collin College will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Conflicting disabilities involving students should be referred to the ACCESS Office. Conflicts involving employees should be referred to the Human Resources Department.

Animals for Instructional Purposes

Collin College allows the use of instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission must be obtained from the appropriate academic/workforce dean and/or campus provost. The permission statement must clearly designate the date, location, and purpose for the animal's presence on campus. Each animal must be on a leash or equivalent and fully under the control of the handler. The handler will have documentation of current vaccinations for the animal. The care and supervision of the animal is the sole responsibility of the handler.

Removal of Animals from Campus

Collin College may request an owner or handler remove service animals or other animals from campus for reasons that include, but are not limited to, the following:

1. Failure to Properly Control the Animal: The owner does not or cannot take effective action to control the animal. Improper animal behaviors that should be controlled include, but are not limited to, barking, growling, nipping, snapping, biting,

lunging, or jumping at people or other animals. The owner of an animal deemed to be out of control may be prohibited from bringing the service animal onto Collin College property. ESA animals meeting these criteria may be excluded from Collin College Student Housing until the owner can demonstrate that they have taken significant steps to mitigate the behavior.

2. Non-Housebroken Animal: The animal is not housebroken (i.e., trained so that it controls its waste elimination), as determined by Collin College Student Housing employees.
3. Animal Care: It is determined by designated Collin College officials that the animal's owner has failed to properly care for the animal. An owner must ensure that the animal, and its environment, are maintained in a healthy, clean manner. Instances of suspected abuse of an animal are referred to the District Dean of Students Office, Human Resources Department, or other appropriate authority.
4. Direct Threat: The animal is determined to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health or hygiene of the animal, the behavior of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas.
5. Fundamental Alteration: The presence of an animal fundamentally alters a Collin College program by requiring a significant alteration to the essential nature of the services, facilities, privileges, advantages, or accommodations offered.
6. Damage or Harm: The animal causes damage or harm to persons or property.
7. Responsibilities: The owner violates any of the responsibilities outlined in this policy or applicable procedures.

Appeals and Grievances

Any individual who wishes to file a complaint for violation of this policy may file a complaint with Collin College. For more information, see Board policies DGBA (for employees), FLD (for students), and GB (for community members) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=complaints>.

Children on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Unattended children will not be allowed in Collin College facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in Collin College classes, meeting with Collin College personnel, or participating in approved programs with Collin College.

Students may not bring children to orientations, classes, labs, Testing Centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from their campus activity and be required to supervise the child or make other suitable arrangements.

Collin College employees are prohibited from bringing children to work other than for approved programs with Collin College.

The Collin College Police Department will be notified of unattended children.

Collin College Police Department

Safety and security are concerns for all members of the Collin College community, including students, employees, and visitors. The Collin College Police Department, also known as Campus Police, is staffed with State of Texas licensed law enforcement officers who are trained to protect life as well as Collin College and personal property. Collin College Police officers have county-wide jurisdiction, which gives them authority to apprehend and arrest anyone involved in illegal acts throughout Collin County. All applicable municipal, local, state, and federal laws as well as the [Student Code of Conduct](#), Board policies, and Collin College procedures, including motor vehicle laws, will be enforced on all Collin College campuses.

For more information on Collin College Police Department policies and procedures, go to www.collin.edu/campus/police/.

Reporting a Crime or Emergency

Collin College Police officers patrol all campuses and centers 24 hours a day, seven (7) days a week, except for the Rockwall Center which is patrolled by the Rockwall Police Department.

The Collin College Police Department encourages anyone who is the victim of or a witness to any crime or public safety-related incident to promptly and accurately report the incident to the Collin College Police Department and/or appropriate local law enforcement agencies when the victim of a crime elects to, or is unable to, make such a report. Making a police report does not obligate the victim to file criminal charges, but it does create a record of the incident. The police report will include the victim's name, respondent's name, witnesses' names, and details of the incident. Police reports are public records under state law; however, voluntary confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Collin College chief of police or designee. For more information, see the [Voluntary Confidential Reporting](#) section below.

Collin College Police Department officers are available 24 hours a day, 365 days a year to answer calls. If assistance is required from another police department, Collin College Police Department officers will contact the appropriate agency. If a sexual assault should occur, responding officers will inform the victim of the support services available.

If the incident occurred on a Collin College campus or center, contact the Collin College Police Department Communications Center 24 hours a day by:

1. Dialing extension **5555** from any Collin College system phone,
2. Dialing **972.578.5555** from any phone outside the Collin College system, or
3. Pressing the "Emergency" button located on any Collin College system phone.

Any individual who prefers to report a crime or an emergency that occurred on a Collin College campus or center in person may do so at any of the following Collin College Police Department office locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121

7. Plano Campus: Suite K-119
8. Technical Campus: Room C-010
9. Wylie Campus: Room B-139

In a medical emergency, dial **911** and then contact the Collin College Police Department Communications Center through one (1) of the methods listed above.

If an incident occurred off campus, the victim or witness should dial **911** and/or contact the appropriate law enforcement agency in the jurisdiction in which the incident occurred when the victim of a crime elects to, or is unable to, make such a report. If a victim requests assistance, a Collin College official will help the victim with this process.

If a fire occurs in a Collin College building, the individual who discovers it should immediately notify the Collin College Police Department at **972.578.5555** or dial **911**. The Collin College Police Department will initiate a response, and can summon the local fire department quickly through their communication links, if necessary. If a member of the Collin College community finds evidence of a fire that has been extinguished and is unsure whether the Collin College Police Department has already responded, they should immediately notify the Collin College Police Department so an officer can investigate and document the incident.

Voluntary Confidential Reporting

Collin College recognizes incidents of crime can be difficult to discuss, and victims and witnesses may want confidentiality in addition to support. Victims and witnesses of a 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, witness, 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 [Clery Act](#) crime statistics.

To submit a voluntary confidential report, victims and witnesses can contact the Collin College Police Department Communications Center 24 hours a day by:

1. Dialing extension **5555** from any Collin College system phone,
2. Dialing **972.578.5555** from any phone outside the Collin College system, or
3. Pressing the "Emergency" button located on any Collin College system phone.

The victim or witness must inform the dispatcher they would like their name and any identifying information to remain confidential at the start of the report. The victim or witness should provide as much detail as possible, and the dispatcher will take the report without including the victim's or witness's name or identifying information.

If the victim or witness would prefer to submit a voluntary confidential report in person, they may do so at any of the following Collin College Police Department office locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121
7. Plano Campus: Suite K-119
8. Technical Campus: Room C-010
9. Wylie Campus: Room B-139

When submitting a voluntary confidential report in person, the victim or witness must inform the Collin College Police Department officer they would like their name and any identifying information to remain confidential at the start of the report. The victim or witness should provide as much detail as possible, and the Collin College Police Department officer will take the report without including the victim's or witness's name or identifying information.

Additionally, victims and witnesses have the right not to report a crime if they so choose.

Anonymous Reports of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking

In accordance with the [Texas Higher Education Code Section 51.252](#) and [Section 51.283](#), victims can report dating violence, sexual assault, sexual harassment, and stalking anonymously or using a pseudonym. However, the submission of an anonymous report or use of a pseudonym may impair Collin College's ability to investigate and address the prohibited conduct. Additionally, to initiate the *Title IX* complaint resolution process, complainants cannot remain anonymous.

To report dating violence, sexual assault, sexual harassment, or stalking anonymously or using a pseudonym, victims can submit the online form available at <https://collin.guardianconduct.com/incident-reporting> or contact the Collin College Police Department Communications Center 24 hours a day by:

1. Dialing extension **5555** from any Collin College system phone,
2. Dialing **972.578.5555** from any phone outside the Collin College system, or
3. Pressing the "Emergency" button located on any Collin College system phone.

The victim should inform the dispatcher they would like to remain anonymous or use a pseudonym at the start of the report. The victim should provide as much detail as possible, and the dispatcher will take the report using a pseudonym in place of the victim's name.

To submit an in-person report of dating violence, sexual assault, sexual harassment, or stalking anonymously or using a pseudonym, victims can go to any of the following Collin College Police Department office locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121
7. Plano Campus: Suite K-119
8. Technical Campus: Room C-010
9. Wylie Campus: Room B-139

When submitting an anonymous report of dating violence, sexual assault, sexual harassment, or stalking in person, the victim should inform the Collin College Police Department officer they would like to remain anonymous or use a pseudonym at the start of the report. The victim should provide as much detail as possible, and the Collin College Police Department officer will take the report using a pseudonym in place of the victim's name.

If a victim of dating violence, sexual assault, sexual harassment, or stalking files a report and later determines they would like to remain anonymous or use a pseudonym, 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 them on any further documentation that could become public information.

Reporting a Non-Emergency Complaint or Concern

Any individual who needs to report a non-emergency complaint or concern to the Collin College Police Department can send an email to ccpdcomplaint@collin.edu.

For more information regarding Collin College Police Department policies and procedures, go to www.collin.edu/campuspolice/.

Building Access Policy

All Collin College campuses and centers are part of the cities in which they are located, and, as such, are open to students, faculty, staff, and the public. The Collin College Police Department and Facilities and Plant Operations are responsible for monitoring and enforcing policies and procedures regarding security of and access to Collin College's facilities.

During business hours, Collin College facilities will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours and periods when Collin College buildings are closed, access to Collin College facilities is by security badge, key (if issued), or by admittance via the Collin College Police Department or Facilities and Plant Operations. In the case of periods of extended closing, Collin College will admit only those

individuals who have obtained prior written approval to its facilities.

Any changes to normal building hours will be noted by signs posted on the doors at each building's entrances and exits. Emergencies may necessitate changes or alterations to posted schedules. In an emergency situation, the Collin College community will be notified of the changes to building hours via Collin College's CougarAlert emergency notification system. See the [CougarAlert](#) section in this document for additional information.

In accordance with Board policy, unattended children are not allowed in Collin College facilities at any time. The Collin College Police Department will be notified of unattended children. For more information, see the [Children on Campus](#) section in this student handbook.

Citations

All citations issued by the Collin College Police Department are adjudicated in Justice of the Peace courts in Collin County, Texas, or Rockwall County, Texas.

Crime Prevention and Awareness Programs

Periodically during the academic year, the Collin College Police Department, in cooperation with other college departments, presents crime prevention and awareness sessions on topics such as alcohol and drug abuse, personal safety, sexual assault, theft, and vandalism. Collin College Police Department officers facilitate these programs for Collin College students, faculty, staff, student organizations, and community organizations.

For more information regarding crime prevention and awareness programs, call the Collin College Police Department at extension 5555 or 972.578.5555, or go to www.collin.edu/campuspolice/.

Criminal Trespass Warning Notice

The Collin College Police Department may issue a criminal trespass warning notice to a Collin College student, employee, or community member. Criminal trespass warning notices prohibit an individual from entering any Collin College buildings or properties for a specified period of time. Violating a criminal trespass warning notice is a class B misdemeanor (first offense) and carries a penalty of up to 180 days in jail.

For more information, contact the Collin College Police Department 972.578.5555.

Court Orders and Orders of Protection

Victims have the right to seek a no-contact order, order of protection, restraining order, or similar lawful orders through a civil, criminal, or tribal court. The Collin College Police Department does not issue court orders or orders of protection. Victims must contact a local law enforcement agency and/or a local court to obtain court orders or orders of protection. Once a victim 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.

Daily Crime Log

The Collin College Police Department maintains a daily log of police activity. The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the Collin College Police Department. The daily crime log includes information on the:

1. Date the crime was reported to the Collin College Police Department,
2. Date and time the crime occurred,
3. Nature of the crime,
4. General location of the crime, and
5. Disposition of the complaint (if known).

For the most current information contained in the daily crime log, go to www.collin.edu/campuspolice/crimelog.html, call 972.578.5555, or visit the Collin College Police Department in person at any of the following campus locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121
7. Plano Campus: Room K-119
8. Technical Campus: Room C-010
9. Wylie Campus: Room B-139

Gang-Free Zones

In accordance with the [Texas Higher Education Code Section 51.973](#), the grounds and facilities owned or controlled by Collin College will be considered gang-free zones. Students engaging in gang-related activity and/or organized criminal activity at any Collin College facility or grounds will be subject to disciplinary penalties, as defined in the [Student Code of Conduct](#). Students involved in illegal acts may also be arrested and face criminal prosecution.

Registered Sex Offenders

See the [Registered Sex Offenders](#) section in this student handbook.

Searches

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLC>.

Searches in General

Collin College officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and Collin College policy. Searches of students will be conducted in a reasonable and non-discriminatory manner.

Collin College officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to Collin College policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with Collin College policies and procedures, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on Collin College property. For more information, see Board policy FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

Reasonable Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of Collin College policy and procedures, a Collin College official may conduct a search in accordance with the law and Collin College regulations.

Suspicionless Searches

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs

Collin College reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures will be unannounced. The dogs will not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or area, it may be searched by Collin College officials.

Collin College Property

Collin College-provided technology, storage, and similar items are the property of Collin College and are provided for student use as a matter of convenience. Collin College property is subject to search or inspection at any time without notice. Students have no expectation of privacy in their use of Collin College property. Students will be fully responsible for the security and contents of Collin College property assigned to them. Students will not place or keep in Collin College-provided technology, storage, or similar item, any article or material prohibited by law or Collin College policy and procedures. A student will be held responsible for any prohibited item found in Collin College property provided to the student.

Residence Hall Rooms

Searches of student residence hall rooms will be conducted in accordance with administrative procedures established by the College District President or designee. The procedures will describe the situations for which a search may be conducted and distinguish searches by Collin College officials from law enforcement searches.

Searches Conducted by Law Enforcement

Searches and interrogations will be conducted by Collin College Police Department officers consistent with the law and Collin College Police Department procedures.

Vehicle Use and Operation

Bicycles and properly state-registered and state-inspected motor vehicles are allowed on designated streets, roadways, and surface parking areas. Only motor vehicles are allowed in parking garages. In the interest of safety, operating or riding hoverboards, longboards, rollerblades,

scooters, Segways, skateboards, etc., is prohibited in Collin College parking garages and/or buildings, unless authorized by the Accommodations at Collin College for Equal Support Services (ACCESS) Office or Human Resources Department as a reasonable accommodation required by the [Americans with Disabilities Act of 1990 \(ADA\)](#), [Americans with Disabilities Act and Amendments Act of 2008 \(ADAAA\)](#), or other federal law. Pedestrians have the right of way on Collin College sidewalks.

Weapons on Campus

Collin College prohibits the possession of any prohibited weapon, as defined by Board policies CHF (LOCAL), DH (LOCAL), and FLB (LOCAL) on all Collin College property at all times, except by peace officers licensed by a state of the United States or a federal agency.

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a Collin College-approved activity supervised by proper authorities.

For more information, see *Chapter 11: Weapons on Campus* in the [Student Code of Conduct](#) as well as Board policies CHF (LOCAL), DH (LOCAL), and FLB (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=weapons>.

CougarAlert

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, social media, and/or email. CougarAlert may be triggered when a situation places Collin College community members at risk; and may provide information for evacuation, inclement weather, power outages, unscheduled closures, etc., but not for promotional purposes. Collin College-issued email addresses and home phone numbers are automatically loaded into CougarAlert, but students can and should add text and additional email contacts and update existing contacts, as needed. Standard text messaging fees from service providers may apply. During emergencies, go to www.collin.edu for details. If a closure notice is not posted on the website, Collin College is open.

For more information and instructions on how to update or add email, phone, and text contacts, go to www.collin.edu/cougaralert.html.

Emergency and Safety Procedures

Reporting an Emergency

On Campus

If there is an emergency on any Collin College campus, immediately contact the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone.

If it is a life-threatening medical emergency, go to the nearest phone and dial 911, then contact the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone.

An emergency can also be reported in person at any of the following Collin College Police Department office locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121
7. Plano Campus: Room K-119
8. Technical Campus: Room C-010
9. Wylie Campus: Room B-139

Rockwall Center

Report security issues to the site coordinator at 469.698.7499. If it is a life-threatening medical emergency, go to the nearest phone and dial **911**, or contact the Rockwall Police Department at **972.771.7717**.

Off-Campus Collin College-Sponsored Activities

If an emergency arises, dial **911** and then immediately notify a Collin College faculty or staff member. The faculty or staff member will notify the appropriate Collin College administrator(s).

College-Wide Security and Safety Alerts

In the event a crime occurs within Collin College's *Clery Act* geography that does not meet the requirements for a timely warning notice, as described in the [Timely Warning Notices](#) section of this student handbook, and, in the judgment of the Collin College Police Department, constitutes a serious or continuing threat to members of the Collin College community, a college-wide security and safety alert will be issued. The purpose of a college-wide

security and safety alert is to notify the Collin College community of the crime and provide information that may enable Collin College students, faculty, and staff to better protect themselves.

When issuing a college-wide security and safety alert, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. Additionally, when issuing a college-wide security and safety alert, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

College-wide security and safety alerts will always be distributed through CougarAlert and posted on the Collin College Police Department's webpage, www.collin.edu/campuspolice/. Official updates to and discontinuance of college-wide security and safety alerts will always be sent through CougarAlert and posted on the Collin College Police Department's webpage, www.collin.edu/campuspolice/. For more information on CougarAlert, see the [CougarAlert](#) section in this student handbook.

Criminal Activity

If a student, faculty, or staff member is the victim of, or a witness to, criminal activity, they should call the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of criminal activity, and a phone number where you can be contacted for additional information. If instructed by the Collin College Police Department, dial **911** and report the criminal activity to emergency services. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Emergency Closing of Collin College

If classes are canceled, the announcement will be made through CougarAlert, Collin College's website www.collin.edu, and the local radio and television stations listed below. A decision to cancel classes will usually be made by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. If a closure notice is not posted on the website, Collin College is open.

Radio Stations	
570 AM, KLIF	820 AM, WBAP
1080 AM, KRLD	1310 AM, KTCK
93.3 FM, KLIF	94.9 FM, KLTY
95.3 KHYI FM	96.3 FM, KSCS
96.7 FM, KTCK	98.7 FM, KLUV
99.5 FM, KPLX	100.3 FM, KJKK
103.7 FM, KVIL	105.3 FM, KRLD
107.5 FM, KMOV	

Television Stations	
KDFW Channel 4	WFAA Channel 8
KTXA Channel 21	KXAS Channel 5
KTVT Channel 11	

Emergency Drills

Collin College will conduct emergency drills (e.g., evacuation, fire, severe weather) periodically throughout the academic year at each campus and center. All students, faculty, and staff are expected to participate in emergency drills and follow instructions given to them by Collin College officials. Students, faculty, and staff should wait for Collin College officials to notify them when emergency drills are complete and they are able to return to normal activities.

If there are any questions or concerns regarding emergency drills, contact the Office of Emergency Management at 972.881.5617 or emergencymanagement@collin.edu.

Emergency Notifications

Collin College is committed to ensuring its community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation occurring on campus or in the local area that poses an immediate threat to the health and safety of Collin College students, faculty, and staff. Collin College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and/or staff occurring on campus. An "immediate threat" includes an imminent or impending threat, significant emergency, or dangerous situation (e.g., approaching tornado or other extreme weather condition, armed intruder, bomb threat, chemical or hazardous waste spill, explosion, fire, gas leak, outbreak of a serious illness).

CougarAlert is Collin College's official emergency notification system, providing critical information to the entire Collin College community via text message, phone message, and/or email. For more information, see the [CougarAlert](#) section in this student handbook.

Emergency notification messages may direct individuals to evacuate, shelter in place, stay away from a certain area, or contain other information pertinent to the situation. Collin College may also send follow-up messages to update the community, change the actions individuals should take, or provide other pertinent information as the significant emergency or dangerous situation unfolds. In all cases, Collin College will provide an "all clear" or "end of incident" message when there is no longer a danger to the Collin College community.

Evacuation

When indoor alarms sound or strobe lights flash to signal there is danger inside or near a building, such as a fire, leave the building immediately using the nearest marked exit, unless otherwise instructed. Go outside the building, and assist those who are disabled. Take all valuables (e.g., backpack, cellphone, purse) with you. Assemble outside as directed by Collin College officials, and stay at least 300 feet away from the building. Notify the Collin College Police Department or emergency crews if you suspect someone is still in the building. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Lockdown

If there is an intruder with a weapon or the threat of another type of violence on campus, students, faculty, and staff should take appropriate actions depending on their personal situation and location. Appropriate actions include:

1. **Avoid:** Go to a safer location if that is an option.
2. **Deny:** Get out of sight, remain quiet, and lock or barricade doors when possible.
3. **Defend:** If confronted with violence, collaborate with others to distract the intruder, and get away or defend yourselves.

Warn others and call **972.578.5555** or extension **5555** from any campus phone if you have information for the Collin College Police Department. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Medical Emergencies

Dial **911** for medical emergencies, and then call the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Give the dispatcher your name, the location of the emergency, and the type of emergency. If the medical emergency occurs in one (1) of the Fitness Centers, also notify the Fitness Center staff member on duty.

Automated external defibrillators (AED) and first aid kits can be found in various locations on each campus and center. While on campus, students, faculty, and staff should make themselves aware of these locations.

Seek Shelter

When outdoor warning sirens sound to signal there is a severe weather or environmental danger outside, find a safe place in a building. Go inside the nearest building to bathrooms or interior halls on the lowest level, away from glass doors and windows. Monitor one (1) or more media sources. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Shelters can be found in various locations on each campus and center. While on campus, students, faculty, and staff should make themselves aware of these locations.

Threats

If any Collin College student, faculty, or staff member receives a threatening phone call, they should remain calm and obtain as much information as possible from the caller. Ask the caller questions such as the location where the incident will occur, the type of threat, and the time the incident will occur. Call the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of threat, and a phone number where you can be contacted for additional information.

Timely Warning Notices

In the event a [Clery Act](#) crime occurs within Collin College's [Clery Act](#) geography that, in the judgment of the Collin College Police Department, constitutes a serious or continuing threat to members of the Collin College community, a timely warning notice will be issued. The purpose of a timely warning notice is to notify the Collin

College community of the *Clery Act* crime and provide information that may enable Collin College students, faculty, and staff to better protect themselves.

When issuing a timely warning notice, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. Additionally, when issuing a timely warning notice, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

Timely warning notices will always be sent through CougarAlert and posted on the Collin College Police Department's webpage at www.collin.edu/campuspolice/. Official updates to and discontinuance of timely warning notices will always be sent through CougarAlert and posted on the Collin College Police Department's webpage at www.collin.edu/campuspolice/. For more information on CougarAlert, see the [CougarAlert](#) section in this student handbook.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=clery+act>.

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 \(f\) \(Clery Act\)](#) is a federal law that requires all colleges and universities that receive federal funding to disclose information about crimes that occur on and near their respective campuses. Specifically, the *Clery Act* requires colleges and universities to:

1. Publish an annual security report (ASR);
2. Have a public crime log;
3. Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities;
4. Issue timely warning notices about *Clery Act* crimes that pose a serious or continuing threat to students and employees;

5. Devise an emergency response, notification, and testing policy;
6. Compile and report fire data to the federal government and publish an annual fire safety report for on-campus student housing facilities; and
7. Enact policies and procedures to handle reports of missing students for those individuals residing in student housing facilities.

For more information on the *Clery Act*, Collin College's efforts to comply with the *Clery Act*, and to view Collin College's current *Annual Security and Fire Safety Report (ASFSR)*, go to www.collin.edu/studentresources/deanofstudents/cleryact.html.

Parking

Collin College students should adhere to the following parking regulations:

1. Parking stickers are encouraged for all campuses and are provided at no charge to students. Parking stickers are available at the Information Centers and Student Engagement Offices at the Frisco Campus, McKinney Campus, Plano Campus, and Wylie Campus. Parking stickers are available at the Information Center at the Celina Campus, Courtyard Center, Farmersville Campus, and Technical Campus. Students taking classes at the Public Safety Training Center and Rockwall Center should contact Collin College staff for parking stickers.
2. Disabled parking is available only for vehicles with state-approved permits. This parking is monitored by the Collin College Police Department, and no exceptions can be authorized by Collin College. Unauthorized vehicles can be fined up to \$500.
3. Vehicles parked in any area other than a designated parking space or lot may be towed at the vehicle owner's expense. For information regarding towed vehicles, contact the Collin College Police Department at extension 5555 or 972.578.5555.
4. It is unlawful to stop, stand, block, or park in Collin College fire lanes. Drivers are not allowed to block or impede lanes of traffic. Violators may be fined up to \$200.

Additional information regarding parking and driving policies can be found on the Collin College Police Department website at www.collin.edu/campuspolice/.

Registered Sex Offenders

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FL>.

Information provided by the State of Texas concerning registered sex offenders who are on campus may be obtained from the Collin College Police Department.

In compliance with the [Campus Sex Crimes Prevention Act \(Section 1601 of Public Law 106-386\)](#) and the [Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act](#), a convicted sex offender who is a student, employee, or an individual who frequents Collin College must register with the Collin College Police Department. In accordance with Board policy [FL \(LEGAL\)](#), a

student who is a convicted sex offender must register with the Collin College Police Department no later than the seventh day after the date on which the person begins to attend Collin College. Additionally, a student who is a convicted sex offender must notify the Collin College Police Department no later than the seventh day after the date of termination of the person's status as a student at Collin College. To register, a student, employee, or an individual who frequents Collin College must schedule an appointment with a Collin College Police Department administrator at 972.578.5555.

For more information, contact the Collin College Police Department at 972.578.5555 or go to the Texas Department of Public Safety's (TxDPS) Texas Public Sex Offender Registry available on the web at <https://publicsite.dps.texas.gov/SexOffenderRegistry>.

Section 8: Technology Use and Resources

Acceptable Use Policy (AUP)

Collin College requires the acceptance of a usage policy when anyone accesses its systems or equipment. The Acceptable Use Policy (AUP) between Collin College and users outlines the appropriate use of access to the network, software suites, and the internet. This is also known as a Data Use Agreement (DUA).

Collin College's AUP helps to:

1. Prevent cybersecurity threats,
2. Ensure users avoid illegal activity,
3. Focus on productivity, and
4. Allow the sending of confidential information.

Collin College's AUP can be found on the Security Policies, Plans, Procedures, and Processes webpage located at www.collin.edu/security/isp.html.

Students must click "Agree," to accept the AUP, or they will not be able to access Collin College's tools, software, or network.

Canvas Learning Management System

Collin College uses the Canvas Learning Management System (i.e., Canvas). Students access Canvas in CougarWeb, <https://cougarweb.collin.edu>, via the "My Courses" tab. Multifactor authentication (i.e., OneLogin) is required to access Canvas. Instructions for setting up OneLogin are available at www.collin.edu/academics/ecollin/oneloginnewuser.html.

Students' access to Canvas is available on the first official day of class. All Collin College credit courses use Canvas as the place to access the course syllabus, instructor's contact information, and end-of-course evaluations.

A "Student Introduction to Canvas" course is available for all prospective and current Collin College students. Students can access this Canvas orientation from the eLearning Center Resources webpage located at www.collin.edu/academics/ecollin/studentcanvasresources.html.

Collin College Email

Collin College provides credit and Continuing Education (CE) students who are currently enrolled and attending a course with an email address. This email address serves as the official form of communication between students and Collin College, and is used to distribute student financial account statements, financial aid and registration information, class changes and cancellations, correspondence from faculty and staff members, and more.

Collin College email is accessed through the OneLogin portal. Students will need to set up OneLogin before they can access their Collin College email accounts. Instructions for setting up OneLogin are available at www.collin.edu/academics/ecollin/oneloginnewuser.html.

For assistance accessing Collin College email, contact Student Technical Support at 972.377.1777 or send an email to studenthelpdesk@collin.edu from the email address listed on the student's application for admission.

CougarQ

CougarQ is a virtual line where students can reserve a spot online or by text without physically lining up in front of Admissions, Advising, Financial Aid and Veterans Services, the International Student Office (ISO), or Student and Enrollment Services.

For more information and to log into CougarQ, go to www.collin.edu/admissions/CougarQ.html.

CougarWeb

Students will use CougarWeb, Collin College's portal located at <https://cougarweb.collin.edu>, to view classes and availability, register for classes, pay tuition, view financial aid status, access Collin College email, access Collin College's learning management system (i.e., Canvas), and more. Student services available through CougarWeb include, but are not limited to:

1. Account summary,
2. Address information,
3. Class registration,
4. Degree audits,
5. Fee assessment and payment,

6. Grades,
7. Official and unofficial academic transcripts,
8. Registration holds, and
9. Student schedule.

Students will need their usernames and passwords that are issued via email during the admissions process to log in to CougarWeb.

For assistance with logging in to CougarWeb, contact Student Technical Support at 972.377.1777.

Multifactor Authentication

OneLogin is a multifactor authentication tool used by Collin College. Multifactor authentication is used to help secure students' accounts. Once students are logged into OneLogin, they will have single click access to applications such as Canvas, Office 365, and many more based on their permissions. Instructions for setting up OneLogin are available at www.collin.edu/academics/ecollin/onelogin/newuser.html.

For OneLogin assistance, contact Student Technical Support at 972.377.1777 or send an email to studenthelpdesk@collin.edu.

Student Computer Labs

Student Computer Labs provide currently enrolled Collin College students access to a computer for college-related work. Students have unlimited access to the computers in these labs, but will be required to use the Pharos printing system, which gives each student 300 free pages per semester and charges 10 cents per page after 300 pages. Locations and schedules for the Student Computer Labs at each campus are available online at www.collin.edu/department/computernetworking/openlab.html.

For more information, contact Campus Technology at one (1) of the following campus locations:

1. Celina Campus: 469.905.3577
2. Collin Higher Education Center: 972.599.3170
3. Courtyard Center: 972.758.3855
4. Farmersville Campus: 972.549.6477
5. Frisco Campus: 972.377.1577
6. McKinney Campus: 972.548.6871

7. Plano Campus: 972.881.5877
8. Technical Campus: 972.553.1200
9. Wylie Campus: 972.378.8577

Student Intellectual Property

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CT>.

Unless stated otherwise in Board policy CT (LOCAL), ownership to all copyrights, trademarks, patents, and other intellectual property rights will remain with, or be assigned in writing from the person or entity to, Collin College at all times.

Unless stated otherwise in Board policy CT (LOCAL), a student will retain all rights to work created as part of instruction or using Collin College technology resources.

Definitions

“Incidental use” is defined as minor utilization of resources commonly encountered in the course of an employee’s daily job. This includes, but is not limited to, an individual’s office, office computer, telephone, and library resources.

“Scholarly works” are defined as works that are created to further scholarly or artistic activity for which no compensation is granted by Collin College. These include, but are not limited to, manuscripts, scholarly articles, documentaries, websites, monographs, works of art, and other research-based productions.

“Educational materials” are defined as teaching or course materials that are not works for hire, such as class notes, curriculum guides, and laboratory notebooks.

“Collin District time” is defined as time an employee spends conducting work that contributes to the course and scope of employment as defined in the assigned job description.

Employees

Collin College Ownership

As an agent of Collin College, an employee, including a student employee, will not have rights to a work or invention they create, author, or invent on Collin District time or using Collin College technology resources or Collin College intellectual property with the exception of scholarly works produced with incidental use of Collin College

resources or educational materials. The agent will assign their rights in writing to the works or invention to Collin College. Collin College will own any work, work product, or invention created or invented by a Collin College employee in the course and scope of their employment or if substantially produced using Collin College equipment, including the right to obtain copyrights and patents. Collin College will have a royalty-free, perpetual, non-exclusive, transferrable right from the employee, including a student employee, to use, copy, display, or distribute the scholarly works or educational materials for education purposes.

Employee Ownership

A Collin College employee, including a student employee, will own any work, work product, or invention created or invented outside the Collin College employee's course and scope of their employment, produced on their own time, away from their job, with personal equipment and materials, and with incidental use of Collin College resources, including the right to obtain patents or copyrights.

Permission

If not in the course and scope of their employment, a Collin College employee, including a student employee, may apply to the College District President or designee to use Collin College materials and equipment in their creative projects, provided the employee agrees either to grant to Collin College a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits Collin College to be listed as co-author or co-inventor if Collin College's contribution to the work is substantial. Unless stated otherwise in Board policy CT (LOCAL), Collin College materials do not include student work, all rights to which are retained by the student.

Disclosure of Intellectual Property

Collin College personnel endeavoring to produce intellectual property of commercial value will disclose planned projects by completing the Request for Determination of Intellectual Property Rights Form available through the Human Resources Department. Collin College employees will not disclose the planned projects to third parties until a response from Collin College to the request is issued.

Works for Hire

Collin College may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that Collin College will own the work product and intellectual property to the work product created under the agreement, as permitted by intellectual property law. Independent contractors will comply with intellectual property law in all works commissioned.

Return of Intellectual Property

Upon the termination of any person's association with Collin College, all permission to possess, receive, or modify Collin College's intellectual property will also immediately terminate. All such persons will return to Collin College all intellectual property, including, but not limited to, any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person. All electronic copies will be permanently deleted or electronically destroyed.

Copyright

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the College District President or designee, Collin College will require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

All persons are prohibited from using Collin College technology in violation of any law, including copyright law. Only appropriately licensed programs or software may be used with Collin College technology resources. No person will use Collin College's technology resources to post, publicize, or duplicate information in violation of copyright law. The Collin College Board of Trustees (Board) will direct the College District President or designee to employ all reasonable measures to prevent the use of Collin College technology resources in violation of the law. All persons using Collin College technology resources in violation of the law will lose user privileges in addition to other sanctions. See Board policy BBI (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=BBI>, as well

as Board policies CR (LEGAL) and CR (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CR>.

Electronic Media

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

Designated Agent

Collin College will designate an agent to receive notification of alleged online copyright infringement and will notify the U.S. Copyright Office of the designated agent's identity. Collin College District will include on its website information on how to contact Collin College's designated agent and a copy of Collin College's copyright policy. Upon notification, Collin College's designated agent will take all actions necessary to remedy any violation. Collin College will provide the designated agent appropriate training and resources necessary to protect Collin College.

If a content owner reasonably believes that Collin College's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Trademark

Collin College protects all Collin College and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

Collin College-Related Use

Collin College may grant permission to students, student organizations, parent organizations, and other Collin College-affiliated college-support organizations to use, without charge, Collin College and campus trademarks to promote a group of students, an activity or event, a campus, or Collin College, if the use is in furtherance of Collin College-related business or activity and such use does not damage or tarnish Collin College's trademarks. The College District President or designee, in their sole discretion, will determine what constitutes use in the

furtherance of Collin College-related business or activity, and is authorized to revoke permission if the use is improper or does not conform to administrative procedures/guidelines or international, federal, and state laws.

Public Use

Members of the general public, outside organizations, vendors, manufacturers, wholesalers, distributors, and retailers will not use Collin College trademarks without the written permission of the College District President or designee. Any production of merchandise or other goods with Collin College trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses Collin College trademarks without appropriate authorization will be subject to legal action.

Classroom lectures and classroom materials, including, but not limited to, recordings, faculty-produced lecture notes, and supplemental materials, are covered by this intellectual property policy and are not available for distribution to the general public or for non-Collin College academic purposes.

Student Technical Support

Technical support is available to assist current Collin College credit and Continuing Education (CE) students 24 hours a day, 7 days a week. Student Technical Support can assist students with things like password resets and forgotten passwords, logging into Collin College's various applications and portals, and accessing OneLogin. Additionally, online student resources are available at www.collin.edu/academics/ecollin/.

Student Technical Support can be contacted through any of the methods listed below.

Phone: 972.377.1777

Email: studenthelpdesk@collin.edu

Website: www.collin.edu/aboutus/helpdesk/student.html

Section 9: Student Code of Conduct

Chapter 1: Definitions, Application, and Expectations

Definitions

For the purposes of the *Student Code of Conduct*:

1. A “student” is defined as an individual who is currently enrolled or in attendance at Collin College in credit classes, Continuing Education (CE) classes, Developmental Education (DE) classes, or non-credit classes either on or off campus.
2. A “program applicant” is defined as an individual who is in the process of admitting/enrolling or re-admitting/re-enrolling to Collin College and/or a specific Collin College program.
3. “College District business days” exclude weekends (i.e., Saturdays and Sundays), national holidays recognized by Collin College, and College District closures.

Definitions of other terms used in the *Student Code of Conduct* are located in the applicable sections.

Application of the *Student Code of Conduct*

The *Student Code of Conduct* applies to a person who was a student at the time they allegedly violated the *Student Code of Conduct*; Board policies; municipal, county, state, or federal laws; and/or Collin College procedures.

The *Student Code of Conduct* applies while on Collin College property, using Collin College facilities, and/or attending Collin College-sponsored activities on or off campus. Collin College will follow the student disciplinary process even if a student graduates, transfers, or withdraws while disciplinary action is pending.

Additionally, program applicants may be subject to the provisions outlined in this *Student Code of Conduct* and/or referred to the Collin College Police Department, depending on the nature and circumstances of the alleged misconduct.

Student Expectations

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

Students are expected to comply with the *Student Code of Conduct*, Board policies, laws, and Collin College procedures. Collin College students are both citizens and

members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

Collin College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two (2) basic standards of behavior required of all students:

1. They will adhere to Collin College policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of Collin College.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. Collin College may initiate the student disciplinary process for an alleged violation of the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures regardless of the student’s current status with a municipal, county, state, and/or federal authority for the same act.

In the event any provision of this *Student Code of Conduct* conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

Chapter 2: Alcohol, Drugs, Smoking, Tobacco, and Electronic Smoking Devices Prohibited

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLBE>.

Students seeking assistance or educational materials regarding alcohol, drugs, smoking cessation, tobacco, or other substances should contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu.

Alcohol

The use of intoxicating beverages will be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas. The College District President is authorized by the Board of Trustees (Board) to permit the serving and

consumption of alcohol at special fundraising functions for Collin College, at specially designated events in Collin College facilities, and as a part of specifically defined and approved academic curricular programs and/or classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by Collin College and/or the Collin College Foundation. State law will be strictly enforced at all times on all property owned and controlled by Collin College in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

When on Collin College property or while attending Collin College-sponsored activities on or off campus, a student will not, or attempt to, possess, have under their control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol;
2. Any controlled substance as defined by the [Texas Controlled Substances Act](#);
3. Abusable volatile chemicals in violation of the manufacturer's directions;
4. A dangerous drug, as defined by state or federal law;
5. Steroids;
6. Substances referred to as designer drugs; or
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphorants, and/or look-alike products or anything represented to be one (1) of these substances.

Paraphernalia

A student will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

Notice Regarding Steroids

In accordance with the [Texas Higher Education Code Section 51.921](#), anabolic steroids and growth hormones are for medical use only. State law prohibits possessing,

dispensing, delivering, or administering an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

Definition of Possession

Possession means actual care, custody, control, or management, and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the item possessed or is aware of their control over the item for a sufficient time to permit the student to terminate their control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

Exceptions

It will not be considered a violation of this policy if the student:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

Drug Testing

Student participation in certain academic and extracurricular programs may require drug testing. A student may be tested upon beginning participation in the identified programs and/or on a random basis. The requirements are defined and available for review prior to a student enrolling in Collin College or participating in the affected programs and activities.

Smoking, Tobacco, and Electronic Smoking Devices

Collin College is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) will be strictly prohibited anywhere on Collin College property or in Collin College facilities.

Electronic smoking devices, also known as electronic cigarettes or personal vaporizers, are products often shaped like cigarettes, cigars, or pipes that are designed to deliver nicotine or other substances to the user in the form of a vapor. Electronic smoking devices typically contain battery-powered heating elements, replaceable cartridges containing nicotine or other chemicals, and an atomizer that converts the contents of the cartridge into a vapor the user inhales.

A student who violates this policy may be issued a citation by the Collin College Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*.

Violation

Students who violate this policy will be subject to appropriate disciplinary action, as defined in [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*. Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, Suspension, recommendation for Expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one (1) or more classes for any type of academic credit, except for Continuing Education (CE) units, will be given a copy of Collin College's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Chapter 3: Dating Violence, Domestic Violence, Gender-Based Harassment, Retaliation, Sex Discrimination, Sexual Assault, Sexual Harassment, and Stalking Prohibited

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FFDA>.

This policy addresses complaints of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking targeting students participating in Collin College's education program or activity. For legally referenced material relating to this subject matter, see Board policies FA (LEGAL), FFDA (LEGAL), and FFDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=ffda>.

For legally referenced material relating to discrimination, harassment, and retaliation targeting Collin College students, see [Chapter 4: Discrimination, Harassment, and Retaliation Prohibited](#) in this *Student Code of Conduct* as well as Board policies FA (LEGAL), FFDB (LEGAL), and FFDB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=ffdb>.

For legally referenced material relating to dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking targeting Collin College employees, see Board policies DAA (LEGAL), DIAA (LEGAL), and DIAA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=diaa>.

Statement of Non-Discrimination

Collin College is an equal opportunity institution that provides educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class.

Collin College prohibits discrimination, including harassment, against any student or employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited.

Definitions

The terms used throughout this section are defined below. These definitions comply with [Clery Act, Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended, and [Violence Against Women Act \(VAWA\)](#) regulations. In accordance with the *Clery Act, Title IX*, as amended, and *VAWA*, these definitions will be used when investigating complaints of dating violence, domestic violence, sexual assault, and stalking against a Collin College student or employee. These definitions, as well as State of Texas and jurisdictional definitions, are also included in primary and ongoing prevention and training programs.

Collin College's Definition of Consent to Sexual Activity

For purposes of this policy, sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained when investigating a complaint of sexual assault against a Collin College student or employee:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word "no" or the like (e.g., "stop") does not imply consent.
3. Although consent can be non-verbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.
4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing) are unwarranted and should not be considered grounds for consent.
5. As defined in the [State of Texas Penal Code §22.011 Sexual Assault](#), the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol,

drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual assault.

7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner's verbal and/or non-verbal communication to stop, you have committed sexual assault.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

Dating Violence

In accordance with the [Violence Against Women Act \(VAWA\)](#), the term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on the reporting party's statement and a consideration of:

1. The length of the relationship,
2. The type of relationship, and
3. The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence below.

Domestic Violence

In accordance with the [Violence Against Women Act \(VAWA\)](#), the term "domestic violence" includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. Any other member of the victim's family as defined by state law;
5. Any other current or former member of the victim's household as defined by state law (i.e., a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, including, but not limited to, student housing roommates); or
6. Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs (i.e., any other person against an adult or youth victim who is protected from that person's actions under the domestic or family violence laws of the jurisdiction in which the violence occurred).

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or non-verbal conduct based on the student's or employee's gender, the student's or employee's expression of characteristics perceived as stereotypical for the student's or employee's gender, or the student's or employee's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, pervasive, and objectively offensive that the conduct limits or denies a student's or employee's ability to participate in or benefit from Collin College's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student or employee, regardless of the student's or employee's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds

of aggressive conduct such as theft or damage to property. Examples may also include forms of dating violence, domestic violence, or stalking.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking, as defined in this policy, even if the behavior does not rise to the level of unlawful conduct.

Retaliation

Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited. Neither Collin College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable federal *Title IX* regulation; this policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a *Title IX* investigation, proceeding, or hearing.

Charging an individual with a violation(s) that does not involve sexual harassment, but arises out of the same facts or circumstances as a formal complaint of sexual harassment, for the purposes of interfering with any right or privilege secured by applicable federal *Title IX* regulations, constitutes retaliation.

In an effort to prevent acts of retaliation, Collin College will keep confidential and not disclose the identities of complainants, respondents, and witnesses, except as permitted by the [*Family Educational Rights and Privacy Act of 1974 \(FERPA\)*](#), required by law, or necessary to investigate and resolve a *Title IX* complaint.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a violation(s) for making a materially false statement in bad faith in the course of a *Title IX* complaint proceeding does not constitute prohibited retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Complaints alleging retaliation in connection with a complaint or investigation of prohibited conduct as defined by this policy will be addressed in accordance with this policy.

Complaints alleging retaliation in connection with other policies or laws may be filed in accordance with Collin College's prompt and equitable grievance procedures. For more information, see Board policies DIAB (LOCAL) and FFDB (LOCAL), and the student and employee disciplinary processes. To view Board policies DIAB (LOCAL) and FFDB (LOCAL), go to <https://pol.tasb.org/PolicyOnline/SearchRes ults/?key=304&query=retaliation>. For more information on the student disciplinary process, see [Chapter 4: Discrimination, Harassment, and Retaliation Prohibited](#) and [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*, or contact the District Dean of Students Office at 972.881.5604 or dos@collin.edu. For more information on the employee disciplinary process, contact the Human Resources Department at 972.758.3856 or hr@collin.edu.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Sex Discrimination

Sex discrimination against a student or employee is defined as conduct directed at a student or employee on the basis of sex or gender that adversely affects the student or employee.

Sexual Assault

Sexual assault is a form of sexual harassment. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. In accordance with the [Clery Act](#), sexual assault is any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent; and includes attempted sexual acts, fondling, incest, rape, and statutory rape.

Sexual Harassment

Title IX Definition

In accordance with [Title IX](#), as amended May 19, 2020, sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

1. A Collin College employee conditioning the provision of an aid, benefit, or service of Collin College on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Collin College's education program or activity; or
3. Sexual assault, as defined in the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#); and dating violence, domestic violence, or stalking as defined in the [Violence Against Women Act \(VAWA\)](#).

Sexual Harassment of a Student by an Employee

For purposes of this policy, sexual harassment of a student by a Collin College employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

1. A Collin College employee causes the student to believe that the student must submit to the conduct in order to participate in a Collin College program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo harassment);
2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it limits or denies the student's educational access and/or ability to participate in or benefit from Collin College's educational program; or
3. Any instance of sexual assault, as defined in the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#); and dating violence, domestic violence, or stalking as defined in the [Violence Against Women Act \(VAWA\)](#).

Sexual Harassment of a Student by Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or non-verbal conduct when the conduct is so severe, persistent, or pervasive, and objectively offensive that it limits or denies a student's ability to participate in or benefit from Collin College's educational program. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Sexual Harassment of an Employee

For purposes of this policy, sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee;
2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment; or
3. Any instance of sexual assault, as defined in the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#); and dating violence, domestic violence, or stalking as defined in the [Violence Against Women Act \(VAWA\)](#).

Note

Quid pro quo sexual harassment, *Clery Act*, and *VAWA* offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because such misconduct is considered sufficiently serious to deprive an employee of equal access.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual

nature; offensive or derogatory language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact. Examples may also include forms of dating violence, domestic violence, or stalking.

Stalking

In accordance with the [Violence Against Women Act \(VAWA\)](#), the term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
3. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reporting Incidents of Prohibited Conduct

In accordance with applicable federal *Title IX* regulations, Collin College utilizes a consistent, transparent grievance process for resolving formal complaints of prohibited conduct.

Student Report

Any student who believes they have experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged act(s) to the appropriate Title IX coordinator, deputy Title IX coordinator, another Collin College employee, or, alternatively, submit the report electronically through Collin College's website at [https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title_IX_Formal_Complaint_Form).

Employee Report

Any Collin College employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the appropriate Title IX coordinator or deputy Title IX coordinator and take any other steps required by this policy. Additionally, a Collin College employee may submit the report electronically through Collin College's website at https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form or report it to the College District President or designee.

Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator

Collin College students and employees can contact the appropriate Title IX coordinator or deputy Title IX coordinator to report incidents of prohibited conduct.

Note: Reporting to any individual other than the appropriate Title IX coordinator or deputy Title IX coordinator does not constitute filing a formal complaint for the purposes of initiating the *Title IX* complaint resolution process. To initiate the *Title IX* complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator listed below. Additionally, to initiate the *Title IX* complaint resolution process, complainants cannot remain anonymous.

For the purposes of this policy, the following persons are designated as Collin College's Title IX coordinators and deputy Title IX coordinators:

Title IX Coordinator for Students

Terrence Brennan
District Dean of Students
Collin Higher Education Center
3452 Spur 399
Suite 457
McKinney, Texas 75069
Phone: 972.881.5734
Email: tbrennan@collin.edu

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean of Title IX Compliance
Collin Higher Education Center
3452 Spur 399
Suite 128
McKinney, Texas 75069
Phone: 972.599.3126
Email: athroop@collin.edu

Title IX Coordinator for Employees

Floyd Nickerson
Chief Employee Success Officer
Collin Higher Education Center
3452 Spur 399
Suite 400
McKinney, Texas 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

Deputy Title IX Coordinator for Employees

Tonya Jacobson
Manager Employee Relations
Collin Higher Education Center
3452 Spur 399
Suite 339
McKinney, Texas 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

Online Reporting Form

To file a complaint with the appropriate Title IX coordinator or deputy Title IX coordinator electronically, Collin College students and employees can submit the online form available at https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form.

Reporting to the Appropriate Law Enforcement Official(s)

For immediate notification to local law enforcement, dial **911**. To report an incident that occurred on a Collin College campus or property owned or controlled by Collin College to the Collin College Police Department, call **972.578.5555** or dial extension **5555** from any campus phone.

Note: Reporting to the appropriate law enforcement official(s) does not constitute filing a formal complaint for the purposes of initiating the Title IX complaint resolution process. To initiate the Title IX complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator, as outlined in the [Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator](#) section above.

If a complainant requests assistance with reporting to law enforcement, a Collin College official will help the complainant with that process. Additionally, complainants have the right not to report a crime or to decline to notify authorities, including law enforcement, if they so choose.

For more information on reporting to law enforcement and contact information for local law enforcement agencies, go to www.collin.edu/titleix/.

Counseling Services Office, TimelyCare, Human Resources Department, and Employee Assistance Program (EAP)

Note: Reporting to the Counseling Services Office, TimelyCare, Human Resources Department, or Employee Assistance Program (EAP) does not constitute filing a formal complaint for the purposes of initiating the Title IX complaint resolution process. To initiate the Title IX complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator, as outlined in the [Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator](#) section above.

Personal and group counseling sessions are offered free of charge to all currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed mental health professionals. Additionally, the Counseling Services Office can provide appropriate referrals to on- and off-campus resources for Collin College students and employees. For more information, contact the Counseling Services Office at 972.881.5126 or personal_counseling@collin.edu.

Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, and part-time staff through TimelyCare. Telehealth sessions are confidential and conducted by licensed physicians,

nurse practitioners, physician assistants, and mental health providers. This benefit is available 24 hours a day, seven (7) days a week; and there is no charge for qualified individuals to utilize TimelyCare's services. For more information, contact TimelyCare at 833.484.6359, email help@timely.md, or go to www.timelycare.com/collincollege.

Collin College employees can contact the Human Resources Department for advocacy and support. The Human Resources Department can assist employees with appropriate accommodations and reporting to law enforcement. Additionally, the Human Resources Department provides appropriate referrals to off-campus resources. For more information, contact the HR/Benefits team at 972.599.3152 or benefits@collin.edu.

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. For more information, contact the EAP at 866.327.2400, email eap@deeroaks.com, or go to www.deeroakseap.com/.

Employee Mandatory Reporting Under State Law

Note: Submitting a *Mandatory Reporting Form for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking* does not constitute filing a formal complaint for the purposes of initiating the *Title IX* complaint resolution process. To initiate the *Title IX* complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator, as outlined in the [Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator](#) section above.

In accordance with the [Texas Higher Education Code Section 51.252](#), a Collin College employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes dating violence, sexual assault, sexual harassment, or stalking as defined in this policy, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of

Collin College at the time of the incident, will promptly report the incident to Collin College's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

In accordance with the [Texas Higher Education Code Section 51.252](#), an employee who is designated by Collin College as a person with whom students may speak confidentially concerning dating violence, sexual assault, sexual harassment, or stalking as defined in this policy, or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This requirement does not affect the employee's duty to report an incident under any other law.

Peace Officer

A Collin College peace officer who receives information regarding an incident from an alleged victim who chooses to complete a pseudonym form as described by law will, in making a report, state only the type of incident reported and may not include the victim's name, phone number, address, or other information that may directly or indirectly reveal the victim's identity.

Exceptions

A Collin College employee is not required to make a report concerning:

1. An incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. An incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by Collin College or by a student organization affiliated with Collin College.

Mandatory Reporting Form

Collin College employees can access the *Mandatory Reporting Form for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking* online at <https://collin.guardianconduct.com/incident-reporting> or under the "Crisis Response" channel on the My Workplace tab in CougarWeb (<https://cougarweb.collin.edu>).

False Reports and Claims

A Collin College student who intentionally submits a false report, makes a false claim, or offers false statements regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, sexual harassment, and/or stalking will be subject to appropriate disciplinary action. Charging an individual with a violation(s) for submitting a false report, making a false claim, or making a materially false statement in bad faith during the course of a *Title IX* investigation does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party submitted a false report, made a false claim, or made a bad faith materially false statement.

A Collin College employee who intentionally submits a false report, makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, sexual harassment, and/or stalking is subject to appropriate discipline. Charging an employee with a violation(s) for submitting a false report, making a false claim, making a materially false statement, or refusing to cooperate during the course of an investigation regarding prohibited conduct does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a false claim or materially false statement.

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. Collin College will complete publicly available recordkeeping, including [Clery Act](#) reporting and disclosures, without inclusion of personally identifying

information about the complainant. Additionally, Collin College must maintain as confidential any accommodations or 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 accommodations or supportive measures.

Collin College's Title IX Complaint Resolution Procedures

Collin College has adopted complaint resolution procedures to comply with [Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended and published on May 19, 2020, the [Clery Act](#), and the [Violence Against Women Act \(VAWA\)](#). Collin College's complaint resolution procedures 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 (i.e., 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.

The complaint resolution procedures outlined in the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* located at www.collin.edu/titleix/ apply equally to all Collin College students and employees who are 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.

For more information, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* located at www.collin.edu/titleix/.

Chapter 4: Discrimination, Harassment, and Retaliation Prohibited

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FFDB>.

This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter,

see Board policy FA (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FA>.

For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see Board policies DIAB (LEGAL) and DIAB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DIAB>.

Allegations of discrimination, harassment, and retaliation against a Collin College student or program applicant will be handled by the District Dean of Students Office, which may utilize the student disciplinary process. For more information, see [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*. To view Board policies FM (LOCAL) and FMA (LOCAL) regarding the student disciplinary process, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fm>.

Statement of Non-Discrimination

Collin College prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from Collin College's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors;

physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Collin College prohibits retaliation by a student or Collin College employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding discrimination or harassment will be subject to appropriate disciplinary action.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Student Report

Any student who believes that they have experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee. For more information, see the [Responsible Employee](#) subsection below.

Employee Report

Any Collin College employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the appropriate Collin College official listed in this policy and will take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person will not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a non-professional counselor or advocate designated in administrative procedures as a confidential source will not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in Collin College’s *Annual Security and Fire Safety Report (ASFSR)* under the [Clery Act](#). For more information, see Board policy GCC (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GCC>.

Responsible Employee

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Collin College designates the following persons as responsible employees: any instructor, any administrator, or any Collin College official defined below.

Definition of Collin College Officials

For the purposes of this policy, Collin College officials are the ADA/Section 504 coordinators, Title IX coordinators, deputy Title IX coordinators, designated Leadership Team members, and the College District President.

ADA/Section 504 Coordinators

Reports of discrimination based on disability may be directed to the appropriate ADA/Section 504 coordinator. Collin College designates the following persons to coordinate its efforts to comply with [Title II](#) of the [Americans with Disabilities Act of 1990 \(ADA\)](#), as amended,

which incorporates and expands the requirements of [Section 504](#) of the [Rehabilitation Act of 1973](#), as amended:

ADA/Section 504 Coordinator for Students

Terrence Brennan
District Dean of Students
3452 Spur 399
Suite 457
McKinney, Texas 75069
Phone: 972.881.5734
Email: tbrennan@collin.edu

ADA/Section 504 Coordinator for Employees

Dr. Jennifer DuPlessis
Chief Human Resources Officer
3452 Spur 399
Suite 339
McKinney, Texas 75069
Phone: 972.985.3702
Email: jduplessis@collin.edu

Other Anti-Discrimination Laws

The College District President or designee will serve as coordinator for purposes of Collin College compliance with all other anti-discrimination laws.

Alternative Reporting Procedures

A student will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinators, may be directed to the College District President.

A report against the College District President may be made directly to the Board of Trustees (Board). If a report is made directly to the Board, the Board will appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct will be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair Collin College's ability to investigate and address the prohibited conduct.

To file a *Student Incident Report* with the District Dean of Students Office, call 972.881.5604, email dos@collin.edu, or go to [https://collin.guardianconduct.com/incident-reporting?incident_type=Student Incident Report](https://collin.guardianconduct.com/incident-reporting?incident_type=Student%20Incident%20Report).

Students who need to report a crime can contact the Collin College Police Department at 972.578.5555. If a student requests assistance with reporting to law enforcement, a Collin College official will help the student with that process. Students have the right not to report a crime or to decline to notify authorities, including law enforcement, if they so choose.

Investigation of the Report

Collin College may request, but will not require, a written report. If a report is made orally, the Collin College official will reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Collin College official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Collin College official will immediately authorize or undertake an investigation, except as provided below in the [Criminal Investigation](#) subsection.

If the Collin College official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other Collin College rules or regulations, the Collin College official will refer the complaint for consideration under the appropriate policy.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College will promptly take interim action calculated to address prohibited conduct as defined by this policy prior to the completion of Collin College's investigation.

Collin College Investigation

The investigation may be conducted by the Collin College official or a designee or by a third party designated by Collin College, such as an attorney. The investigator will have received appropriate training regarding the issues related to the complaint and the relevant Collin College policy and procedures.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies Collin College that a criminal or regulatory investigation has been initiated, Collin College will confer with the agency to determine if Collin College's investigation would impede the criminal or regulatory investigation. Collin College will proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, Collin College will promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the investigation should be completed within 60 College District business days from the date of the report; however, the investigator will take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation. The report will be filed with the Collin College official overseeing the investigation.

Notification of the Outcome

Collin College will provide written notice of the outcome, within the extent permitted by the [Family Educational Rights and Privacy Act \(FERPA\)](#) or other law, to the victim and the person against whom the complaint is filed.

Collin College Action

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, Collin College will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with Collin College policy and procedures. For more information, see [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*. To view Board policies FM (LOCAL) and FMA (LOCAL) regarding the student

disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fm>.

Corrective Action

Examples of corrective action may include, but are not limited to:

1. A training program for those involved in the complaint,
2. A comprehensive education program for the Collin College community,
3. Counseling for the victim and the student who engaged in prohibited conduct,
4. Follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred,
5. Involving students in efforts to identify problems and improve the Collin College climate,
6. Increasing staff monitoring of areas where prohibited conduct has occurred, and
7. Reaffirming Collin College's policy against discrimination and harassment.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, Collin College may take disciplinary action in accordance with Collin College policy and procedures or other corrective action reasonably calculated to address the conduct. For more information, see [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*. To view Board policies FM (LOCAL) and FMA (LOCAL) regarding the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fm>.

Confidentiality

To the greatest extent possible, Collin College will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. For more

information, see [Chapter 16: Appealing the District Dean of Students or Designee's Administrative Decision](#) in this *Student Code of Conduct* as well as Board policies DGBA (LOCAL) for employees, FLD (LOCAL) for students, and GB (LOCAL) for community members located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=appeals>.

Each party will be informed of their right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Records Retention

Retention of records will be in accordance with Collin College's records retention procedures. For more information, see [Chapter 22: Disciplinary Records and Retention](#) in this *Student Code of Conduct* and Board policy CIA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CIA>.

Chapter 5: Disruptive Activities and Behavior

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

Collin College prohibits any disruptive activities and/or behavior that interferes with administration, discipline, expressive activities, functions (including public service functions), research, teaching, or other Collin College-sponsored activities. A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus or property of Collin College.

"Disruptive activities" are:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administration of Collin College;
2. Seizing control of a building or portion of a building to interfere with administrative, educational, research, or other authorized activity;
3. Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the Collin College administration so that a person attempting to

participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;

4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
5. Obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of Collin College.

This section may not be construed to infringe on any right of free speech or expression guaranteed by the Constitution of the United States or of this state. For more information, see Board policies FLA (LEGAL) and FLA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLA> and [Chapter 10: Student Expression and Use of Collin College Facilities](#) in this *Student Code of Conduct*.

Chapter 6: Hazing

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=hazing>.

The information in this section is taken from the [Texas Education Code Chapter 37, Subchapter F](#), the [Texas Higher Education Code Section 51.936](#), Board policy FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>, and Board policy FLBC (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLBC>.

Prohibition of Hazing

Hazing is a criminal violation under Texas law and is prohibited at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus.

Definitions

Educational Institution

For the purposes of this policy, "educational institution" includes a public or private high school and a public or private college, university, or other postsecondary educational institution.

Hazing

“Hazing” means any intentional, knowing, or reckless act, occurring on or off a Collin College campus, by one (1) person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Item 5 below, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the [Texas Penal Code](#); or
5. Involves coercing, as defined by the [Texas Penal Code Section 1.07](#), the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by the [Texas Penal Code Section 49.01](#).

Organization

For the purposes of this policy, “organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or student government; a band or musical group; an academic, athletic, cheerleading, or dance team, including any group or team that participates in [National Collegiate Athletic Association \(NCAA\)](#) or [National Junior College Athletic Association \(NJCAA\)](#) competition; or a service, social, or similar group, whose members are primarily students.

Pledge

“Pledge” means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.

Pledging

“Pledging” means any action or activity related to becoming a member of an organization.

Student

For the purposes of this policy, “student” means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

Hazing Offense

Personal Hazing Offense

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Recklessly permits hazing to occur; or
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student at Collin College, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the district dean of students or other appropriate Collin College official.

The offense of failing to report is a Class B misdemeanor. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor. Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor. Any other offense under this section that causes the death of another is a state jail felony. Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision

under the [Code of Criminal Procedure Chapter 42A](#), for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Organization Hazing Offense

An organization commits an offense if the organization condones or encourages hazing, or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000; or, if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Consent Not a Defense

It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution or Civil Liability Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person who voluntarily reports a specific hazing incident involving a student at Collin College to the district dean of students or other appropriate Collin College official is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the reported hazing incident if the person:

1. Reports the incident before being contacted by Collin College concerning the incident or otherwise being included in Collin College's investigation of the incident; and
2. As determined by the district dean of students or other appropriate Collin College official designated by the institution, cooperates in good faith throughout any institutional process regarding the incident.

Immunity from prosecution extends to participation in any judicial proceeding resulting from the report. A person is not immune from prosecution if the person:

1. Reports the person's own act of hazing, or
2. Reports an incident of hazing in bad faith or with malice.

Offenses in Addition to Other Penal Provisions

This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of Collin College to enforce its own penalties against hazing.

Reporting by Medical Authorities

A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities:

1. May report the suspected hazing activities to police or other law enforcement officials, and
2. Is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Venue

In this section, "prosecuting attorney" means a county attorney, district attorney, or criminal district attorney.

An offense under this subchapter may be prosecuted:

1. In any county in which the offense may be prosecuted under other law, or
2. If the required written consent of a prosecuting attorney is provided, in a county in which is located the Collin College campus at which a victim of the offense is enrolled.

Dissemination of Hazing Information

On Collin College's Website

Collin College will develop and post in a prominent location on its website a report on hazing committed on or off campus by an organization registered with or recognized by Collin College. The report:

1. Must include information regarding each disciplinary action taken by Collin College against an organization for hazing and each conviction of hazing under the [Texas Higher Education Code Section 37.153](#) by an organization during the three (3) years preceding the date on which the report is issued or updated, including:
 - a. The name of the organization disciplined or convicted;
 - b. The date on which the incident occurred or the citation was issued, if applicable;
 - c. The date on which Collin College’s investigation into the incident, if any, was initiated;
 - d. A general description of the incident; the violations of Collin College’s *Student Code of Conduct* or the criminal charges, as applicable; the findings of Collin College or the court; and any sanctions imposed by Collin College or any fines imposed by the court on the organization; and
 - e. The date on which Collin College’s disciplinary process was resolved or on which the conviction became final;
2. Must be updated to include information regarding each disciplinary process or conviction not later than the 30th day after the date on which the disciplinary process is resolved or the conviction becomes final, as applicable; and
3. May not include personally identifiable student information and must comply with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\), 20 U.S.C. 1232g](#).

To Each Student

Not later than the 14th day before the first class day of each fall or spring semester, Collin College will distribute to each student enrolled a summary of the [Texas Education Code Chapter 37, Subchapter F](#) hazing provisions and a copy of, or an electronic link to a copy of, Collin College’s hazing report.

At New Student Orientation

Collin College will provide to each student who attends New Student Orientation a notice regarding the nature and availability of the hazing report, including the report’s address on Collin College’s website.

In Collin College Publications

Collin College will publish a summary of the provisions of the [Texas Education Code Chapter 37, Subchapter F](#) in each edition of the [Collin College Catalog](#) and [Collin College Student Handbook](#).

Current Hazing Report

To view Collin College’s current hazing report, contact the District Dean of Students Office at 972.881.5604, email dos@collin.edu, or go to www.collin.edu/studentresources/deanofstudents/hazing.html.

Chapter 7: Off-Campus Conduct

When a student or program applicant is alleged to have violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures during a Collin College-sponsored or -related activity off campus, Collin College reserves the right to investigate and initiate disciplinary proceedings. Collin College may take appropriate action in situations occurring at off-campus, Collin College-sponsored or -related activities involving conduct that demonstrates flagrant disregard for or threatens the health, safety, or property of any student or other individual; and/or any other activity which adversely affects the Collin College community or the pursuit of Collin College’s Core Values.

If the district dean of students or designee determines the conduct affects Collin College, as stated above, disciplinary proceedings may be initiated pursuant to the procedures listed in [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*.

Chapter 8: Scholastic Dishonesty

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student’s own work. Collin College may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means.

Scholastic dishonesty includes, but is not limited to, one (1) or more of the following acts:

1. **Cheating** includes, but is not limited to, intentionally or unintentionally having access to and/or using unauthorized materials identified by the faculty member, including, but not limited to, material generated by Artificial Intelligence (AI) programs and content generators, or electronic, digital media, telecommunication, and/or wearable devices (e.g., laptops, phones, smartwatches, Fitbits, Bluetooth devices, tablets) to complete a quiz, examination, or class assignment; receiving information in an unauthorized manner during a quiz or examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using information about exams posted on the internet or in any electronic medium; violating a faculty member's and/or the Testing Center's testing policies and procedures; leaving a test site without permission; failing to secure test materials; removing tests or answer sheets from a test site; using someone else's work for an assignment in whole or in part as if it were one's own (e.g., turning in a copy of someone else's work as one's own work, or incorporating text generated by Artificial Intelligence (AI) programs or content generators as one's own writing); submitting academic work in whole or in part for more than one (1) assignment, class, or institution without the faculty member's permission (i.e., recycling an assignment or self-plagiarism); using annotated texts or teacher's editions; making false statements or omissions related to applications for enrollment, credit or classwork, research, or the award of a degree; falsifying academic records or documents; and attempting to fulfill the requirements of a course through any other dishonest means.
2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing an inappropriate level of assistance; collaborating with or communicating answers to a classmate about an

examination or course assignment without the faculty member's permission; and allowing a classmate to copy answers.

3. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite words, information, and/or ideas taken from a source(s) in accordance with a citation style approved by the faculty member and/or inadequately paraphrasing.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member will delay posting a grade for the academic work in question until the case is final. A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties from the District Dean of Students Office. The student may also receive a Scholastic Penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate Scholastic Penalty, which may range from a grade of zero (0) on the assignment to failing the course. For more information, see [Chapter 15: Disciplinary Penalties](#) in this *Student Code of Conduct*.

Chapter 9: Student Solicitation on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FI>.

Student Solicitation

For the purposes of this policy, "student solicitation" will mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

Permitted Solicitation

Student solicitation will be permitted in or on premises owned or controlled by Collin College only if the solicitation does not violate a sole-source vendor contract clause and the solicitation is:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president of student and enrollment services or designee for the conduct of such activity;

2. The sale or offer for sale of any merchandise, food, or nonalcoholic beverages in an area designated in advance by the vice president of student and enrollment services or designee for the conduct of such activity;
3. The collection of membership fees or dues by registered student organizations at the organizations' meetings scheduled in accordance with Collin College policy and procedures on the use of facilities. For more information, see Board policies FLA (LEGAL) and FLA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLA>;
4. The collection of admission fees for the exhibition of movies, performances, or other programs that are sponsored by a student or registered student organization and scheduled in accordance with Collin College policy and procedures on the use of facilities. For more information, see Board policies FLA (LEGAL) and FLA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLA>;
5. The sale of raffle tickets by a registered student organization that can present to the vice president of student and enrollment services or designee written evidence from the Internal Revenue Service (IRS) that the organization has been granted an exemption from taxation under [26 U.S.C. 501\(c\)\(3\)](#);
6. The collection of donations by a registered student organization;
7. The sale of personal items by students; or
8. The sale of items by a registered student organization to its members.

Any solicitations by a registered student organization must be on behalf of or for the benefit of a registered student organization or an organization granted an exemption from taxation under [26 U.S.C. 501\(c\)\(3\)](#).

Student solicitation must comply with law and Collin College policies and procedures. No solicitation will be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by Collin College, except as approved by the vice president of student and enrollment services or designee.

Time Limit

No student or registered student organization will solicit under this policy for more than the time limit established by administrative regulations each fiscal year.

Exception

If approved by the vice president of student and enrollment services or designee, solicitations intended to raise funds to respond to a declared disaster or emergency are not subject to the established time limit.

Fundraising and Use of Collin College Name

Only authorized students or registered student organizations will be allowed to sponsor and engage in solicitation and/or fundraising activities under the name of Collin College. All such activities will be compatible with the mission and objectives of Collin College and will be approved by the vice president of student and enrollment services or designee in accordance with procedures developed for that purpose. For more information, see Board policy GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Conduct During Solicitation

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disrupt or disturb the regular academic or institutional programs being conducted in buildings or on property owned or controlled by Collin College;
2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by Collin College; and
3. The solicitation will not harass, threaten, or intimidate the person or persons being solicited.

Sanctions

If, after a reasonable investigation, the appropriate campus provost, vice president of student and enrollment services, or designee determines that a solicitation is being conducted in a manner that violates this policy, the appropriate campus provost, vice president of student and enrollment services, or designee may prohibit the offending student or registered student organization from soliciting

on the campus for such period or periods of time determined to be appropriate.

A student determined to be in violation of this policy will be subject to disciplinary measures as described in Board policies FM (LOCAL) and FMA (LOCAL). For more information, see Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fm> and [*Chapter 13: Student Disciplinary Procedures*](#) in this *Student Code of Conduct*.

In the case of a registered student organization, the vice president of student and enrollment services or designee may revoke the registered status of the organization, in accordance with Board policies FKC (LEGAL) and FKC (LOCAL). For more information, see Board policies FKC (LEGAL) and FKC (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FKC>.

Chapter 10: Student Expression and Use of Collin College Facilities

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLA>.

Protected Expression on Campus

In accordance with the [*Texas Higher Education Code Section 51.9315*](#), it is the policy of the State of Texas and the purpose of this section to protect the expressive rights of persons guaranteed by the Constitutions of the United States and of the State of Texas by:

1. Recognizing freedom of speech and assembly as central to the mission of Collin College; and
2. Ensuring that all persons may assemble peaceably on all Collin College campuses for expressive activities, including to listen to or observe the expressive activities of others.

Collin College observes the rights and freedom of speech, petition, and peaceful assembly as set forth in the Constitutions of the United States and State of Texas. Collin College will ensure that the common outdoor areas of all its campuses are deemed traditional public forums, and permit any person to engage in expressive activities in those areas of its campuses freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt

the functioning of Collin College. In accordance with the [*Texas Higher Education Code Section 51.9315*](#), Collin College maintains its right to impose reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas of its campuses.

Any act or expressive activity that interferes with the normal operations of Collin College including, but not limited to, classes and Collin College business, or interferes with the rights of students, faculty, staff, and others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant involved in a disruptive activity may face criminal charges. For more information, see Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=fm> and [*Chapter 13: Student Disciplinary Procedures*](#) in this *Student Code of Conduct*.

Approved activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. Commercial speech is subject to the guidelines in the [*Chapter 9: Solicitation on Campus*](#) section in this *Student Code of Conduct*. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by Collin College will not be sold, circulated, distributed, or posted on any Collin College premises by any Collin College student or registered student organization, except in accordance with this policy. To view the Board policies associated with registered student organizations, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FKC>.

Collin College will not be responsible for, nor will Collin College endorse, the contents of any materials or literature distributed by students or registered student organizations that are not sponsored by Collin College.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities will not be governed by this policy.

For information on distribution of materials in Collin College facilities and common outdoor areas by non-students and organizations that are not registered student organizations, see Board policies GD (LEGAL) and GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Limitations on Content

Non-school materials or literature will not be distributed by students or registered student organizations on Collin College property if the materials:

1. Are obscene;
2. Contain defamatory statements about public figures or others;
3. Advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. Are considered prohibited harassment. For more information, see Board policies DIAA (LEGAL), DIAA (LOCAL), DIAB (LEGAL), DIAB (LOCAL), FFDA (LEGAL), FFDA (LOCAL), FFDB (LEGAL), and FFDB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/Search/Results/?key=304&query=prohibited+harassment>;
5. Constitute non-permissible solicitation. For more information, see Board policies FI (LEGAL) and FI (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FI>; and/or
6. Infringe upon intellectual property rights of Collin College. For more information, see Board policies CT (LEGAL) and CT (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CT>.

Time, Place, and Manner Rules

The vice president of student and enrollment services or designee will designate times, locations, and means by which materials or literature that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in Collin College facilities and in areas that are not considered common outdoor areas.

Distribution of the materials will be conducted in a manner that:

1. Is not disruptive. For more information, see Board policies FLB (LEGAL) and FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>;
2. Does not impede reasonable access to Collin College facilities;
3. Does not result in damage to Collin College property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or Collin College policies and procedures.

The distributor will clean the area around which the literature was distributed of any materials that were discarded or leftover.

Petitions, Handbills, and Literature

This section is covered by the Campus Provost's Office at each campus.

Each petition, handbill, or piece of literature submitted for approval for distribution will include the name of the person or organization wanting to distribute it.

A person or organization will be prohibited from publicly distributing on Collin College property any non-school literature that is obscene or libelous or that contains non-permissible solicitation. Distribution of non-school literature will be conducted so as not to interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic or institutional activities.

A person or organization will not distribute non-school literature by accosting individuals or by hawking or shouting. The distributor will ensure the area around which the non-school literature was distributed is clean and free of discarded or leftover materials.

Signs

For the purposes of this policy, "sign" will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of handheld sign; and "posting" will be defined as any means used for displaying a sign.

“Non-permissible sign” will mean a sign that contains material that is obscene, libelous, or includes non-permissible solicitation and/or is larger than 11 inches by 17 inches, unless authorized by the appropriate assistant director of student engagement.

A person or organization will not post a non-permissible sign. For more information, see Board policies FI (LEGAL) and FI (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FI>, as well as Board policies GD (LEGAL) and GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

A student, registered student organization, department, or community member may publicly post a sign on Collin College property in areas or locations designated by the appropriate assistant director of student engagement in conjunction with the appropriate campus provost/vice president and the appropriate campus manager of facilities or in common outdoor areas as allowed by Board policies GD (LEGAL) and GD (LOCAL). No object other than a sign may be posted on Collin College property. For more information, see Board policies GD (LEGAL) and GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Before publicly posting a sign on Collin College facilities (outside of common outdoor areas), a student or registered student organization will:

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Provide pertinent information including the:
 - a. Name and phone number of the student, registered student organization, department, or community member;
 - b. Proposed general location for posting the sign;
 - c. Length of time the sign will be posted; and
 - d. Signature of the student, authorized representative, and/or advisor.

Rules

Upon receipt, the appropriate Student Engagement Office staff will ensure that the pertinent information listed above is included and the following guidelines are applied:

1. Approved items, with a maximum size of 11 inches by 17 inches will be posted neatly on appropriate bulletin boards by Student Engagement Office personnel, subject to space availability;
2. Each item to be posted will receive an approval stamp dated and signed by Student Engagement Office personnel;
3. Materials will generally be approved for a maximum period of four (4) weeks; and
4. Materials that do not conform to these posting guidelines will be subject to immediate removal.

A sign will not be:

1. Attached to:
 - a. A shrub or plant;
 - b. A tree, except by string to its trunk;
 - c. A permanent sign installed for another purpose;
 - d. A fence or chain or its supporting structure;
 - e. A brick, concrete, or masonry structure; or
 - f. A statue, monument, or similar structure.
2. Posted:
 - a. On or adjacent to a fire hydrant;
 - b. Outside of a common outdoor area; or
 - c. In a Collin College building, except on a bulletin board designated for that purpose.

Removal

The Student Engagement Office will remove all signs no later than one (1) week after the expired approval stamp date. A sign posted or attached in accordance with the provisions of this policy will not be removed by anyone without permission from the appropriate assistant director of student engagement.

Classroom Bulletin Boards

Bulletin boards located inside and directly outside each classroom will be under the jurisdiction of the campus provost on each individual campus or designee.

Expressive Activities by Students or Student Organizations in Common Outdoor Areas

Common outdoor areas are designated by state law as traditional public forums.

For purposes of this policy, the term “expressive activities” means any speech or expressive conduct protected by the

First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and which includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech such as advertisements for products or services. For more information, see Board policy GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

For purposes of this policy, the term “common outdoor areas” means outdoor space that is at least 75 feet from any Collin College building entrance or window and that is not used, on either a permanent or temporary basis, for Collin College’s:

1. Business or operations,
2. Sponsored events,
3. Educational functions, or
4. Research functions.

Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing, or residential outdoor spaces managed by Collin College; outdoor surfaces of Collin College buildings; surfaces associated with or connected to a Collin College building; a Collin College structure; spaces dedicated to temporary outdoor banners; spaces dedicated to temporary outdoor exhibits; or any other space within Collin College’s limited public forum. For more information, see Board policy GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Students and student organizations may engage in expressive activities in common outdoor areas, unless the:

1. Person’s conduct is unlawful;
2. Use would constitute an immediate and actual danger to the peace or security of Collin College that available law enforcement officials could not control with reasonable efforts;
3. Use would materially or substantially disrupt or disturb the regular academic program; or
4. Use would result in damage to or defacement of property.

Students or student organizations do not need a Collin College permit or reservation for the exercise of expressive

activities in common outdoor areas of Collin College. Expressive activity may occur in those common outdoor areas of Collin College that are not in use by others.

However, students and student organizations may, and are encouraged to, reserve a space to assemble in the common outdoor areas of Collin College. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person’s or group’s use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for Collin College business, operations, events, an educational function, or a research function, it is not part of the common outdoor area available for use for others’ expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of Collin College may be made through the Conference Services Department on a form prescribed by them or through a request sent to Conference_Services@collin.edu. If the expected attendance at an assembly or expressive activity is 15 or more people, advance notice and a reservation of no fewer than two (2) weeks is recommended. Persons and organizations are encouraged to seek a reservation of a space that is suited to their assembly’s anticipated size.

Time, Place, and Manner Rules for Common Outdoor Areas

In addition to the specific rules addressed in this policy for distribution of literature, expressive activities by students or student organizations in common outdoor areas are subject to the time, place, and manner rules listed in Board policy GD (LOCAL) and outlined below.

1. Expressive activities may not be disruptive.
2. Expressive activities may not include statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law, including, but not limited to, violence or threats of violence.
3. Literature may be distributed, but not sold.

4. Any person who uses common outdoor areas or distributes literature or materials in common outdoor areas is responsible for cleaning up any literature, materials, or other trash that was discarded or leftover.
5. Signs may not be larger than 24 inches by 24 inches. Signs may be held or carried by hand. However, signs may not be attached to sticks, poles, wooden or metal handles, or other similar assembled items.
6. Signs constructed of rigid materials, including sticks, poles, wood, metal, hard plastic, or other materials that could be construed as a hazard, are not permitted.
7. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person.
8. Banners on poles may not be carried by individuals.
9. Handheld banners carried by two (2) or more individuals (without poles) are permitted in temporary banner spaces designated by Collin College.
10. Tables may not be set up in common outdoor areas, unless they are requested by a student or student organization in advance through a request submitted to the Conference Services Department. Otherwise, community members may not set up any tables in common outdoor areas of Collin College.
11. Amplified sound may not be used in common outdoor areas, particularly when it disrupts Collin College business, operations, meetings, events, an educational function, or a research function. For purposes of this policy, the term “amplified sound” means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means, such as by a megaphone. The use of a single microphone for a guest speaker, shouting, chanting, and playing acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to the general rules on disruption.
12. Guest speakers are allowed in common outdoor areas. For purposes of this policy, the term “guest

speaker” means an individual speaker or performer who is not a student, faculty member, employee, or Board member of Collin College.

13. Guest speakers may not distribute literature that violates the rules in this policy.
14. Guest speakers may not accost bystanders or others who have chosen not to attend the speech or discussion.
15. Guest speakers may not set up exhibits or tables outside of the common outdoor areas or inside Collin College buildings or facilities.
16. For any assembly, with or without a guest speaker, that has an expected attendance of 15 or more participants (including counter-demonstrators), advance notice and a reservation are encouraged to help the Conference Services Department improve the safety and success of expressive activity.

If there is uncertainty about applicable rules, the appropriateness of the planned location, or possible conflict with other events, persons and organizations are encouraged to consult the district dean of students or designee. Should the size of the assembly exceed the maximum number of participants that is safe for a given location, participants will be directed by campus authorities to relocate to a space that is better suited to the size of the assembly.

For more information on time, place, and manner rules for common outdoor areas, see Board policy GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Use of Collin College Facilities and Grounds

Collin College’s facilities and property are intended primarily for the support of the instructional programs of Collin College and for the support of programs conducted or sponsored by Collin College’s academic and administrative departments or organizations affiliated with those departments.

Other than the use of common outdoor areas, the facilities and grounds of Collin College will be made available to students or registered student organizations when such use does not conflict with use by, or any of the policies and procedures of, Collin College. The requesting students or

student organization will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board of Trustees (Board). For more information on registered student organizations, see Board policy FKC (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FKC>.

The use and distribution of materials in Collin College common outdoor areas are subject to the policies set out in Board policy GD (LOCAL). For more information, see Board policy GD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=GD>.

Requests

To request permission to meet or host a speaker in Collin College facilities, interested students or registered student organizations will file a written request through Cougar Connect, <https://collin.campuslabs.com/engage/>, with the Office of Student Engagement in accordance with administrative procedures.

The students or registered student organization making the request will indicate that they have read and understand the policies and rules governing use of Collin College facilities and that they will abide by those rules.

Students and registered student organizations may, and are encouraged to, reserve a space to assemble in the common outdoor areas of Collin College. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

Approval

The appropriate assistant director of student engagement will approve or reject the request in accordance with the provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval will not be granted when the official has reasonable grounds to believe that the:

1. Collin College facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. Applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. Proposed use includes non-permissible solicitation. For more information, see Board policies FI (LEGAL) and FI (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FI> and [*Chapter 9: Solicitation on Campus*](#) in this *Student Code of Conduct*;
4. Proposed use would constitute an immediate and actual danger to the peace or security of Collin College that available law enforcement officials could not control with reasonable efforts;
5. Applicant owes a monetary debt to Collin College and the debt is considered delinquent;
6. Proposed activity would disrupt or disturb the regular academic program;
7. Proposed use would result in damage to or defacement of property or the applicant has previously damaged Collin College property; or
8. Proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The appropriate assistant director of student engagement will provide the applicant a written statement of the grounds for rejection if a request is denied.

Announcements and Publicity

In accordance with administrative procedures, all students and registered student organizations will be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using Collin College facilities will provide identification when requested to do so by a Collin College representative, including, but not limited to, a Collin College Police Department officer.

Violations of Policy

Failure to comply with this policy and associated procedures will result in appropriate administrative action, including, but not limited to, confiscation of non-conforming materials, suspension of a student's or registered student organization's use of Collin College facilities, and/or other disciplinary action in accordance with Collin College's discipline policies and procedures. For more information, see Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM> and [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*.

Interference with Expression

Faculty members, students, or registered student organizations that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with Collin College's discipline policies and procedures. For more information, see Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=disciplinary+procedures> and [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*.

Appeals

Decisions made by Collin College's administration in accordance with this policy may be appealed in accordance with Board policies DGBA (LOCAL) or FLD (LOCAL), as applicable. For more information, see Board policies DGBA (LOCAL) and FLD (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=appeals>.

Publication

This policy and associated procedures must be posted on Collin College's website and distributed in the current student handbook. They must also be distributed to students at orientation.

Chapter 11: Weapons on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF>.

Collin College prohibits the possession of any prohibited weapon, as defined by Board policies [CHF \(LOCAL\)](#), [DH \(LOCAL\)](#), and [FLB \(LOCAL\)](#) on all Collin College property at

all times, except by peace officers licensed by a state of the United States or a federal agency.

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a Collin College-approved activity supervised by proper authorities, or in accordance with law.

Concealed Carry Law and Other General Provisions

The purpose of this policy is to implement rules in compliance with [Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Certain Campuses](#), at Collin College effective August 1, 2017, and to outline prohibited firearms and weapons on all Collin College campuses.

Firearms/Handguns

Collin College prohibits the use, possession, or display of a firearm on Collin College property or at a Collin College-sponsored or -related activity in violation of the law or Collin College policies and procedures, unless written authorization is granted in advance by the College District President or designee.

Procedures

After consulting with the students, staff, and faculty of Collin College regarding the nature of the student population, specific safety considerations, and the uniqueness of the Collin College environment, the College District President has established the following rules regarding the carrying of concealed handguns by license holders on the campuses of Collin College:

1. Only individuals with a valid License to Carry a Handgun (LTC) issued by the Texas Department of Public Safety (TxDPS), under [Texas Government Code, Chapter 411, Subchapter H](#), as well as LTC licenses* from other states, the validity of which are recognized by the State of Texas, may carry a concealed handgun on or about their person on the property of Collin College. *Validly issued LTC licenses are collectively referred to hereinafter as "LTC."
2. Individuals who do not possess a valid LTC are prohibited from possessing a handgun on Collin College campuses.

3. Collin College prohibits the use, possession, or display of any illegal knife, club, or prohibited weapons, as defined by the [Texas Penal Code](#) and described in Board policy CHF (LEGAL), on Collin College property or at a Collin College-sponsored or -related activity, unless written authorization is granted in advance by the College District President or designee. For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF>.
4. While on Collin College campuses, it is the responsibility of the LTC holder to conceal the handgun so that it is not partially or wholly visible to another person.
5. While on a Collin College campus, an LTC holder who is in possession of a handgun must keep that handgun on or about their person or in a locked vehicle, as permitted by law.
6. Other than a handgun owned by a qualified resident of Collin College Student Housing as defined herein, handguns may not be stored overnight on Collin College campuses, unless in a locked, privately owned or leased motor vehicle as permitted by law.
7. Possession of a handgun on Collin College property while intoxicated, under the influence of illegal drugs, or while taking prescription drugs that impair judgment or physical abilities is prohibited.
8. This policy applies to persons traveling in Collin College-owned vehicles. However, the policies of the owner of the vehicle apply when private or commercial transportation is used for Collin College travel.
9. This policy applies to all students, staff, faculty, and visitors of Collin College, except for law enforcement officers licensed by a state of the United States or a federal agency and school marshals licensed by the State of Texas and appointed by the Collin College Board of Trustees (Board).
10. Open carry of a handgun on a campus of Collin College is restricted to law enforcement officers licensed by a federal, state, or local law enforcement agency.

11. Students and employees of Collin College, with the exception of police officers employed by Collin College, will not inquire as to whether any person is carrying a concealed weapon or possesses an LTC.
12. The storage or transportation of a firearm or ammunition is allowed by Collin College students, faculty, staff, and employees if the individual is authorized to such possession in a locked, privately owned or leased motor vehicle on those specific premises allowed by law and described in Board policy CHF (LEGAL). For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF>.

On-Campus Student Housing

A resident with an LTC may only carry or store a concealed handgun in campus housing as established in this policy. Any time a handgun in a campus housing facility is not in the immediate care, custody, or control of the owner, that handgun must be stored in a locked, personal vehicle or within a locked gun safe in the resident's room. No gun storage will be provided by Collin College. This policy applies to all residents as well as live-in staff in any campus facility designed for housing or overnight stay.

Residents

An LTC license holder who resides in campus housing in which all the residents of the unit are age 21 or older may carry a concealed handgun into campus housing and may store the weapon in their assigned residential room. An exception to the age 21 requirement is a person who is at least 18 years of age but not yet 21 years of age who:

1. Is a member or veteran of the United States armed forces, including a member or veteran of the reserves or national guard;
2. Was discharged under honorable conditions, if discharged from the United States armed forces, reserves, or national guard; and
3. Meets the other eligibility requirements for an LTC except for the minimum age required by federal law to purchase a handgun.

A resident who brings a concealed handgun into campus housing pursuant to this policy must carry the weapon on their person at all times or store it in their assigned room

within a locked gun safe. For more information, see the [Requirements for Proper Storage](#) subsection below.

A resident may not intentionally or knowingly display a handgun in plain view of another person in campus housing except as necessary to properly store and secure the weapon within a gun safe in their assigned residential room.

A student who is assigned to a residential room in campus housing where a firearm is stored and is concerned about their well-being may request a transfer to another residential room through the regular housing process with no penalty.

Non-Residents

An LTC license holder who does not reside in campus housing may carry a concealed handgun into campus housing. The handgun must be carried on or about the non-resident's person at all times and may not be stored in a campus housing room.

Responsibility for Personal Injury or Damage

A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage.

Requirements for Proper Storage

When not carried on or about a person, handguns must be in a locked personal vehicle or a locked gun safe that meets Collin College's following requirements:

1. Be large enough to fully contain the firearm(s) placed in it and provide for secure storage;
2. Have exterior walls constructed of a minimum 16-gauge steel;
3. Have a high-strength locking system consisting of a mechanical or electronic combination or biometric lock, and not a key lock; and
4. Be certified and listed as meeting Underwriters Laboratories Residential Security Container rating standards by a [Nationally Recognized Testing Laboratory \(NRTL\)](#).

Compliance with storage and security requirements are part of the residence inspection process, as outlined in the current *Collin College Resident Handbook* located on Collin College's website at www.collin.edu/studenthousing/.

Other Weapons and Devices Prohibited

All other weapons are strictly prohibited for students, staff, faculty, and visitors on Collin College property or at any Collin College-sponsored or -related activity, including, but not limited to, long guns, location-restricted knives, clubs, knuckle devices, firearm silencers, explosives, fireworks of any kind, incendiary devices, instruments designed to expel a projectile with the use of pressurized air, such as a BB gun, martial arts throwing stars, or any weapons described in Board policy CHF (LEGAL). For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF>.

An exception is authorized for the limited purpose of honor guards who carry ceremonial swords at a Collin College-sponsored event (e.g., Military Ball). The possession or use of articles not generally considered to be weapons may be prohibited when the College District President or designee determines that a danger exists for any student, Collin College employee, or Collin College property by virtue of possession or use.

Possession of other weapons on Collin College campuses is grounds for immediate disciplinary action and possible prosecution for violations of state law.

Exclusion Zones

Possession of a handgun is prohibited on Collin College campuses in the following locations by any person except law enforcement officers licensed by a state of the United States or a federal agency. These locations will be appropriately identified by signage as specified under [Sections 30.06](#) and [30.07](#) of the [Texas Penal Code](#):

1. Child care facilities.
2. Polling locations.
3. In the room or rooms where a meeting of a governmental entity is held, and if the meeting is an open meeting subject to [Chapter 551, Government Code](#), and notice as required by that chapter is provided.
4. High-hazard laboratories and health science education facilities where the presence of high-hazard materials or operations creates a significant risk of catastrophic harm due to a negligent discharge.

5. Designated meeting room(s) at each campus in Student and Enrollment Services that can be used, as needed, for disciplinary meetings or counseling meetings.
6. Facilities where professional, high school, college sporting, or interscholastic events are in progress as prohibited by [Texas Penal Code, Section 46.035\(b\)\(2\)](#).
7. Locker and dressing rooms where individuals change clothes, including those at athletic, theatre, and health science education facilities.
8. Any location or facility of Collin College, as directed or approved by the College District President as necessary for campus safety, where effective notice on a temporary basis pursuant to [Sections 30.06 and 30.07, Texas Penal Code](#), has been given by the required signage. An example might include a Collin College facility where alcohol is being served for a special event.

A violation of these specific prohibitions is considered an offense under [Section 46.035 \(a-3\), Texas Penal Code](#).

Violations

Violations of this policy should be reported immediately to the Collin College Police Department at **972.578.5555**. Such violations may result in disciplinary action by Collin College up to and including criminal prosecution for violation of the [Texas Penal Code](#).

Employees and students found to be in violation of this policy will be subject to disciplinary action. For more information, see Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=disciplinary+procedures> and [Chapter 13: Student Disciplinary Procedures](#) in this *Student Code of Conduct*.

Reporting

Not later than September 1 of even-numbered years, Collin College will submit a report to the Texas State Legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of [Section 411.2031, Texas Government Code](#) that:

1. Describes the Collin College rules, regulations, or other provisions regarding the carrying of concealed handguns on the campuses of Collin College; and
2. Explains the reasons the institution has established these provisions.

Safety Committee

The College District President will appoint a standing committee, the Collin College Safety Committee, that is chaired by the executive vice president or College District President's designee and includes representatives from the administration, faculty, staff, and student government. The Safety Committee will be charged with meeting as needed, but at least once each fall and spring semester, to review Collin College's weapons policy, any new legislation and legal decisions relating to this issue, and the effectiveness of the implementation of Collin College's policy. Advisory notes and recommendations from the Safety Committee will be forwarded for review and consideration by the Executive Leadership Team, College District President, and Board of Trustees (Board), as necessary.

Chapter 12: Student Code of Conduct Violations

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

Collin College may initiate disciplinary proceedings for a student or program applicant who commits an offense as provided below. This list is not exhaustive, but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting themselves in a manner that interferes with or disrupts the educational environment, orderly process of Collin College, or lawful rights of others.
3. Committing any offense that violates Collin College's Core Values.
4. Damaging, stealing, defacing, or destroying Collin College property; property belonging to a third party on a Collin College-sponsored trip; or property belonging to a Collin College student, faculty or staff member, or a campus visitor.

5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of Collin College or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from Collin College officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at Collin College, on Collin College property, or at a Collin College-sponsored event.
8. Violating the Collin College *Student Code of Conduct*; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking; guidelines for student events; registration of meetings and activities; use of Collin College facilities; or the time, place, and manner of public expression).
9. Failing to comply with directions of Collin College officials and/or police acting in the performance of their duties.
10. Failing to notify Collin College officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, county, state, or federal law that occurred on Collin College property or at an off-campus, Collin College-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of alcoholic beverages, illegal controlled substances (as defined in the [Texas Controlled Substances Act](#)), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/ “natural” euphorants, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus. For more information, see [Chapter 2: Alcohol, Drugs, Smoking, Tobacco, and Electronic Smoking Devices Prohibited](#) in this *Student Code of Conduct*.
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
15. Creating an intimidating, hostile, or offensive educational environment.
16. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or Collin College policies and procedures, on Collin College property or at a Collin College-sponsored or -related activity, unless written authorization is granted in advance by the College District President or designee. For more information, see [Chapter 11: Weapons on Campus](#) in this *Student Code of Conduct*.
17. Engaging in gang-related activity and/or organized criminal activity at any Collin College facility or grounds. Such actions will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.
18. Failing to secure, misusing, or sharing College-Wide Identification Numbers (CWIDs), Collin College email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
19. Repeatedly violating Collin College policies, procedures, or guidelines, and/or repeating less serious breaches of conduct.
20. Misusing Collin College technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages), and/or any violation of digital copyright laws resulting in demonstrable harm to Collin College’s network or disruption of classroom activities. These violations may result in the suspension of Collin College technology resource privileges and will be addressed as a formal disciplinary matter.

21. Gambling illegally in any form at Collin College, on Collin College property, or at any Collin College-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, telecommunication, and/or wearable devices (e.g., laptops, phones, smartwatches, Fitbits, Bluetooth devices, tablets) during classes, labs, or other Collin College learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering Collin College's Testing Centers.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors; not complying with all regulations and laws regarding the protection of confidential information; and not complying with all Collin College regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at Collin College, on Collin College property, or at any Collin College-sponsored activity. For more information, see [Chapter 6: Hazing](#) in this *Student Code of Conduct*.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on Collin College property. For more information, see [Chapter 2: Alcohol, Drugs, Smoking, Tobacco, and Electronic Smoking Devices Prohibited](#) in this *Student Code of Conduct*.
26. Forging, altering, or misusing Collin College documents or records.
27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies. For more information, see [Chapter 10: Student Expression and Use of Collin College Facilities](#) section in this *Student Code of Conduct*.

Chapter 13: Student Disciplinary Procedures

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

The [Student Disciplinary Process](#) flowchart on page 125 in this *Student Code of Conduct* provides an overview of Collin College's student disciplinary procedures.

Reports of Alleged Misconduct

Collin College faculty and staff will submit an alleged violation or violations of Collin College policies and procedures, including the rules for student conduct, committed by a student to the District Dean of Students Office within a reasonable time following an alleged incident. For more information, see [Chapter 12: Student Code of Conduct Violations](#) in this *Student Code of Conduct* and Board policy FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

For the purpose of this policy, "a reasonable time" means within 15 College District business days of an alleged incident. In the case of scholastic dishonesty, "a reasonable time" means within 15 College District business days of the date the instructor discovers the alleged scholastic dishonesty. If scholastic dishonesty is alleged, the instructor has the option to also report allegations of scholastic dishonesty discovered in previous assignments completed by the student for the same course within the same semester. The allegation(s) must be submitted in writing by completing the *Student Incident Report* form online at https://collin.guardianconduct.com/incident-reporting?incident_type=Student Incident Report, and must describe the violation(s) and any surrounding facts.

The district dean of students or designee will investigate the matter, as appropriate.

Exception

Reports of dating violence, domestic violence, gender-based harassment, retaliation, sexual assault, sex discrimination, sexual harassment, and stalking will be submitted in accordance with Board policies DIAA (LOCAL) and/or FFDA (LOCAL), as appropriate. For more information, see Board policies DIAA (LOCAL) and FFDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=title+ix> and [Chapter 3: Dating Violence, Domestic Violence, Gender-Based Harassment, Retaliation, Sex Discrimination, Sexual Assault, Sexual Harassment, and Stalking Prohibited](#) in this *Student Code of Conduct*.

Dismissal of Allegation

If an allegation is deemed to be unfounded, the district dean of students or designee will dismiss the allegation and will provide the student written notice that the allegation

of misconduct was made against the student and that the allegation was dismissed.

Notifying the Student

If the district dean of students or designee determines the allegation warrants further consideration, the district dean of students or designee will summon the student for a notification conference to be held within a reasonable time, not to exceed 10 College District business days, following receipt of the allegation of misconduct.

The communication will describe the alleged violation(s), provide information regarding the purpose for the notification conference, and give additional instructions to the student, as appropriate. The communication will be sent to the student through one (1) or more of the following methods:

1. A written communication sent to the student's Collin College email account;
2. A letter mailed to the student's address as listed with the Student and Enrollment Services Office. The student is responsible for keeping the Student and Enrollment Services Office apprised of their current home address;
3. A letter hand-delivered by the district dean of students or designee. The district dean of students or designee will document the date, time, and place of hand-delivery; and/or
4. A sealed letter given to one (1) of the student's professors for delivery at the end of class. The professor will be instructed to return the letter to the District Dean of Students Office immediately after the class if the student is not in attendance.

Observers at Disciplinary Proceedings

The student may appear at any disciplinary meeting(s) or appeal hearing(s) with an advisor, family member, or legal counsel (i.e., an observer). However, only the student may speak on their behalf. Should the student choose to appear with legal counsel, the student must notify the district dean of students or designee no fewer than three (3) College District business days prior to the disciplinary meeting(s) or appeal hearing(s) in order for the district dean of students or designee to also secure legal counsel.

Recording Disciplinary Proceedings

The student may make an audio recording of any disciplinary meeting(s) or appeal hearing(s). If the student intends to record any disciplinary meeting(s) or appeal hearing(s), the student will inform the district dean of students or designee prior to the start of the meeting(s) or appeal hearing(s). In these instances, the district dean of students or designee will also make an audio recording of the disciplinary meeting(s) or appeal hearing(s). The student and Collin College may each request a copy of the other's audio recording. Any other recording, electronic, digital media, telecommunication, and/or wearable devices (e.g., laptops, phones, smartwatches, Fitbits, Bluetooth devices, tablets) not previously approved by the district dean of students or designee must be completely turned off (not in silent or vibrate mode) during any disciplinary meeting(s) or appeal hearing(s).

Notification Conference

At the notification conference, the district dean of students or designee will inform the student of the allegation(s) and provide the student an opportunity to respond and submit applicable documentation or evidence for consideration by the district dean of students or designee.

During the notification conference, the district dean of students or designee will review the information in the *Student Code of Conduct* related to the case and the documentation obtained during the investigation. The purpose of the notification conference is to hear and receive information and/or other evidence from the student.

The district dean of students or designee may proceed with the disciplinary process and determine an appropriate disciplinary penalty or penalties if the student fails, without good cause, to comply with instructions in the notification letter(s) or otherwise fails to attend a scheduled meeting.

Administrative Decision

Standard of Evidence

The district dean of students or designee will use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) when determining whether a student committed misconduct that violates the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures.

Not Responsible Administrative Decision

After conferring with the student, if the district dean of students or designee determines the student did not commit a violation, the student will be found not responsible and will not be issued a disciplinary penalty. For more information on disciplinary penalties, see [Chapter 15: Disciplinary Penalties](#) in this *Student Code of Conduct*.

The student will be provided written notice of the not responsible administrative decision. A not responsible administrative decision from the district dean of students or designee will be final and binding.

Informal Resolution

If the district dean of students or designee determines that addressing the allegation(s) informally is more appropriate, the district dean of students or designee will recommend an Informal Resolution of the allegation(s). The district dean of students or designee may recommend behavioral directives to support compliance with Collin College's *Student Code of Conduct*. If the student agrees to comply with all recommended behavioral directives, the district dean of students or designee will issue an *Informal Resolution Agreement* and the student will not be issued a disciplinary penalty. For more information on disciplinary penalties, see [Chapter 15: Disciplinary Penalties](#) in this *Student Code of Conduct*.

The student will be allowed 10 College District business days to review and respond to the *Informal Resolution Agreement*. As part of the *Informal Resolution Agreement*, the student will be required to sign an *Acknowledgment Statement* indicating the student will comply with the *Student Code of Conduct* for the designated time or for the remainder of their attendance at Collin College. Once the *Acknowledgment Statement* is signed, the *Informal Resolution Agreement* will be final, binding, and the student will not be allowed to appeal the Informal Resolution.

If the student does not sign the *Acknowledgment Statement* by the stated 10 College District business days deadline, the terms listed in the *Informal Resolution Agreement* will be final, binding, and the student will not be allowed to appeal the Informal Resolution. The student will be expected to comply with all behavioral directives and obligations set forth in the *Informal Resolution Agreement*.

Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty

If the district dean of students or designee determines the student committed misconduct that warrants a penalty or penalties, the district dean of students or designee will provide the student a written administrative decision with notice of the penalty or penalties and the student's options, including the right to appeal to the Disciplinary Appeals Committee (DAC). For more information on disciplinary penalties, see [Chapter 15: Disciplinary Penalties](#) in this *Student Code of Conduct*.

Student Chooses to Appeal the Administrative Decision

If the student chooses to appeal the administrative decision of the district dean of students or designee, they must submit the *Disciplinary Appeal Request Form* contained in the administrative decision documents on or before the tenth College District business day following the administrative decision. Once the deadline for filing an appeal has passed, the administrative decision of the district dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Student Chooses to Accept the Administrative Decision

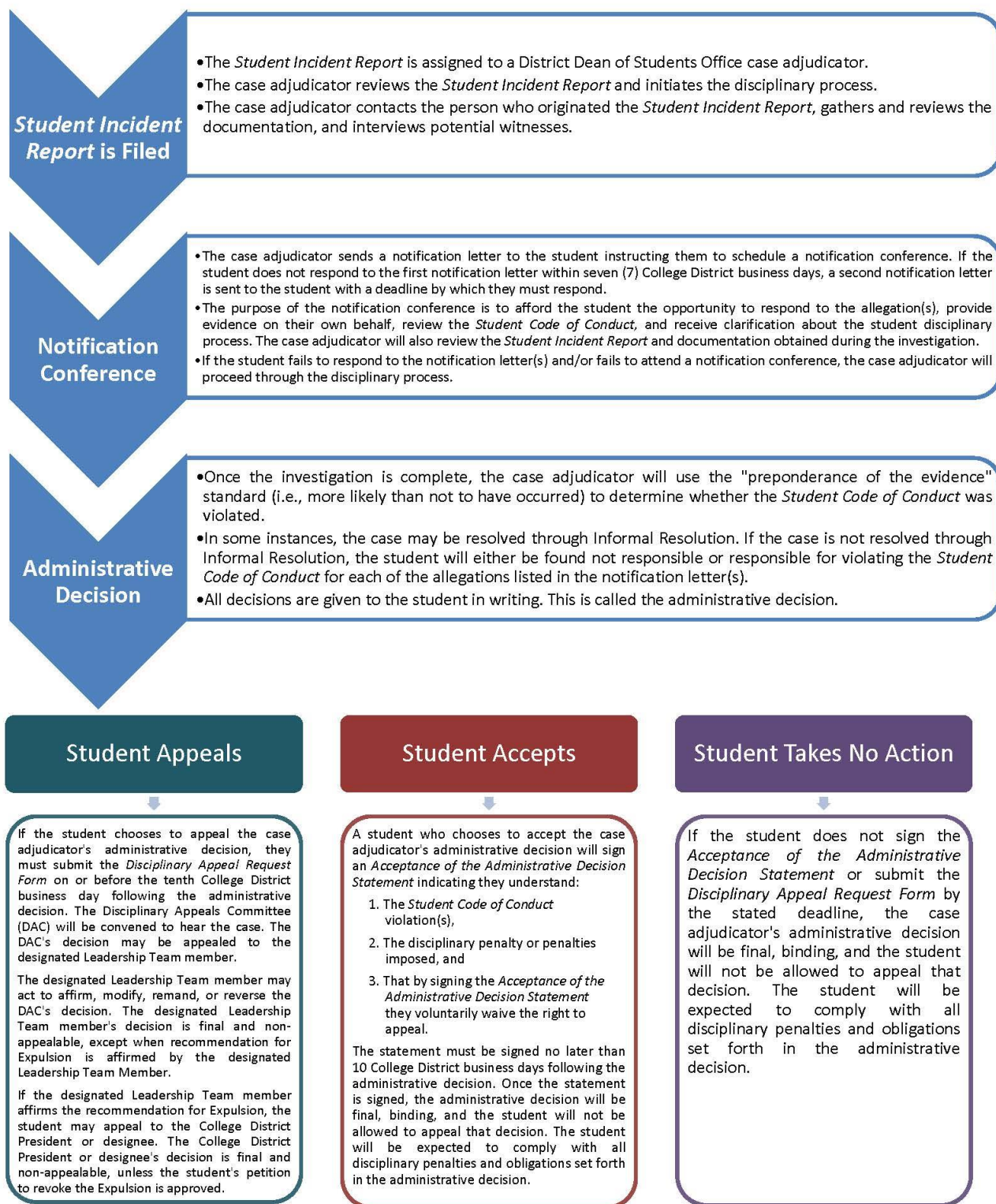
A student who chooses to accept the administrative decision rendered by the district dean of students or designee will sign an *Acceptance of the Administrative Decision Statement* indicating they understand:

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.

The *Acceptance of the Administrative Decision Statement* must be signed no later than 10 College District business days following the administrative decision. Once the *Acceptance of the Administrative Decision Statement* is signed, the administrative decision of the district dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Student Disciplinary Process Flowchart

This flowchart provides an overview of the student disciplinary process.



Student Chooses to Take No Action

If the student does not sign the *Acceptance of the Administrative Decision Statement* or submit the *Disciplinary Appeal Request Form* by the stated deadline, the administrative decision of the district dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Scholastic Dishonesty Violations

If the student was found responsible for a scholastic dishonesty violation, as defined in [Chapter 8: Scholastic Dishonesty](#) in this *Student Code of Conduct*, the student may also receive a Scholastic Penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate Scholastic Penalty, which may range from a grade of zero (0) on the assignment to failing the course. For more information, see [Chapter 15: Disciplinary Penalties](#) in this *Student Code of Conduct*.

Chapter 14: Interim Disciplinary Action

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

The district dean of students or designee may take immediate interim disciplinary action including, but not limited to, Temporary Immediate Suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

Classroom Dismissal by a Faculty Member

A faculty member has the authority to temporarily dismiss a student from class if the student engages in disruptive or inappropriate behavior in the classroom setting or interferes with the teaching and learning process. The temporary classroom dismissal will not exceed one (1) class period. If the student's behavior is so disruptive it is believed they should be dismissed from more than one (1) class period, the faculty member must submit a *Student Incident Report* to the District Dean of Students Office and notify the appropriate associate academic/workforce dean, program director, and/or academic/workforce dean.

No-Contact Directive

If appropriate, the district dean of students or designee may issue a no-contact directive to a student. The no-contact directive will instruct the student to have no contact with the other party or parties involved in the disciplinary matter through any means (e.g., emails, having anyone else initiate contact with the other party, online postings, phone calls, physical contact, stalking, text messages). The no-contact directive will remain in effect until revoked or altered by the district dean of students or designee.

Temporary Immediate Suspension

When the district dean of students or designee issues a Temporary Immediate Suspension, the student is afforded a three (3) College District business day grace period prior to meeting with the district dean of students or designee. If the student wants to meet during the grace period, the student should contact the District Dean of Students Office at 972.881.5604 or dos@collin.edu for appointment availability.

If a student on Temporary Immediate Suspension receives a favorable administrative decision or favorable appeal, once the case is final the student may seek reinstatement into their course(s) and/or Collin College. For more information, see [Chapter 20: Reinstatement Procedures](#) in this *Student Code of Conduct*.

Chapter 15: Disciplinary Penalties

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM>.

Penalties for Student Misconduct

A student will be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. For more information, see Board policies FLB (LEGAL) and FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB> and [Chapter 12: Student Code of Conduct Violations](#) in this *Student Code of Conduct*.

If a student commits an infraction or engages in misconduct, Collin College may impose one (1) or more of the following types of penalties:

1. **Reprimand:** A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. **Scholastic Penalty:** The assignment of a failing grade on an assignment or examination or in a course by an instructor after a student is found responsible through the student disciplinary process for scholastic dishonesty, including, but not limited to, cheating, collusion, and plagiarism. The instructor or program director will submit a written report of the incident and the recommended Scholastic Penalty(ies) to their associate academic/workforce dean and/or academic/workforce dean.
4. **Educational Project Experience (EPE):** An assignment or experience allowing the student to learn specific behaviors or lessons related to the student's conduct and the specifics of the student's disciplinary case. EPEs offered by Collin College include, but are not limited to, awareness seminars, essays or written assignments, and online learning modules.
5. **Conditional Probation:** The placing of a student on notice that continued infraction of regulations may result in Suspension or Expulsion from Collin College. Conditional Probation may include restrictions on a student's rights and privileges or specified community service. The Conditional Probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the Conditional Probation may lead to Suspension or Expulsion. The District Dean of Students Office issues Conditional Probation for one (1) calendar year, two (2) calendar years, or three (3) calendar years.
6. **Suspension:** Forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, Suspension will extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1] semester minimum time lapse).

However, Suspension may exceed the one (1) semester minimum. The District Dean of Students Office issues Suspension for one (1) regular long semester (i.e., fall or spring), one (1) calendar year, two (2) calendar years, three (3) calendar years, or four (4) calendar years.

7. **Expulsion:** Permanent forced withdrawal from Collin College. A student receiving Expulsion will have the action noted in the student's permanent record.

Suspended or Expelled Students

No former student who has been suspended or expelled from Collin College for disciplinary reasons will be permitted on the campus or other facilities of Collin College, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of Suspension or Expulsion without the prior written approval of the appropriate administrator or the Board of Trustees (Board).

Disciplinary Notations on Collin College Transcripts

In accordance with the [Texas Higher Education Code Section 51.9364](#), in disciplinary cases where a penalty of Suspension or Expulsion is imposed and, therefore, the student is ineligible to re-enroll, Collin College will include on the student's transcript a notation stating that the student is ineligible to re-enroll in Collin College for a disciplinary reason.

If a student withdraws from Collin College pending disciplinary charges that may result in the student becoming ineligible to re-enroll for a disciplinary reason, Collin College may not end the disciplinary process until the institution makes a final determination of responsibility, including, if applicable, a determination of whether the student will be ineligible to re-enroll in Collin College for a disciplinary reason. If, as a result of the disciplinary process, the student is ineligible to re-enroll in Collin College for a disciplinary reason, Collin College will include on the student's transcript the required disciplinary notation.

At the student's request, Collin College may remove the disciplinary notation from the student's transcript if:

1. The student is eligible to re-enroll at Collin College, or
2. Collin College determines good cause exists to remove the disciplinary notation.

A student who wants to have the disciplinary notation removed from their transcript must submit a request to the District Dean of Students Office. To obtain a *Petition for Disciplinary Suspension or Permanent Expulsion Transcript Notation Removal* form, go to www.collin.edu/studentresources/deanofstudents/studentconduct.html or contact the District Dean of Students Office at 972.881.5604 or dos@collin.edu.

Chapter 16: Appealing the District Dean of Students or Designee’s Administrative Decision

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

Procedures to Submit an Appeal

A student who is issued a disciplinary penalty or penalties has the right to appeal the district dean of students or designee’s administrative decision, as outlined in [Chapter 13: Student Disciplinary Procedures, Administrative Decision, Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty](#) in this *Student Code of Conduct*. To initiate the disciplinary appeals process, the student must submit the *Disciplinary Appeal Request Form* contained in the administrative decision documents on or before the tenth College District business day following the administrative decision.

Concerns or complaints that are more appropriately addressed through another Collin College grievance process or policy (e.g., academic suspension appeals, complaints under instructional programs or core performance standards, financial aid appeals, grade appeals, *Title IX* complaints) will not be addressed through the disciplinary appeals process.

Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) will be convened at the request of a student appealing the formal administrative decision and/or disciplinary penalty or penalties imposed by the district dean of students or designee. The student’s request must be submitted in

writing within 10 College District business days of the date of the district dean of students or designee’s written administrative decision. For more information, see the [Procedures to Submit an Appeal](#) section above.

DAC’s Determination to Proceed with Appeal Hearing

Upon receipt of the student’s request for a disciplinary appeal hearing and under reasons designated by the DAC, the DAC may recommend that the matter return to an Informal Resolution by the district dean of students or designee prior to the scheduling of the DAC appeal hearing.

The DAC chair or associate chair assigned to oversee the disciplinary appeal hearing will review the student’s request for an appeal and determine whether the matter should be returned to the district dean of students or designee to be addressed through Informal Resolution. Administrative decisions in which the district dean of students or designee imposed one (1) or more of the following penalties may not be returned to an Informal Resolution and must proceed through the disciplinary appeals process:

1. Restitution,
2. Suspension for any length of time, and/or
3. Recommendation for Expulsion.

For more information regarding Informal Resolution, see [Chapter 13: Student Disciplinary Procedures, Administrative Decision, Informal Resolution](#) in this *Student Code of Conduct*.

Composition

The DAC will be composed of at least three (3) Collin College employees and a minimum of one (1) current Collin College student, when appropriate. To hold an appeal hearing, a quorum of three (3) DAC members must be met. The members of the DAC and the committee chairperson will be designated according to procedures developed by the designated Leadership Team member. All members chosen to serve on the DAC appeal hearing panel will be eligible to vote on the issue of whether or not the student violated Collin College policies and procedures, including the rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.

DAC Appeal Hearing Notice

The district dean of students or designee will notify the student by letter of the date, time, and place for the DAC

appeal hearing. Unless the student and the district dean of students or designee otherwise agree or unless there are unforeseeable circumstances beyond Collin College's control, the DAC appeal hearing will take place within a reasonable time period, not to exceed 10 College District business days after the date of the student's request for the appeal hearing. The district dean of students or designee may extend Collin College's 10-day timelines within this policy by sending written notice to the parties of the extension.

Contents of Notice

The notice will:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of their rights to:
 - a. Have a private appeal hearing;
 - b. Be assisted by an advisor or legal counsel at the appeal hearing;
 - c. Call witnesses, request copies of evidence in Collin College's possession, and offer evidence and agreement on their own behalf;
 - d. Make an audio recording of the proceedings, after first notifying the district dean of students or designee in advance of the appeal hearing, or, at the student's own expense, to have a stenographer present at the appeal hearing to make a stenographic transcript of the appeal hearing; and
 - e. Ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegation(s) of misconduct in sufficient detail to enable the student to prepare their defense against the charges.
5. State the proposed disciplinary penalty or range of disciplinary penalties that may be imposed.

The student will provide to the district dean of students or designee any documentation, a list of potential witnesses, and other relevant evidence to support their appeal by the specified deadline. All documentation from the district dean of students or designee and the student will be

forwarded to the DAC members assigned to the case for review prior to the hearing.

The DAC chairperson or associate chairperson will have the authority to postpone the appeal hearing for good cause as long as all parties involved are notified by the district dean of students or designee of the new appeal hearing date, time, and place.

Failure to Appear for the DAC Appeal Hearing

The DAC may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the appeal hearing. For purposes of assessing an appropriate disciplinary penalty or penalties, the DAC may proceed with the appeal hearing in the student's absence.

DAC Appeal Hearing Procedures

The DAC chairperson or an associate chairperson will be assigned to oversee each appeal hearing. DAC members assigned to each appeal hearing will review the documentation and other evidence provided by the district dean of students or designee and the student prior to the appeal hearing.

DAC members will determine by vote whether or not a student has violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures. All DAC members assigned to a given case will be eligible to vote during the appeal hearing. DAC decisions require a majority vote.

If the DAC finds the student has violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures, the DAC will determine whether the appropriate disciplinary penalty or penalties were imposed by the district dean of students or designee and may adjust the disciplinary penalty or penalties, if warranted.

All DAC appeal hearings will be recorded by Collin College. The DAC appeal hearing will proceed as follows:

1. The chairperson or associate chairperson will read the description of the alleged misconduct.
2. The chairperson or associate chairperson will inform the student of their rights.
3. The district dean of students or designee will present Collin College's case.

4. The student or representative will present the student's defense.
5. The district dean of students or designee will present rebuttal evidence.
6. The DAC members may ask questions of witnesses testifying on behalf of the student or Collin College.
7. The district dean of students or designee will summarize and argue Collin College's case.
8. The student or representative will summarize and argue their case.
9. The district dean of students or designee will have an opportunity for rebuttal argument.
10. The DAC members will deliberate in closed session. The DAC members will vote on the issue of whether or not the student violated Collin College policies and procedures, including the rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.
11. If the DAC finds the student committed misconduct, the DAC members will determine whether the disciplinary penalty assessed, or proposed in the case of recommendation for Expulsion, by the district dean of students or designee is appropriate and, if necessary, will assess a different or additional penalty.
12. The DAC chairperson or associate chairperson will communicate the decision and any findings of facts in support of the DAC's decision to the district dean of students or designee in writing within 10 College District business days of the appeal hearing. The district dean of students or designee will notify the student in writing within 10 College District business days of the appeal hearing of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the DAC's decision or appealing to the designated Leadership Team member.

Evidence

Evidence will be handled in accordance with the following:

1. Legal rules of evidence do not apply unless otherwise required by applicable *Title IX* regulations. The DAC chairperson or associate chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.

2. At the appeal hearing, Collin College will be required to prove by a preponderance of the evidence (i.e., more likely than not to have occurred) that the charges are true.
3. A student may not be compelled to testify.
4. The DAC will determine if a violation has occurred and assess an appropriate disciplinary penalty or penalties based solely on the evidence presented at the appeal hearing.

After the Appeal Hearing

The district dean of students or designee will notify the student in writing within 10 College District business days of the appeal hearing of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the DAC's decision or appealing to the designated Leadership Team member.

Chapter 17: Appealing the Disciplinary Appeals Committee's (DAC's) Decision

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

Appeal to the Designated Leadership Team Member

A student may, within 10 College District business days of receiving notice of the Disciplinary Appeals Committee's (DAC's) decision, petition in writing the designated Leadership Team member to review the decision. To initiate the appeal to the designated Leadership Team member, the student must submit the *Disciplinary Appeal Request Form* contained in the DAC's decision documents on or before the tenth College District business day following the DAC's decision. The student's petition will state with particularity why the DAC's decision is believed to be incorrect.

After receiving notice of the appeal, the DAC chairperson or associate chairperson will forward all evidence considered during the appeal hearing, the audio recording of the appeal hearing, and the digest of the appeal hearing, if applicable, to the designated Leadership Team member.

The designated Leadership Team member will hold a conference within 10 College District business days after the appeal notice is filed, unless there are unforeseeable circumstances beyond Collin College's control. At the conference, the student may provide information

concerning any documents or information relied on by the DAC. The designated Leadership Team member may set reasonable scope and time limits for the conference. The conference will be audio recorded.

The designated Leadership Team member will provide the student a written response, stating the basis of the decision, within 10 College District business days following the conference. In reaching a decision, the designated Leadership Team member may consider the evidence included in the student's petition, provided during the conference, and forwarded by the DAC chairperson or associate chairperson.

The designated Leadership Team member may act to affirm, modify, remand, or reverse the decision of the DAC. The designated Leadership Team member's decision is final and non-appealable, except when Expulsion is recommended by the district dean of students or designee and/or the DAC and affirmed by the designated Leadership Team member.

Failure to Appear for the Designated Leadership Team Member Conference

The designated Leadership Team member may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the conference. For purposes of assessing an appropriate disciplinary penalty or penalties, the designated Leadership Team member may consider the evidence included in the student's petition and forwarded by the DAC chairperson or associate chairperson.

After the Appeal

The designated Leadership Team member or designee will notify the student in writing within 10 College District business days of the appeal of the decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the designated Leadership Team member's decision or appealing to the College District President or designee solely in those cases where Expulsion is recommended and affirmed.

Chapter 18: College District President Review of Recommendation for Expulsion

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

Solely in the case where Expulsion is recommended and affirmed, a student may appeal to the College District President or designee. An appeal to the College District President or designee will be held on the request of a student appealing the designated Leadership Team member's decision and affirmation of Expulsion. The appeal request must be submitted in writing within 10 College District business days of the designated Leadership Team member's decision. To initiate the appeal to the College District President or designee, the student must submit the *Disciplinary Appeal Request Form* contained in the designated Leadership Team member's decision documents on or before the tenth College District business day following the designated Leadership Team member's decision.

The College District President or designee may request a meeting with the student prior to issuing a final administrative decision.

The College District President or designee will review all recommendations for Expulsion, whether or not the student chooses to proceed through the disciplinary appeals process. The designated Leadership Team member will forward the recommendation for Expulsion and evidence to the College District President or designee for review and final consideration. The College District President or designee may act to affirm, modify, or reverse the recommendation for Expulsion.

Failure to Appear for the College District President Meeting

The College District President or designee may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the meeting. For purposes of assessing an appropriate disciplinary penalty or penalties, the College District President or designee may consider the evidence included in the student's petition and forwarded by the designated Leadership Team member.

After the Review

The student will be notified in writing of the College District President or designee's decision within 10 College District business days. The College District President or designee's decision is final and non-appealable. Unless otherwise specified in writing, Expulsion will have College District-wide effect, and an expelled student may not enroll for admission to any campus without the College District President or designee's approval unless the student's petition to revoke the Expulsion is approved. For more information, see [Chapter 19: Petition to Revoke Expulsion](#) in this *Student Code of Conduct*.

Chapter 19: Petition to Revoke Expulsion

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

Once five (5) calendar years from the date of the College District President or designee's final decision have expired, the student may petition to revoke the Expulsion. To initiate the Expulsion revocation process, the student must complete the *Expulsion Revocation Form* and return it to the district dean of students or designee. To obtain an *Expulsion Revocation Form*, go to www.collin.edu/studentresources/deanofstudents/studentconduct.html or contact the District Dean of Students Office at 972.881.5604 or dos@collin.edu.

Once the completed *Expulsion Revocation Form* is received, the district dean of students or designee will forward it to the College District President or designee for consideration. The College District President or designee will review the student's petition to revoke the Expulsion and may request a meeting with the student prior to issuing a final decision.

If the petition to revoke the Expulsion is approved by the College District President or designee, the student will be required to meet with the district dean of students or designee prior to returning to Collin College. Once the meeting with the district dean of students or designee is concluded, the student will be allowed to return to all Collin College campuses and will be considered to be in good disciplinary standing. For more information, see [Chapter 20: Reinstatement Procedures](#) in this *Student Code of Conduct*.

If the petition to revoke the Expulsion is not approved by the College District President or designee, the student's Expulsion will remain in effect and the student will not be allowed to return to Collin College.

Chapter 20: Reinstatement Procedures

Favorable Administrative Decision or Appeal

The district dean of students or designee will make reasonable efforts to reinstate a student who receives a favorable administrative decision or appeal. This may include, but is not limited to, working with the student's professor(s) to permit the student to make up missed coursework, revoking a Temporary Immediate Suspension, coordinating with the Collin College Police Department to revoke a Criminal Trespass Warning Notice, and, at the student's request, assisting with obtaining a late withdrawal.

Non-Favorable Administrative Decision or Appeal

In a case where a student does not receive a favorable administrative decision and does not appeal, or has exhausted all levels of appeal, the final decision reached in the disciplinary case will stand.

Reinstatement After Suspension or Expulsion

Once the student's Suspension period has elapsed or if the College District President or designee approves the student's petition to revoke the Expulsion, the student will be required to meet with the district dean of students or designee prior to returning to Collin College. During the reinstatement meeting, the district dean of students or designee will review the current *Student Code of Conduct*, reinforce that any additional violation(s) of the *Student Code of Conduct* will be considered grounds for further disciplinary action, up to and including recommendation for Expulsion from Collin College, and request the student sign the *Reinstatement After Suspension or Expulsion Form*. Once the meeting with the district dean of students or designee is concluded, the student will be allowed to return to all Collin College campuses and will be considered to be in good disciplinary standing.

Chapter 21: Administrative Decisions Related to a Crime of Violence or Non-Forcible Sex Offense

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

In accordance with federal laws, upon written request Collin College will disclose to the alleged victim of a crime of violence or non-forcible sex offense, as those terms are defined in [Title 18, § 16, United States Code](#) and the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 \(f\) \(Clery Act\)](#), the report on the results of any disciplinary proceeding(s) and/or appeal(s) conducted by Collin College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim, in accordance with the law.

In accordance with [Title 18, § 16, United States Code](#), the term "crime of violence" means:

1. An offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
2. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

For the purpose of this policy, Collin College defines "the results of any disciplinary proceeding" as the institution's final determination with respect to the alleged crime of violence or non-forcible sex offense and any sanction that is imposed on the accused through the student disciplinary and appeal process or the *Title IX* complaint resolution process.

Chapter 22: Disciplinary Records and Retention

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=ClA> and <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM>.

Collin College will maintain for every student alleged or determined to have committed misconduct at Collin College a disciplinary record that will reflect the charge(s), the disposition of the charge(s), the sanction(s) assessed, if any, and any other pertinent information. The disciplinary record will be separate from the student's academic record and will be treated as confidential; the contents will not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record will be maintained permanently in the event that a student is expelled or subject to an extended four (4) calendar year Suspension. In all other cases, the disciplinary record will be maintained in accordance with Collin College's records retention schedule (i.e., three [3] years from the end of the academic calendar year of the most recent alleged incident).

In certain disciplinary cases where a student is ineligible to re-enroll at Collin College, a disciplinary notation will also be placed on their Collin College transcript. For more information, see [Chapter 15: Disciplinary Penalties, Disciplinary Notations on Collin College Transcripts](#) in this *Student Code of Conduct*.



Celina Campus
2505 Kinship Parkway
Celina, Texas 75009

Farmersville Campus
501 S. Collin Parkway
Farmersville, Texas 75442

Frisco Campus
9700 Wade Blvd.
Frisco, Texas 75035

McKinney Campus
2200 West University Drive
McKinney, Texas 75071

Plano Campus
2800 East Spring Creek Parkway
Plano, Texas 75074

Technical Campus
2550 Bending Branch Way
Allen, Texas 75013

Wylie Campus
391 Country Club Road
Wylie, Texas 75098

Collin Higher Education Center
3452 Spur 399
McKinney, Texas 75069

Courtyard Center
4800 Preston Park Blvd.
Plano, Texas 75093

Public Safety Training Center
3600 Redbud Blvd.
McKinney, Texas 75069

Rockwall Center
Dr. Gene Burton College &
Career Academy
2301 South John King Blvd.
Rockwall, Texas 75032

iCollin Virtual Campus - Administrative Offices
3452 Spur 399
McKinney, Texas 75069
icollinvirtualcampus@collin.edu

Collin College Core Values

We have a passion for:

Learning • Service and Involvement • Creativity and Innovation
Academic Excellence • Dignity and Respect • Integrity

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law.