

First Offense Scholastic Dishonesty Flowchart

This flowchart is an overview of the student disciplinary process for a first offense of scholastic dishonesty. For specific procedures, see the *Student Code of Conduct* located in the current [Collin College Student Handbook](#).

Student Incident Report is Received

- The *Student Incident Report* is assigned to a Student Conduct staff member.
- The Student Conduct staff member contacts the reporting party to acknowledge receipt of the *Student Incident Report*.
- The Student Conduct staff member reviews the *Student Incident Report* and associated case documentation.
- Within three (3) College District business days, the Student Conduct staff member sends an email to the student informing them of the allegation(s) and the resolution options listed below.
- If the student fails to respond to the email, the Student Conduct staff member will proceed with the case and adjudicate the matter appropriately.

No Contest Plea Resolution Option

- The student may review, sign, and return to the Student Conduct staff member a *No Contest Plea Form*.
- The *No Contest Plea Form* will provide information regarding the allegation(s), the disciplinary penalty or penalties that will be imposed, and the scholastic penalty that may be imposed by the reporting party.
- If the student signs and returns the *No Contest Plea Form* to the Student Conduct staff member by the stated deadline, the signed document will serve as the administrative decision and will be final as of the date of the student's signature, binding, and non-appealable.
- If the student does not submit the signed *No Contest Plea Form* by the stated deadline, the Student Conduct staff member will proceed with the case and adjudicate the matter appropriately.

Notification Conference Resolution Option

- The student may appear for a notification conference to be held within a reasonable time, not to exceed five (5) College District business days, following the date of the email.
- If the student fails to attend the notification conference, the Student Conduct staff member will proceed with the case and adjudicate the matter appropriately.
- Once the investigation is complete, the Student Conduct staff member will use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) to determine whether the *Student Code of Conduct* was violated.
- The student will either be found not responsible or responsible for each of the allegations listed in the notification email.
- The Student Conduct staff member will provide the administrative decision documents to the student.

Student Appeals

If the student chooses to appeal the administrative decision, they must submit the *Disciplinary Appeal Request Form* on or before the fifth College District business day following the administrative decision.

The Disciplinary Appeals Committee (DAC) will be convened to hear the case. The DAC's decision is final, binding, and non-appealable, except when recommendation for expulsion is affirmed by the DAC.

If the DAC affirms the recommendation for expulsion, the student may appeal to the College District President or designee. The College District President or designee's decision is final, binding, and non-appealable.

Student Accepts

A student who chooses to accept will sign the *Acceptance of the Administrative Decision* document no later than five (5) College District business days following the administrative decision.

Once the document is signed, the administrative decision will be final, binding, and non-appealable.

The student will be expected to comply with all of the terms listed in the administrative decision.

Student Takes No Action

If the student does not sign the *Acceptance of the Administrative Decision* document or submit the *Disciplinary Appeal Request Form* by the stated deadline, the administrative decision will be final, binding, and non-appealable.

The student will be expected to comply with all of the terms listed in the administrative decision.