

## **Chapter 15: Student Disciplinary Procedures for Subsequent Cases of Scholastic Dishonesty**

Board policy [FMA \(LOCAL\)](#) is associated with this chapter.

The [Honor Council Process Flowchart](#) on page 137 in this document provides an overview of Collin College's student disciplinary procedures for subsequent cases of scholastic dishonesty.

If a student is reported for a subsequent allegation(s) of scholastic dishonesty (whether consecutive or in the same or different course), the district dean of students or designee will refer the subsequent allegation(s) to the Collin College Honor Council for adjudication of the allegations.

### **Honor Council Review**

The Collin College Honor Council will review and adjudicate reports of subsequent allegation(s) of scholastic dishonesty (i.e. repeat offenders) under this policy.

Once a referral from the district dean of students or designee is made, the Honor Council will assign the disciplinary matter to a panel chair. The following steps apply:

1. The panel chair will convene the panel of Honor Council members assigned to review the disciplinary matter.
2. The panel members will review the documentation and evidence related to allegations of scholastic dishonesty.
3. The panel chair will request a written response to the allegations from the student within five (5) College District business days of the date the panel chair first notifies the student.
4. Once the panel chair notifies the student that a response is requested, the panel chair will place the disciplinary matter on the agenda for consideration at the next scheduled meeting of the Honor Council. The Honor Council panel chair may not place a disciplinary matter on the agenda for consideration for a meeting that is more than 45 College District business days from when the matter was first referred to the Honor Council by the district dean of students or designee. If the Honor Council is unable to meet and issue a written determination within 60 College District business days, the Honor Council panel chair must refer the matter back to the district dean of students for formal disciplinary adjudication.
5. The panel chair will present the disciplinary matter and recommendations to the Honor Council for consideration and vote. In order for the Honor Council to issue a written determination, the recommendations of the panel will be voted on by a majority of the Honor Council, provided a quorum of the Honor Council is present.
6. Once the Honor Council votes, the panel chair will issue a written determination form finding the student responsible or not responsible for the alleged violations and, if applicable, recommending an appropriate disciplinary penalty or penalties as listed in Board policy [FM \(LOCAL\)](#) and [Chapter 17: Disciplinary Penalties](#) in this *Student Code of Conduct*.
7. The panel chair will send the written determination form to the district dean of students or designee for transmitting the notification to the student.

The district dean of students or designee will transmit the written determination of the Honor Council to the student within three (3) College District business days, along with notification of the student's right to accept or appeal the Honor Council's decision by the deadline provided.

In cases where expulsion is not recommended by the Honor Council, the decision of the Honor Council's written determination may be appealed to the designated leadership team member as provided in this policy.

In cases where expulsion is recommended, the student may appeal to the District President or designee as provided in this policy.

#### Composition of Honor Council

Honor Council members will be selected according to procedures developed by the College District President or designee.

The Honor Council will be a standing Collin College committee that meets at least one (1) time per month or more frequently depending on need during the academic calendar year, not including Collin College-approved holidays or closings.

Each Honor Council will be comprised of at least four (4) Collin College faculty members who represent Collin College's various academic and workforce disciplines and campuses, at least two (2) individuals from the District Dean of Students Office, and at least one (1) current member of the Student Government Association (SGA) or current student who is in good academic and disciplinary standing (when practicable to include students on a given panel). The Honor Council may not be comprised of more than 10 members, excluding the chairperson, at one (1) time.

One (1) Honor Council member will be elected to act as chairperson. The Honor Council chair will select a faculty member from the primary Honor Council membership pool to serve as the Honor Council vice chair in the event the chairperson has to miss a scheduled meeting.

The chairperson will designate an appropriate Honor Council member to act as panel chair for each disciplinary review panel. The Honor Council panel chair will coordinate with the district dean of students or designee to obtain documentation related to the student's prior scholastic dishonesty case(s).

The Honor Council quorum will be a minimum of seven (7) Honor Council representatives, including four (4) to five (5) faculty members, two (2) to three (3) District Dean of Students Office staff members, and the Honor Council Chair. Though this is the minimum requirement to reach quorum, the Honor Council chair will endeavor to have a student representative at each meeting, if possible. The Honor Council may not be comprised of more than 10 primary members, excluding the chairperson, at any one (1) time.

The Honor Council will maintain a pool of alternate members comprised of faculty members, District Dean of Students Office staff members, and Collin College students in the event that several primary Honor Council members are unavailable for a given meeting so that quorum is maintained.

#### Honor Council Procedures

The district dean of students or designee will submit all subsequent cases of scholastic dishonesty (i.e., repeat offenders) to the Honor Council for investigation and adjudication.

The Honor Council chair will assign each case to an Honor Council panel chair to review the allegation(s) and evidence. The Honor Council panel chair will review each of the assigned cases with their panel members. No more than three (3) Honor Council members will be assigned to a given panel unless a higher number of Honor Council members is needed for a given case (e.g., due to the member's expertise in student judicial affairs and/or an academic/workforce discipline). In these instances, the Honor Council panel will have no more than five (5) Honor Council members.

The Honor Council panel chair will convene the panel. All documentation regarding the current scholastic dishonesty case in question and previous scholastic dishonesty cases will be disseminated to the Honor Council

panel. The Honor Council panel chair may not place a case on the panel's agenda that is more than 45 College District business days from when the matter was first referred to the Honor Council by the district dean of students or designee. If the Honor Council is unable to meet and issue a written determination within 45 College District business days, the Honor Council panel chair must refer the matter back to the district dean of students or designee to be adjudicated.

The Honor Council panel members will review the documentation and evidence related to the case. After reviewing the documentation and evidence, the Honor Council panel chair and panel members will make a recommendation concerning:

1. Whether or not the student is responsible for the alleged scholastic dishonesty violation(s), and
2. The appropriate disciplinary penalty or penalties that should be imposed, if the student is found responsible for the alleged scholastic dishonesty violation(s). The Honor Council panel chair and panel members can only recommend the disciplinary penalty or penalties listed in Board Policy [FM \(LOCAL\)](#) that are applicable to scholastic dishonesty cases. For more information, see [Chapter 17: Disciplinary Penalties](#) in this *Student Code of Conduct*.

The Honor Council panel chair will present each assigned case and the panel's recommendations to the entire Honor Council for consideration. The entire Honor Council will vote on the panel's recommendations. Honor Council determinations require a majority vote.

The Honor Council chair will compose a *Written Determination Form* which will include the following information:

1. Whether the student was found responsible or not responsible for the alleged violations.
2. The appropriate disciplinary penalty or penalties that will be imposed by the Honor Council, if applicable.
3. A statement informing the student of their right to accept or appeal the Honor Council's determination by the deadline stated in the *Written Determination Form*.
4. A statement informing the student that if they choose to appeal the Honor Council's determination to the designated leadership team member, the student must submit the *Disciplinary Appeal Request Form* within five (5) College District business days of receiving notice of the Honor Council's written determination.

The Honor Council chair will send the completed *Written Determination Form* to the district dean of students or designee. The district dean of students or designee will then send the completed *Written Determination Form* to the student within three (3) College District business days of the Honor Council's determination.

After the *Written Determination Form* is sent to the student, the district dean of students or designee will notify the appropriate faculty member(s) of the status of the case. Additionally, the district dean of students or designee will notify the appropriate faculty member(s) and their program director(s) or associate academic/workforce dean(s) once the disciplinary case is closed.

#### **Appeal to the Designated Leadership Team Member for Subsequent Scholastic Dishonesty Cases**

A student may appeal, within five (5) College District business days of receiving notice of the Honor Council's written determination, in writing to the designated leadership team member to review the determination of the Honor Council. To initiate the appeal to the designated leadership team member, the student must submit an appeal form provided by the district dean of students or designee within the time for appeal that is prescribed in the notice of written determination. The student's petition will state with particularity why the Honor Council's decision is believed to be incorrect.

After receiving notice of the appeal, the Honor Council panel chair will forward all documents and evidence considered to the designated leadership team member.

The designated leadership team member may, but is not required to, hold a conference within 10 College District business days after the appeal notice is filed, unless an extension is needed by the designated leadership team member. At the conference, the student may provide information concerning any documents or information relied on by the Honor Council. 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 appeal, provided during the conference, and forwarded by the Honor Council panel chair.

The designated leadership team member may act to affirm, modify, remand, or reverse the decision of the Honor Council.

The designated leadership team member's decision is final, binding, and non-appealable, except when expulsion is recommended by the Honor Council 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 appeal and forwarded by the Honor Council panel chair.

#### After the Appeal to the Designated Leadership Team Member

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.

#### **Appeals to the College District President or Designee**

Only for cases when expulsion is the penalty recommended and affirmed by the designated leadership team member, the student may appeal that prior determination to the College District President or designee. Additionally, if the College District President or designee elects to review those cases where expulsion is recommended and affirmed, this policy will also apply.

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 Collin District President or designee for review and final consideration.

The appeal request must be submitted in writing within three (3) College District business days of the prior determination. To initiate the appeal to the College District President or designee, the student must submit the *Final Appeal Form* provided to the student.

Upon request, the district dean of students or designee, Honor Council, or 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 request a meeting with the student prior to issuing a final administrative decision.

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 appeal and forwarded by the district dean of students or designee, Honor Council, or designated leadership team member.

#### After the Review

The student will be notified in writing of the College District President or designee's decision within five (5) College District business days. The College District President or designee's decision is final, binding, 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 17: Disciplinary Penalties, Petition to Revoke Expulsion](#) in this *Student Code of Conduct*.