



  
**COLLIN**  
**COLLEGE**  
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# STUDENT HANDBOOK 2025-26

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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 75069  
972.548.6790

### Technical Campus

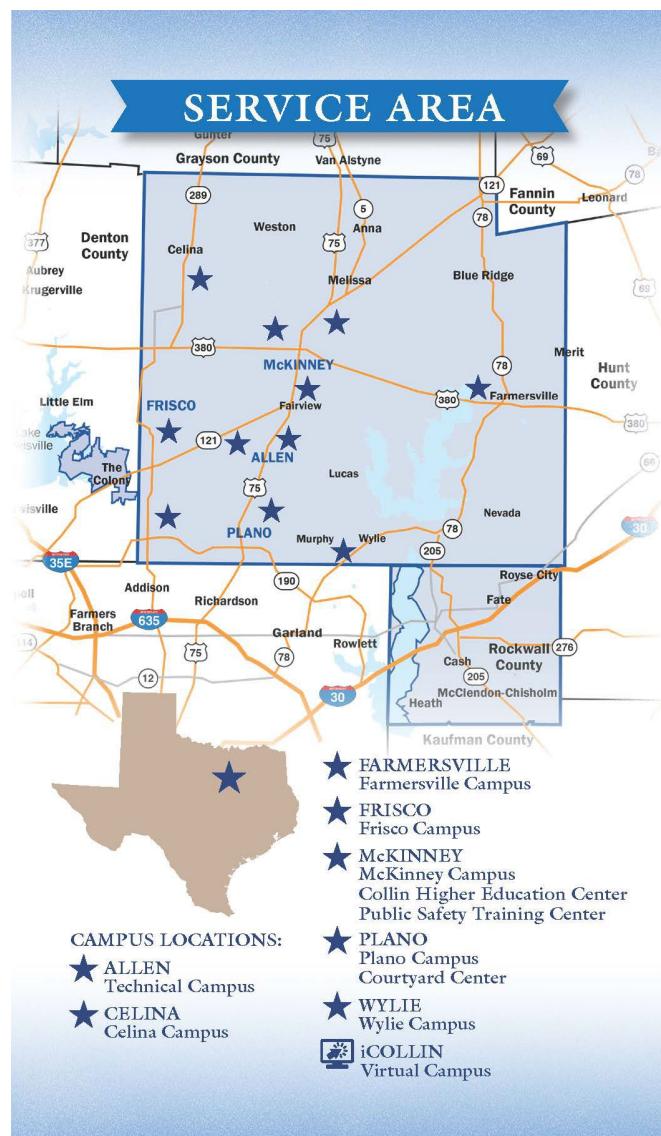
2550 Bending Branch Way  
Allen, Texas 75013  
972.553.1290

### Wylie Campus

391 Country Club Road  
Wylie, Texas 75098  
972.378.8790

### Collin College Internet Address

[www.collin.edu](http://www.collin.edu)



## 2025-2026 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](mailto:access@collin.edu). For persons who are Deaf or hard of hearing or have speech impairments, contact Relay Texas 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](mailto: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 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](mailto:access@collin.edu).

### **Board Policies**

Collin College's [Board Policy Manual](#) also contains information that is applicable to Collin College students.



### **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

### **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 or a field of study 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.

## 2025-2026 Academic Calendar

### Fall 2025

July 23	<b>Fall 2025 Early Registration Payment Deadline</b>
August 15	<b>All College Day</b> <b>All Campuses Closed</b>
August 25	Fall Classes Begin
<b>September 1</b>	<b>Labor Day Holiday</b> <b>All Campuses Closed</b>
September 8	Fall 16-Week Census Date
<b>September 19</b>	<b>Plano Balloon Festival</b> <b>Plano Campus Closes at 3 p.m.</b>
<b>September 20-21</b>	<b>Plano Balloon Festival</b> <b>Plano Campus Closed</b>
October 31	Fall 16-Week Last Day to Withdraw
<b>November 26-30</b>	<b>Thanksgiving Holiday</b> <b>All Campuses Closed</b>
<b>December 3</b>	<b>Wintermester/Spring 2026</b> <b>Early Registration Payment Deadline</b>
December 8-14	Fall Final Exam Week
<b>December 12</b>	<b>Collin College Fall 2025</b> <b>Commencement</b>
December 15	Wintermester Classes Begin
December 15-23	Wintermester Classes Meet
December 16	Wintermester Census Date
December 19	Wintermester Last Day to Withdraw
<b>December 24-</b>	<b>Winter Break</b>
<b>January 4</b>	<b>All Campuses Closed</b>

### Spring 2026

January 5	Wintermester Classes Resume
January 8	Wintermester Final Exams
<b>January 19</b>	<b>MLK Holiday</b> <b>All Campuses Closed</b>
January 20	Spring Classes Begin
February 3	Spring 16-Week Census Date
<b>March 16-22</b>	<b>Spring Break</b> <b>All Campuses Closed</b>
April 2	Spring 16-Week Last Day to Withdraw
<b>April 3-5</b>	<b>Spring Holiday</b> <b>All Campuses Closed</b>
<b>April 29</b>	<b>Maymester/Summer 2026</b> <b>Early Registration Payment Deadline</b>
May 11-17	Spring Final Exam Week
<b>May 15</b>	<b>Collin College Spring 2025</b> <b>Commencement</b>

### Summer 2026

May 18	Maymester Classes Begin
May 19	Maymester Census Date
May 22	Maymester Last Day to Withdraw
<b>May 25</b>	<b>Memorial Day Holiday</b> <b>All Campuses Closed</b>
June 2	Maymester Final Exams
June 8	June 5-Week (Summer I) and Summer 10-Week (Summer III) Classes Begin
June 11	June 5-Week (Summer I) Census Date
June 16	Summer 10-Week (Summer III) Census Date
June 23	June 5-Week (Summer I) Last Day to Withdraw
<b>July 3</b>	<b>Independence Day Holiday</b> <b>All Campuses Closed</b>
July 9	Summer 10-Week (Summer III) Last Day to Withdraw
July 9	June 5-Week (Summer I) Final Exams
July 13	July 5-Week (Summer II) Classes Begin
July 16	July 5-Week (Summer II) Census Date
July 24	Required Class Day for July 5-Week (Summer II) and Summer 10-Week (Summer III) MW Classes
July 28	July 5-Week (Summer II) Last Day to Withdraw
<b>July 29</b>	<b>Fall 2026 Early Registration Payment Deadline</b>
July 31	Required Class Day for July 5-Week (Summer II) and Summer 10-Week (Summer III) TR Classes
August 10-11	Summer 10-Week (Summer III) Final Exams
August 11	July 5-Week (Summer II) Final Exams

## **Section 1: Collin College's Campuses and Centers**

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### **Celina Campus**

The Celina Campus sits on 75 acres at 2505 Kinship Parkway in Celina, Texas. The Celina Campus offers Continuing Education (CE) and academic transfer courses as well as certificate programs in Allied Health, Business Management, and Information Technology (IT). 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.

For more information, go to the [Celina Campus webpage](#) or call 469.905.3590.

### **Collin Higher Education Center**

The Collin Higher Education Center located at 3452 Spur 399, McKinney, Texas, opened in January 2010. The 125,000-square-foot, four (4)-story building was built on land provided by the McKinney Economic Development Corporation and is home to Collin College's Board of Trustees (Board) meetings. The center serves as an administration building and houses the College District President's office and leadership teams for Academic Services, Business Administrative Services, Communications, Districtwide Scheduling, Facilities and Construction, the Collin College Foundation, Grants Management, the Human Resources Department, Institutional Research, iCollin Virtual Campus, P-12 Partnerships, Purchasing, the Small Business Development Center, and Student Success.

For more information, go to the [Collin Higher Education Center webpage](#) or call 972.599.3100.

### **Courtyard Center**

The Courtyard Center located at 4800 Preston Park Blvd., Plano, Texas, houses the Scholars Active in Learning (SAIL) program, the Esthetician program, and the Medical Massage Therapy program.

For more information, go to the [Courtyard Center webpage](#) or call 972.985.3790.

### **Farmersville Campus**

The Farmersville Campus, located at the corner of Audie Murphy Parkway (U.S. 380) and S. Collin Parkway (County Road 611), 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, Communication Design, Computer/IT, Medical Assisting Advanced Practice, Urban Sustainable Agriculture, and Continuing Education (CE) classes in areas such as Drawing, Real Estate, and more.

For more information, go to the [Farmersville Campus webpage](#) or call 972.549.6490.

### **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 (BAT) in Cybersecurity. It is also home to the award-winning Institute of Culinary Education. Collin College's state-of-the-art Information Technology Center is the home base for all the college's IT programs and the Esports arena.

For more information, go to the [Frisco Campus webpage](#) or call 972.377.1790.

### **iCollin Virtual Campus**

The iCollin Virtual Campus administrative offices are housed at the Collin Higher Education Center located at 3452 Spur 399, McKinney, Texas. The iCollin Virtual Campus offers a broad range of courses designed for flexibility. The campus offers blended and fully online courses, as well as face-to-face courses scheduled during the weekend through the Weekend College division.

In addition, the campus offers co-curricular workshops for online students and has dedicated student success coaching services available to iCollin Virtual Campus students. Coaches are available to guide and support online

students throughout their learning journey. Explore your academic goals with iCollin Virtual Campus today.

For more information, go to the [iCollin Virtual Campus webpage](#), call 972.549.6416, or email [iCollinHelp@collin.edu](mailto:iCollinHelp@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](#).

#### **McKinney Campus**

The McKinney Campus, located at 2200 W. University Drive, McKinney, Texas, offers a full range of high-impact academic transfer and health professions courses both on campus and via dual credit. The McKinney Campus houses the Collin College Bachelor of Science in Nursing (BSN) and the Bachelor of Applied Science in Clinical Operations Management. 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 Continuing Education (CE) classes specific to health care.

For more information, go to the [McKinney Campus webpage](#) 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 Athletics 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 the [Plano Campus webpage](#) 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. In addition, 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 the [Public Safety Training Center webpage](#) 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](#).

#### **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 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 various course options. These align to the collegiate academy with Allen ISD and support university partner institutions that offer portions of their degrees at the campus. To learn more about the university partnerships based at the Technical Campus, go to the [Collin College Academic Alliance webpage](#).

The Technical Campus's buildings are dedicated to major career concentration areas while collaboration spaces between the technical buildings 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 Technical Campus also houses the Anthony Peterson Center for Academic Assistance, 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:** Art, Economics, English, Environmental Science, Government, History, Mathematics, Music, Physics, Psychology, and Speech.
2. **Advanced Manufacturing:** Biomedical Equipment Technology, Electronic Engineering Technology, and Robotics and Automation Technology.
3. **Architecture and Construction:** Computer-Aided Drafting and Design; Construction Management; Construction Safety; Electrical; Heating, Ventilation, and Air Conditioning (HVAC); Interior Design; Plumbing; and Welding Technology.
4. **Health Sciences:** Certified Nurse Aide (CNA), Electrocardiograph Technician, Emergency Medical Technician (EMT), Licensed Vocational Nursing (LVN), Medical Assisting Advanced Practice, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician, Rehabilitation Aide, and Respiratory Care.

5. **Science, Technology, Engineering, and Math (STEM):** Computer Networking, Computer Science, and Engineering.

6. **Logistics and Transportation:** Automotive Technology and Collision Technology.

For more information, go to the [Technical Campus webpage](#) 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, go to the [Apprenticeships webpage](#).

#### **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; Gaming and Animation; Health Sciences; Science, Technology, Engineering, and Mathematics (STEM); Urban Sustainable Agriculture; and Veterinary Technology.

For more information, go to the [Wylie Campus webpage](#) or call 972.378.8790.

## Section 2: Student and Community Engagement

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### **Admissions**

Student and Enrollment Services team members assist prospective students with applying for admission and completing all onboarding requirements (i.e., action items and 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 achievements. 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 attend New Student Orientation. As part of the New Student Orientation experience, students will register 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.

For more information, including New Student Orientation dates and reservations, call 972.881.5788, email [orientation@collin.edu](mailto:orientation@collin.edu), or go to the [Orientation webpage](#).

### **Campus Safety Training**

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

For more information regarding the Mandatory Campus Safety Training hold, call 972.881.5902 or go to the [Hold Information and Resolution Guide webpage](#).

For more information regarding the Campus Safety Training content and resources, call 972.881.5604 or email [dos@collin.edu](mailto:dos@collin.edu).

### **Contact Information**

For more information, go to the [Connect With Us webpage](#) 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: Suite 100
3. Farmersville Campus: Suite 123
4. Frisco Campus: Suite F-109
5. McKinney Campus: Room W100
6. Plano Campus: Room G103
7. Technical Campus: Room A102
8. Wylie Campus: Room CC100

### **Advising**

Collin College advising is centered around empowering students to define and achieve their educational goals, navigate program completion, and explore career pathways through directive advising. Students participating in the advising process receive personalized guidance tailored to their unique needs and aspirations.

Directive advising serves as a cornerstone of our approach, ensuring that students receive targeted support and resources to navigate their academic journey effectively. Our team of advisors, enrollment specialists, district college and career counselors, and workforce program coaches collaboratively assist students to develop completion plans that align with their academic and career objectives.

By engaging in directive advising sessions, students gain valuable insights into program completion requirements, transfer opportunities, and career pathways within their chosen fields. Each student learns the importance of proactive planning while being encouraged during these sessions to map out their academic trajectory and make informed decisions about their future.

Through directive advising, students are empowered to take control of their academic and professional development, equipping them with the tools and resources they need to achieve program completion.

Each 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 the appropriate Collin College degree planning tools 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.
7. Be prepared and accept responsibility for their decisions.

Students will be assigned a primary point of contact for advising.

For new students and more information on how to connect with an advisor, go to the [Connect With Us webpage](#). Advising assistance is located within Student and Enrollment Services at the following campus locations:

1. Celina Campus: Room 102
2. Courtyard Center: Suite 100
3. Farmersville Campus: Suite 123
4. Frisco Campus: Suite F109
5. McKinney Campus: Room W100
6. Plano Campus: Room G103
7. Technical Campus: Room A102
8. Wylie Campus: Room CC100

## **Athletic Department**

The Athletic Department is an integral part of Collin College's mission to develop valuable 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 coed esports, men's and women's basketball, men's and women's golf, men's and women's tennis, and women's volleyball. 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 (NTJCAC) 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 the [Cougar Athletics webpage](#).

## **Career Centers**

Collin College's Career Centers bridge the gap between students' academic journeys and career aspirations. The Career Center managers understand that selecting a course of study and planning a career can be an exciting yet challenging process. Collin College's Career Centers provide a friendly and professional environment where students can explore various career options, identify their interests, and chart a pathway that aligns with their course of study.

Whether students are just starting their academic journey or preparing to enter the workforce, the Career Centers offer guidance and resources to help them develop vocational clarity and obtain career readiness skills. We believe in the seamless integration of our Career Centers with Enrollment Services, ensuring that students have access to comprehensive support from the moment they step foot on campus. By combining directive advising with career development support, the Career Centers empower students to make informed decisions about their education and future career paths.

The Career Centers' goal is simple: to help every student obtain an occupation or profession that not only complements their interests but also aligns with their completed degree program.

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](mailto:career@collin.edu), go to the [Career Centers webpage](#), or contact one (1) of the following campus Career Centers:

1. Celina Campus: 469.905.3548
2. Farmersville Campus: 972.549.6425
3. Frisco Campus: 469.365.1904
4. McKinney Campus: 972.548.6747
5. Plano Campus: 972.881.5627
6. 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](mailto:studenthousing@collin.edu), or go to the [Student Housing at Collin College webpage](#).

### **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, faculty, and staff;
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, sex discrimination, sexual harassment, sexual assault, 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](mailto:dos@collin.edu), or go to the [District Dean of Students Office webpage](#).

### **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 the [ACCESS Office webpage](#).

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, taking into consideration 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 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 Office webpage](#) 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 exams.

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

#### 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.

#### Complaints Involving Academic Adjustments or Accommodations for Students

Complaints over the denial of or a decision pertaining to academic adjustments or accommodations for students must be submitted by a student to Collin College's ACCESS Office within 15 College District business days of the date of the denial or decision by the ACCESS Office.

The executive vice president or designee will adopt procedures for the informal and formal resolution of such complaints. The procedures will be posted on Collin College's website.

The procedures will include an ACCESS Appeals Board and a method for which faculty may challenge an academic adjustment or accommodation decision if they believe the adjustment or accommodation could result in a fundamental alteration. For purposes of this policy, a fundamental alteration is a change to a program, service, or activity that significantly changes the essential nature of the program, service, or activity (i.e., course design or degree requirements).

Faculty will consult directly with the director of ACCESS or through applicable procedures for complaints involving a fundamental alteration.

The procedures will also include multiple levels of appeals up to the vice president of student and enrollment services or designee. The decision of the vice president of student and enrollment services or designee is final and non-appealable for all complaints involving the denial of or a decision pertaining to academic adjustments or accommodations for students.

For more information, call 972.881.5898, email [access@collin.edu](mailto:access@collin.edu), or go to the [ACCESS Office webpage](#).

#### 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 [Deaf and Blind Exemption Program webpage](#).

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](mailto:access@collin.edu), go to the [ACCESS Office webpage](#), or contact one (1) of the following campus ACCESS Offices:

1. Celina Campus: Room 103E
2. Farmersville Campus: Room 127G
3. Frisco Campus: Suite H210
4. McKinney Campus: Suite W200
5. Plano Campus: Room D140
6. Technical Campus: Suite A004
7. Wylie Campus: Room CC215

#### **Counseling Services**

Counseling Services is designed to support the mental health and general well-being of Collin College students. Licensed mental health professionals are available to meet with currently enrolled students for in-person or telehealth sessions. In addition, Counseling Services offers a variety of options, including, but not limited to, one-on-one counseling, couples counseling, emotional wellness seminars, psycho-education groups, basic needs consultations, and self-help resources.

Counseling Services is here to support students with the challenges they are facing and provide care for issues within our scope of services. If additional support is needed, Counseling Services can help connect students with

appropriate campus and community resources.

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 the [Mental Health Counseling webpage](#), call 972.881.5126, or email [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu). Students can also stop by any campus Counseling Services office. Students should be aware that confidentiality and privacy protection are not guaranteed for email transactions.

Counseling Services is located on the following campuses:

1. Frisco Campus: Suite H210
2. McKinney Campus: Suite W200
3. Plano Campus: Suite D134
4. Wylie Campus: Suite CC215

For more information, go to the [Mental Health Counseling webpage](#).

#### **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 Collin College 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](mailto:dos@collin.edu), or go to the [Student Conduct webpage](#).

#### **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 all compliance events relating to Collin College's international student population, specifically F-1 visa holders, to the federal government through the Student and Exchange Visitor Information System (SEVIS). In addition, ISO promotes international students' academic success, personal growth, and development by providing support, information, and guidance with the admissions process, and ensuring students understand and comply with the immigration rules and regulations required by the U.S. government. ISO treats each student with dignity and respect.

For more information, email [iso@collin.edu](mailto:iso@collin.edu) or go to the [International Admissions webpage](#).

#### **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. Collaborate on commencement activities, including graduation clearance of all degree and certificate candidates, ordering diplomas, and production of the program.
4. Provide answers to questions regarding residency (for tuition purposes) as guided by state policies.
5. Maintain student records and security.

6. Oversee Collin College's compliance with the [Family Educational and Rights Privacy Act of 1974 \(FERPA\)](#) and provide guidance to students, faculty, and staff.
7. Certify academic eligibility for NJCAA athletes.
8. Monitor and work with the third-party transcript company, Parchment, for successful processing of Collin College transcripts.
9. Monitor and work with the National Student Clearinghouse to maintain accurate enrollment and degree information.
10. Notarize transcripts, diplomas, and other documents for the college community.

For more information, call 972.881.5710, email [registrar@collin.edu](mailto:registrar@collin.edu), or go to the [Registrar's Office webpage](#).

## **Registration Procedures**

### **Schedule of Classes**

An online listing of courses offered at Collin College is available through the [class schedule](#). Admitted students can also view the schedule of classes through their Workday student accounts.

### **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 Assessment (TSIA2), any additional assessment requirements, and have met with an advisor.

### **Mandatory Advising Holds**

Students who have taken the Texas Success Initiative Assessment (TSIA2) and did not place at the college level in English Language Arts and Reading (ELAR) and/or Mathematics are required to meet with a Student and Enrollment Services team member to establish an academic success plan. Students will be required to have regular contact with a Student and Enrollment Services team member 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 TSIA2 areas are encouraged to register for the 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.

### **Student Load**

#### Full Time

A student enrolled for 12 credit hours or more in a Fall semester, Wintermester/Spring semester, or Maymester/Summer semester is considered full time. Full-time status for mini semesters 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 less in a Fall semester, Wintermester/Spring semester, or Maymester/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/Spring Semester**

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

Spring 16-Week Term: 18 credit hours maximum.

### **Maymester/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/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/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/Spring, and Maymester/Summer semesters.

For more information, contact the Registrar's Office at 972.881.5707 or [registrar@collin.edu](mailto:registrar@collin.edu).

### **Adding and Dropping Classes**

Students will add and drop classes in the Workday Student Portal.

For regular 16-week classes, there is a registration deadline the Friday before the semester begins. For express and weekend classes, registration deadlines will vary.

Registration for any class will result in full tuition and fee assessment for the course hours. Any class dropped on or after the first day of each term or mini semester will result

in charges for the dropped class, 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 day of class or they will be required to make a 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 [2025-2026 Academic Calendar](#) section in this student handbook and on the [Calendars webpage](#). 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 or withdrawal. A student who discontinues class attendance and does not officially drop or withdraw from the class 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 or withdrawing from classes. 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 or withdrawing from classes. For more information, see the [Financial Aid and Veterans Services](#) section in this student handbook.

### **Repeating Courses**

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 [Withdrawal Policy webpage](#) for a complete list of courses exempt from the course repeat tuition and how to qualify for exemptions from the higher tuition rate.

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 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 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 [2025-2026 Academic Calendar](#) section in this student handbook and on the [Calendars webpage](#).

Students may also withdraw from Collin College by emailing a written request for such action to [registrar@collin.edu](mailto:registrar@collin.edu). The written request must come from the student's Collin College email account and include their College-Wide Identification (CWID) number, phone number(s), and the course name(s) and number(s). The email must be time 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, Wintersemester/Spring semester, or Maysemester/Summer semester. Full-time status for mini

semesters varies. International students whose first semester is a Maymester/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/Spring, and Maymester/Summer semesters.

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

#### **Registration for Continuing Education (CE) Courses**

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

1. Online Registration: Apply and register [online](#).
2. Phone Registration: Call 972.985.3711 and provide the course name, course number, 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 and Public Safety Training Center. Times are listed in the current CE Schedule located on the [Continuing Education webpage](#).

For registration information, go to the [Continuing Education webpage](#).

#### **Student Education Records**

Board policies [FJ \(LEGAL\)](#), [FJ \(LOCAL\)](#), and [FJ \(EXHIBIT\)](#) are associated with this section.

#### **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. In addition, FERPA governs the disclosure of students' education records.

#### **Texas Government Code Section 559.003**

With few exceptions, state law (i.e., [Texas Government Code Section 559.003](#)) gives 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 all 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 advisors, 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.

#### **Records Request Procedures**

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 record 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 he or she fails to follow proper procedures or pay the copying charge.

Contact the registrar at 972.881.5707 or [registrar@collin.edu](mailto: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 in this student handbook) 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.

In compliance with [FERPA](#), information classified as directory information may be released to the general public without the prior written consent of the student. Directory information includes the student's:

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

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

A student may request that directory information be withheld from the public by completing the *Manage My Privacy Setting* form in Workday. 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 *Manage My Privacy Setting* form in Workday. 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 he or she has 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 his or her 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 he or she is:

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 [Records Request Procedures](#) section in this student handbook.

#### **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](mailto: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 his or her 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 his or her 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 he or she has 30 College District business days within which to exercise his or her 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 his or her 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 (SPPD). The student should complete the [FERPA Complaint Form](#). The completed form along with any pertinent information concerning the allegation(s) should be sent through email to [FERPA.Complaints@ed.gov](mailto: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 the [U.S. Department of Education's File a Complaint webpage](#).

### **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 on the [ID Cards webpage](#).

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 student ID card a student receives. The student must present a valid picture ID and their College-Wide Identification (CWID) number 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](mailto:studentengagement@collin.edu), Student and Enrollment Services on the student's preferred campus, or go to the [ID Cards webpage](#).

### **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 the [District Statistics webpage](#).

### **Student Suggestions and Complaints**

Board policies [FLD \(LEGAL\)](#) and [FLD \(LOCAL\)](#) are associated with this section.

#### **Suggestions**

Students who have suggestions can contact the district dean of students or designee at 972.881.5604 or [dos@collin.edu](mailto: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.

Collin College encourages students to discuss academic and instructional concerns with their professors first to reach a resolution as soon as possible. If this is not feasible, or if the professor is unable to address the student's concern(s), the student should then contact the appropriate program director(s) and/or associate academic/workforce dean(s). If the program director(s) and/or associate academic/workforce dean(s) is unable to address the

student's concern(s), the student should then contact the appropriate academic/workforce dean.

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 \(LOCAL\)](#) and *Chapter 3: Discrimination, Harassment, and Retaliation Prohibited in the Student Code of Conduct*.
2. For complaints alleging sex discrimination and sexual harassment, see Board policy [FFDA \(LOCAL\)](#) and *Chapter 10: Title IX Provisions 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 \(LOCAL\)](#) and the student disciplinary procedures sections in the *Student Code of Conduct*.
4. For complaints concerning student disciplinary decisions, see Board policy [FMA \(LOCAL\)](#) 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 \(LOCAL\)](#).
6. For complaints concerning a commissioned peace officer who is an employee of Collin College, see Board policies [CHA \(LEGAL\)](#), [CHA \(LOCAL\)](#), and [DGBA \(LOCAL\)](#).
7. For complaints concerning the withdrawal of consent to remain on campus, see Board policies [GDA \(LEGAL\)](#) and [GDA \(LOCAL\)](#).
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 \(LOCAL\)](#) and the [Grade Appeal Process](#) section in this student handbook.

## **Testing Centers and Assessment Services**

Testing Centers are located at the Celina, Farmersville, Frisco, McKinney, Plano, Technical, and Wylie Campuses for the Texas Success Initiative Assessment (TSIA2) for course placement, higher level math assessment, credit by exam testing, limited instructional testing, ESL assessments, and proctoring of correspondence exams.

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

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

## **Texas Success Initiative Assessment (TSIA2)**

The Texas Success Initiative Assessment (TSIA2) is a program designed to determine if a student is ready for college-level course work in the general areas of English Language Arts and Reading (ELAR) and Mathematics. The TSIA2 mandates that all new students entering Texas public colleges and universities be assessed in the basic skills of reading/writing and mathematics unless the student is not subject to the TSIA2 or is otherwise exempted. 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 must 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](#). This activity includes the following:

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 \$43 for online testing. Any retest(s) will also cost \$29 for in-person testing and \$43 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 webpage](#).

#### **Testing Center Procedures**

The Testing Centers are monitored by surveillance equipment. Testing Center procedures are as follows:

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. A physical ID is required.
2. No children, food, or drinks 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, smart/AI eyeglasses, smartwatches, Fitbits, digital or analog watches, Bluetooth devices, tablets) are allowed while taking examinations. These items must be turned off and 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. Any item allowed by a student’s professor that will be brought into the Testing Center is subject to inspection.
7. All infractions of the [Student Code of Conduct](#) will be referred to the District Dean of Students Office.
8. 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. If a student is granted more than one (1) hour for their exam, the student must start with at least that amount of time available before closing (e.g., if a student has 90 minutes for their exam, the student must start at least one-and-a-half (1 ½) hours 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 webpage](#). 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 can complete their proctored tests and exams online, in one of the Collin College Testing Centers, or at another approved testing site or service. If a student chooses to use an option other than a Collin College Testing Center, the student is responsible for paying all associated fees. Completing a proctored exam online requires a webcam and microphone.

All students in online courses taking proctored tests must do the following:

1. Abide by the [Collin College Procedures for Remote Proctored Exams](#).
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](mailto: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 the [Testing Center's webpage](#).

### **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 the [Veterans Resource Centers webpage](#), email [vrc@collin.edu](mailto: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

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### **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.

To learn and grow academically, students are expected to complete coursework independently unless otherwise directed by their professor(s). By actively participating in educational opportunities, students build confidence, learn how to think for themselves, solve problems, and gain work and life skills. Artificial Intelligence (AI) programs and tools that generate text, code, and visual content can enhance student learning when used appropriately and responsibly. However, using AI programs and content generators to complete coursework may lead to a violation of Collin College's academic integrity policies and procedures and deprive students of the opportunity to learn how to think for themselves. Students should always ask their professor(s) for permission and find out to what capacity they are allowed to use AI programs and content generators to complete an assignment. Students should refer to [Chapter 7: Scholastic Dishonesty](#) in the [Student Code of Conduct](#) for more information.

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 supports traditionally underserved First-Time-in-College (FTIC) students by connecting them with essential campus resources to help them achieve their academic and career goals. Participants are paired with a staff or faculty member who guides them through key aspects of college success. The program helps students explore Collin College's resources, strengthen their networks, and build confidence. It also helps them in identifying and articulating

academic and career goals while staying on track with academic planning, course registration, degree requirements, graduation and transfer planning, and other topics relevant to first-year success.

For more information, go to the [Academic Planning Coach Program webpage](#).

### **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 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 the [Anthony Peterson Center for Academic Assistance webpage](#).

### **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 on the [Anthony Peterson Center for Academic Assistance webpage](#).

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

1. Celina Campus: Library Room 002, 469.905.3528, [Celina-APCAA@collin.edu](mailto:Celina-APCAA@collin.edu)
2. Farmersville Campus: Room 120, 972.549.6499, [FVC-APCAA@collin.edu](mailto:FVC-APCAA@collin.edu)
3. Frisco Campus: Founder's Hall Room F148, 972.377.1639, [FriscoMathLab@collin.edu](mailto:FriscoMathLab@collin.edu)
4. McKinney Campus: Room C119, 972.548.6896, [mckapcaa@collin.edu](mailto:mckapcaa@collin.edu)
5. Online: 972.548.6499, [APCAA.Districtwide@collin.edu](mailto:APCAA.Districtwide@collin.edu)
6. Plano Campus: Room D203, 972.881.5921, [PlanoMathLab@collin.edu](mailto:PlanoMathLab@collin.edu)
7. Technical Campus: Room A280, 972.553.1236, [TechnicalAPCAA@collin.edu](mailto:TechnicalAPCAA@collin.edu)
8. Wylie Campus: Room WLB217, 972.378.8935, [WylieAPCAA@collin.edu](mailto:WylieAPCAA@collin.edu)

### **Science Dens**

The Science Dens provide in-house science models, microscopes, slides, and textbooks for students enrolled in all college-level science courses. Each campus provides students with a unique science study and support area, so students should contact the Anthony Peterson Center for Academic Assistance at their preferred campus for the most current science support information.

Collin College students enrolled in courses in the natural sciences that have math-based assignments can receive assistance from tutors and volunteer faculty in the Math Labs at the McKinney Campus, Plano Campus, and Wylie Campus. 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. Online science tutoring appointments are available through the [Anthony Peterson Center for Academic Assistance webpage](#).

Campus contact information for science tutoring support:

1. Celina Campus: Library Room 002, 469.905.3528, [Celina-APCAA@collin.edu](mailto:Celina-APCAA@collin.edu)
2. Farmersville Campus: Room 120, 972.549.6499, [FVC-APCAA@collin.edu](mailto:FVC-APCAA@collin.edu)
3. Frisco Campus: Lawler Hall Room LH202, [ScienceDen@collin.edu](mailto:ScienceDen@collin.edu)
4. McKinney Campus: Room C119N, 972.548.6505, [mckapcaa@collin.edu](mailto:mckapcaa@collin.edu)
5. Online: 972.548.6499, [APCAA.Districtwide@collin.edu](mailto:APCAA.Districtwide@collin.edu)
6. Plano Campus: Room D203, 972.881.5921, [PlanoMathLab@collin.edu](mailto:PlanoMathLab@collin.edu)
7. Technical Campus: Room A280, 972.553.1236, [TechnicalAPCAA@collin.edu](mailto:TechnicalAPCAA@collin.edu)
8. Wylie Campus: Room WLB217, 972.378.8935, [WylieAPCAA@collin.edu](mailto: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. In addition, 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 Center for Academic Assistance webpage](#). For information about the Writing Centers' comprehensive online schedule, send an email to [APCAA.Districtwide@collin.edu](mailto: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 the [Anthony Peterson Center for Academic Assistance webpage](#) or contact your preferred Writing Center:

1. Celina Campus: Library Room 002, 469.905.3528, [Celina-APCAA@collin.edu](mailto:Celina-APCAA@collin.edu)
2. Farmersville Campus: Room 120, 972.549.6499, [FVC-APCAA@collin.edu](mailto:FVC-APCAA@collin.edu)
3. Frisco Campus: Lawler Hall Room LH141, 972.377.1576, [PRCWritingCenter@collin.edu](mailto:PRCWritingCenter@collin.edu)
4. McKinney Campus: Room C119, 972.548.6857, [mckapcaa@collin.edu](mailto:mckapcaa@collin.edu)
5. Online: 972.548.6499, [APCAA.Districtwide@collin.edu](mailto:APCAA.Districtwide@collin.edu)
6. Plano Campus: Room D203, 972.881.5843, [PlanoWC@collin.edu](mailto:PlanoWC@collin.edu)
7. Technical Campus: Room A280, 972.553.1236, [TechnicalAPCAA@collin.edu](mailto:TechnicalAPCAA@collin.edu)
8. Wylie Campus: Room WLB217, 972.378.8935, [WylieAPCAA@collin.edu](mailto:WylieAPCAA@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 be automatically disabled.

## **Bookstores and Textbooks**

The Collin College bookstores are managed by Barnes & Noble College. Information about textbooks, refunds, and store hours can be found on the [bookstore's website](#).

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](#). Students can purchase or rent textbooks from the Collin College bookstores located on the Celina, Frisco, McKinney, Plano, Technical, and Wylie Campuses, or on the [bookstore's website](#). Note that textbook availability is campus-specific based on the student's course section number(s). 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, in accordance with Department of Education regulations. 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:

1. Cash;
2. Contactless payments (e.g., Apple, Google, Samsung Pay);
3. Credit cards: American Express, Discover, MasterCard, and VISA; and
4. Financial aid.

The bookstores also have 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 (CE) 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 the 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 the [bookstore's website](#) or contact one (1) of the following campus bookstores:

1. Celina Campus: 469.905.6080, [sm8413@bncollege.com](mailto:sm8413@bncollege.com)
2. Frisco Campus: 972.377.1680, [sm8221@bncollege.com](mailto:sm8221@bncollege.com)
3. McKinney Campus: 972.548.6680, [sm8222@bncollege.com](mailto:sm8222@bncollege.com)
4. Plano Campus: 972.881.5680, [sm8220@bncollege.com](mailto:sm8220@bncollege.com)
5. Technical Campus: 972.553.1280, [sm8351@bncollege.com](mailto:sm8351@bncollege.com)
6. Wylie Campus: 972.378.8680, [sm8350@bncollege.com](mailto: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 the [CASMNS webpage](#).

#### **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.

The Child Development Lab School is accredited by the National Association for the Education of Young Children (NAEYC) and is a Four-Star Texas Rising Star Program.

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 enrolled 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 Success Seminars**

These seminars teach students basic academic skills to increase college success. A schedule of these free seminars is published each semester in the [Canvas shell](#).

For more information, contact [ljavaed@collin.edu](mailto:ljavaed@collin.edu) or [khanvey@collin.edu](mailto:khanvey@collin.edu).

### **College-Wide Identification (CWID) Number**

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

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 the [Collin College Catalog webpage](#).

### **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 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](mailto:ceinfo@collin.edu), or go to the [CE webpage](#).

### **Course Delivery Options**

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

**Face-to-Face Courses** consist of regularly scheduled face-to-face meetings at a specific campus location; some use of technology is required to support learning.

**Hybrid Courses** are courses in which 50% or less of the instruction is delivered online. The remaining instruction is delivered through in-person scheduled meetings.

**Blended Courses** are courses in which more than 50% but less than 100% of the instruction is delivered online. Some required face-to-face activities (e.g., discussions, presentations, exam administration) will be scheduled intermittently throughout the term.

**Web Synchronous Courses** are courses in which 100% of the instruction is conducted using web-based technologies to extend the classroom lecture environment and other activities to students at remote sites in real time. 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 the classroom experience.

**Web Courses** are courses in which 100% of the instruction is 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.

### **Excused Absence for Required Military Service**

Board policy [FC \(LEGAL\)](#) is associated with this section.

“Required military service” includes required service in the Armed Forces of the United States or in the National Guard or the Texas State Guard.

In accordance with the [Texas Education Code Section 51.9111](#), upon notice from a student called to participate in required military service, Collin College will excuse the student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in required military service, including travel associated with the service. A student whose absence is excused due to required military service may not be penalized for that absence and will be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

The maximum period for which a student may be excused due to required military service will be no more than 25 percent of the total number of class meetings or the contact hour equivalent, not including the final examination period, for the specific course or courses in which the student is currently enrolled at the beginning of the period of required military service.

A student who needs to take an excused absence due to required military service should contact each of their professors to inform them of the need for an excused absence and to begin planning for making up required assignments, examinations, etc. Upon return from required military service, the student should work with each of their professors to complete any missed assignments, examinations, etc., within a reasonable time after the absence.

### **First-Year Experience (FYE) Program**

Engaging in the First-Year Experience (FYE) program provides students with critical resources, support networks, and guidance to facilitate a successful transition to college. This program fosters meaningful connections with peers, faculty, and staff while equipping students with essential academic and personal development strategies. A key component of the First-Year Experience program at Collin College is the Academic Planning Coach Program, which pairs eligible students with a planning coach to provide individual guidance and support throughout the academic year.

For more information on the First-Year Experience program, go to the [First-Year Experience \(FYE\) webpage](#) or contact Dr. James Wicks, Director Quality Enhancement Plan (QEP), at [jrwicks@collin.edu](mailto:jrwicks@collin.edu). For more information on the Academic Planning Coach Program, see the [Academic Planning Coach Program](#) section in this student handbook or go to the [Academic Planning Coach Program webpage](#).

### **Grade Appeal Process**

Board policy [FLDB \(LOCAL\)](#) is associated with this section.

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 has 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 using the [Academic Grade Appeal Form](#). No paper copies will be accepted. An allegation of capricious grading will be handled according to the grade appeal procedures outlined in the [Grade Appeal Procedures for Alleged Capricious Grading](#) section in this student handbook.

### **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 in this student handbook do not resolve the problem, the student may submit a written petition by completing the Student Academic Grade Appeal Form and providing supporting documentation on the [Academic Grade Appeal Form](#). 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 in this student handbook, 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 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 in this student handbook, 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 in this student handbook 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.

**Contact Information**

For more information, go to the [Grade Appeal Process webpage](#) or email [gradeappeals@collin.edu](mailto: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 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 the [Honors Institute webpage](#) or contact the Honors Director at the Frisco Campus, McKinney Campus, Plano Campus, or Wylie Campus.

## **Libraries**

Libraries are located at the Celina, Farmersville, Frisco, McKinney, Plano, Technical, and Wylie Campuses. 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 the [Library webpage](#).

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; and
14. 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](#) and click the Library widget.

## **Electronic Collections**

More than 180 different electronic collections/databases are available to Collin College students wherever they have internet access. Streaming scholarly and popular journal and magazine articles, videos, music, books, and animations 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. Fees will be charged for overdue materials. Due dates are given at checkout and are also sent to students via their Collin College email accounts. Students will receive a reminder email before any borrowed materials are due.

### **Expectations for Users**

No food or drink is 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 replacement fees and/or disciplinary action.

### **Policy on Minors**

Minors (i.e., children not currently enrolled in a class or participating in a Collin College-sponsored activity) must be accompanied by an adult (i.e., a person 18 years of age 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. 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' 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 the 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 the [Ask a Librarian webpage](#) 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**

Collin College is committed to compliance with [Title IX of the Education Amendments of 1972 \(Title IX\)](#) and Texas state laws which protect pregnant and parenting students' rights and prohibit discrimination against a student based on pregnancy, pregnancy-related conditions, and/or parenting status.

### **Pregnant and Parenting Students' Rights**

Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting have the right to:

1. Early registration.
2. Modifications due to pregnancy and/or a pregnancy-related condition(s).
3. Not be told to drop out or change their educational plans.
4. Not be harassed due to their pregnancy, pregnancy-related condition(s), and/or parenting status.

Collin College has created the [Pregnant and Parenting Students' Rights and Resources](#) document, which is designed to help pregnant and parenting students determine their rights under Title IX and Texas state laws. This document also provides information about resources available on campus and in the community.

### **Collin College's Liaison Officer for Pregnant and Parenting Students**

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 Title IX Compliance  
Technical Campus  
2550 Bending Branch Way  
Suite A004/A006  
Allen, TX 75013  
Phone: 972.599.3126  
Email: [athroop@collin.edu](mailto:athroop@collin.edu)

### **Early Registration for Pregnant and Parenting Students**

Students who are pregnant and/or parenting (i.e., the parent or legal guardian of a child under 18 years of age) are eligible to register on the first day of priority registration. To opt into early registration, these students will need to submit the [Pregnant and Parenting Students Request for Early Registration Form](#). For specific information on registration dates and requirements, see Collin College's [Registration webpage](#).

### **Absences Related to Pregnancy, a Pregnancy-Related Condition(s), and/or Parenting**

Any absences related to pregnancy and/or a pregnancy-related condition(s) must be considered medically necessary and excused. Students who think they will need to take an excused absence(s) due to their pregnancy and/or pregnancy-related condition(s) should complete and submit the [Pregnancy and Pregnancy-Related Conditions Modifications Application Form](#).

Collin College will excuse absences related to a student's pregnancy and/or a pregnancy-related condition(s), including, but not limited to, childbirth, without a doctor's certification that such absence is necessary for three (3) class days. Students who need to take an excused absence related to pregnancy and/or a pregnancy-related condition(s), including, but not limited to, childbirth, for longer than three (3) class days will be required to provide an appropriate health care provider's certification to obtain these excused absences.

Students who are pregnant and/or experiencing a pregnancy-related condition(s) are responsible for following the professor's syllabus policies, including, but are not limited to, those regarding absences due to issues that are not related to the student's pregnancy and/or pregnancy-related condition(s).

Intermittent absences due to a student's parenting status are not covered under federal and state laws. These absences will need to be addressed by each professor in accordance with the attendance/absence policy stated in their course syllabus.

### **Requesting Modifications Due to Pregnancy and/or a Pregnancy-Related Condition(s)**

Collin College will provide classroom modifications to students who are pregnant and/or experiencing a pregnancy-related condition(s) on a case-by-case basis if the student requests them and they are reasonably available. The objective of reasonable modifications is to accommodate the student who is pregnant and/or experiencing a pregnancy-related condition(s), not to dilute scholastic requirements. Students who need to request reasonable modifications due to pregnancy and/or a pregnancy-related condition(s) should complete and submit the [Pregnancy and Pregnancy-Related Conditions Modifications Application Form](#).

### **Requesting an Extended Leave of Absence Due to Pregnancy, a Pregnancy-Related Condition(s), and/or Parenting**

Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting may voluntarily request to take an extended leave of absence from a Collin College education program or activity.

Under [Title IX](#) federal law, an extended leave of absence due to pregnancy and/or experiencing a pregnancy-related condition(s) may be taken for, at minimum, the period of time deemed medically necessary by the student's licensed health care provider. To the extent that a student qualifies for leave under the Texas state law requirements listed below, Collin College must permit the student to take voluntary leave under that policy instead, if the student so chooses.

In accordance with the [Texas Education Code Section 51.982](#), Collin College will permit, but not require, a student who is pregnant, experiencing a pregnancy-related condition(s), and/or parenting to take a leave of absence related to their pregnancy, pregnancy-related condition(s), and/or parenting status for a minimum of one (1) semester without showing a medical need.

The Title IX Office works with students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting to process extended leave of absence requests, in consultation with the appropriate program director, associate academic/workforce dean, and/or academic/workforce dean. Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting and need to request an extended leave of absence should complete and submit the [Pregnant and Parenting Students Extended Leave of Absence Request Form](#).

Collin College encourages students to meet with the Financial Aid Office and/or the Collin College Foundation (i.e., scholarship office) before the student takes an extended leave of absence. Students can contact the Financial Aid Office at [972.881.5760](tel:972.881.5760) or [FinancialAid@collin.edu](mailto:FinancialAid@collin.edu) and/or the Collin College Foundation at [972.599.3145](tel:972.599.3145) or [foundation@collin.edu](mailto:foundation@collin.edu) to schedule a meeting with the appropriate staff member(s).

### **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 room. The [Campus Lactation Rooms](#) table contains information regarding the locations of each campus lactation room and how to access these spaces.

### **Reporting Prohibited Conduct**

Any student who believes they have been discriminated against because they are pregnant, experiencing a pregnancy-related condition(s), and/or parenting can contact the liaison officer for pregnant and parenting students listed in the [Collin College's Liaison Officer for Pregnant and Parenting Students](#) section in this student handbook, contact one (1) of the Title IX coordinators or deputy Title IX coordinators listed below, and/or submit the online [Title IX Formal Complaint Form](#).

### **Title IX Coordinator for Students**

Terrence Brennan  
District Dean of Students  
Frisco Campus  
9700 Wade Blvd.  
Room F144B  
Frisco, Texas 75035  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

### **Deputy Title IX Coordinator for Students**

Amy Throop  
Associate Dean Title IX Compliance  
Technical Campus  
2550 Bending Branch Way  
Suite A004/A006  
Allen, Texas 75013  
Phone: 972.599.3126  
Email: [athroop@collin.edu](mailto:athroop@collin.edu)

### **Title IX Coordinator for Employees**

Vacant

### **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: [tjacobsen@collin.edu](mailto:tjacobsen@collin.edu)

For more information, go to the [Reporting Prohibited Conduct webpage](#).

Information on Collin College's Title IX investigation and resolution procedures is available on the [Title IX Complaint Resolution Process webpage](#).

### **Religious Holy Days**

In accordance with [Section 51.911](#) of the [Texas Education Code](#) and Collin College Board policy [FC \(LEGAL\)](#), Collin College will excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. A student whose absence is excused under this provision may not be penalized for that absence and will be allowed to take an

examination or complete an assignment within a reasonable time after the absence. 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 Registrar's Office.

The *Notification of Absence for Religious Holy Day* form for notification of absence from each class under this provision is available on the [Forms webpage](#).

For more information, contact the Registrar's Office at contact the Registrar's Office at 972.881.5707 or [registrar@collin.edu](mailto:registrar@collin.edu).

### **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, log into [CougarWeb](#) with your username and password. Click on "Enrollment Verification" in Student Quicklinks. Follow the instructions to print 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 can call 703.742.4200 or go to the [National Student Clearinghouse website](#) for 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 the [Service Learning at Collin College webpage](#).

### **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 [The Art Gallery at Collin College webpage](#).

## **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 the [Parchment website](#).

## **Transfer Statement of Good Disciplinary Standing**

Students who have a *Transfer Statement of Good Disciplinary Standing* form or a similar form (e.g., *Common App College Report*) that needs to be completed by the District Dean of Students Office or other Collin College official with access to their disciplinary and academic records should follow the instructions below to request the form be completed and sent to the transfer institution.

1. If the student does not already have the required form, they should contact the institution to which they are transferring to obtain the appropriate form.
2. Complete the applicant information at the top of the required form and then sign and date the form.
3. Send an email to [dos@collin.edu](mailto:dos@collin.edu) and be sure to attach the form. Include in this email the name and email address for the transfer institution to which the form needs to be sent.

Once the required form is received, a District Dean of Students Office staff member will complete the academic and/or disciplinary information. The District Dean of Students Office staff member will then send the completed form directly to the transfer institution on the student's behalf.

For more information, contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

## **Transfer Services**

### **Academic Alliance at the Technical Campus**

Collin College has created an Academic Alliance with Texas State University and The University of Texas at Dallas (UTD) to provide students the opportunity to earn a bachelor's degree in many areas of interest without leaving Collin County. Students will be co-enrolled at Collin College and with an Alliance partner. Courses are taught at the Collin

College Technical Campus in Allen, Texas.

For more information, go to the [Collin College Academic Alliance webpage](#) or call 972.599.3167.

## **Engineering Academy at the Technical Campus**

Texas A&M University and Collin College have launched the Texas A&M Engineering Academy at Collin College. Students in the Engineering Academy enroll in math, science, and core courses through Collin College and in engineering courses taught by Texas A&M faculty. Students in the Academy can complete the first one (1) to two (2) years of coursework at Collin College and finish their engineering degrees at Texas A&M in College Station, Texas.

For more information, go to the [Texas A&M Engineering Academy at Collin College webpage](#) or call 972.599.3167.

## **Viewing Final Course Grades**

Students may access their final course grades electronically through [CougarWeb](#). 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 blocks 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.

To view the schedule of classes, go to the [Weekend College webpage](#). For more information, call 469.365.1812 or email [weekendcollege@collin.edu](mailto:weekendcollege@collin.edu).

## Section 4: Financial Information

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### **Financial Aid and Veterans Services**

As a service to Collin College students, the Financial Aid 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 Office via phone or visit any campus Financial Aid Office. Financial Aid staff 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 the [Financial Aid webpage](#).

Students receiving financial aid should not withdraw from all their classes without first consulting the Financial Aid 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 Office that the student was 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 \(FAFSA\)](#).

Collin College's Title IV School Code is 016792. This code must be reported on the FAFSA application 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. The new FAFSA is typically available starting on October 1 each year. Collin College uses the State of Texas' priority deadline of January 15. Students who meet this priority deadline will have aid in place before the payment deadline.

### **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 a Student Aid Index (SAI) that indicates how much and what types of aid a student may be eligible for. SAIs 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.

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.

e. Have financial need, as determined by the institution, and

f. Are enrolled at least half-time (i.e., six [6] hours).

Students who meet the TEOG qualifications are eligible for up to 75 hours at a community college. In addition, 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 in this student handbook. 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 grants listed above, contact the Financial Aid 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 an SAP Policy

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

**Financial Aid Programs – State Assistance**

- 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.
- Texas Equal Opportunity Grant (TEOG):** Community college students working on their first associate degree may be eligible for this grant if they:
  - Are Texas residents,
  - Do not have a felony or drug conviction,
  - Are within their first 30 hours of college,
  - Registered for Selective Service, if required,

- Students must maintain a cumulative (Financial Aid) GPA of at least a 2.0,
- Students must complete 67% or more of the coursework they attempt (cumulative), and
- A maximum time frame in which the student must complete their educational program (known as the 150% rule).

### 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?

Students can see whether they passed or failed SAP for the previous semester in the Workday Student Financials Hub.

### Institutional Policy of 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 SAP for students at Collin College that was implemented for 2013-2014 and subsequent academic years.

At the end of each period of enrollment, the Financial Aid Office evaluates the SAP of all enrolled students. This evaluation considers Financial Aid GPA, the percentage of hours completed, and the 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 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 "failed" status 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 SAP for Financial Aid \(Effective November 2013\)](#) section in this student handbook 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 has a rare circumstance should contact the Financial Aid Office to discuss their extenuating circumstance. If the student meets the conditions to appeal, an appeal request will be sent to their Workday "My Task" box. The student must complete the *Financial Aid Satisfactory Academic Progress Appeal Form* and submit the appeal along with required documentation that supports the rare circumstances through Workday.

#### 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 Workday. 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. 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 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 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 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 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 Veterans Services Office, and
3. Submit all official transcripts from prior institutions, including the Joint Services transcript or Community College of the Air Force transcript.\*

The veteran transition specialist will review all academic transcripts.

**NOTE:** *Only after an official degree plan is completed 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) promptly 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. In

addition, 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 been assessed into the courses and only if the class is not a distance or web class. Hybrid, self-paced, and blended courses are all considered traditional courses by the VA. However, if the developmental courses are listed as online or web, 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. The Veterans Services Office does offer Veterans Priority Registration each semester.

It is the student's responsibility to notify the 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 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 Veterans Services Office. Contact the 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 Veterans Services Office once the degree plan has been completed.

To contact the Veterans Services Office, call 972.881.5760 or email [vrc@collin.edu](mailto:vrc@collin.edu).

#### Veterans Academic Progress

Students receiving veterans' educational 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 non-punitive grade of "I" is assigned to a course and is not converted to an appropriate punitive grade, this will be reported to the Veterans Affairs Regional Office within 30 days and benefits will be reduced accordingly. Students receiving a grade of "F" may repeat the course with benefits one (1) time at Collin College.
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.

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 the [Tuition and Fees webpage](#).

**Continuing Education (CE)** course instructional fees are assessed on a per-course basis, and payment is due in full at the time of registration. The cost of each course is listed in the applicable CE Schedule located on the [Continuing Education webpage](#).

#### **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 education-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 on the [Cost of Attendance webpage](#).

#### **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 sponsor 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% 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% remission of instructional fees is only available prior to the course start date/time.
7. Payment of tuition and fees for 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 the [Texas Education Code Section 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 *Student Financial Responsibility Agreement* is available on the [Student Financial Responsibility Agreement webpage](#).

#### **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. Students may contact Student Financials staff with any questions at [studentfinancials@collin.edu](mailto:studentfinancials@collin.edu) or 972.548.6616, Option 4.

#### **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 available on the [Payment Deadline webpage](#).

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 sponsor 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 the following day. Partial funding will not prevent classes from being dropped, unless a payment plan has been initiated and finalized with the promissory note signed.

**Regular Registration (credit term)** for the fall, spring, and summer terms begins after the early registration payment deadline and continues until the registration deadline 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 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.

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

#### **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 may be dropped for non-payment.

In addition, if a student drops a course when the refund amount is less than 100% 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 dropped for non-payment.

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.

#### **Workday Student Financials Hub and Transact Payments**

For students' convenience, student account services are offered and managed through the college's secure sites, Workday Student Financials Hub and Transact. This includes viewing current charges resulting from account activity, paying account balances, initiating promissory note installment plans (when available), establishing an e-Refund account to authorize 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 all that is available to them in the Workday Student Financials Hub and Transact.

Follow the instructions below to access the secure site:

1. From OneLogin, go to Workday > Financials Hub > Suggested Links > Transact Payment > Make a Payment > Checkout > Enter Financial Information > Continue > Pay.
2. Click on Student Financials Information to access Contact Information, Tuition and Fee Schedule, Payment Deadlines, Consequences for Dropped Classes, and more.
3. Students are responsible for complying with payment deadline requirements. Payment deadlines are available in Collin College's 2025-2026 *Master Calendar* on the [Calendars webpage](#) and the Workday Student Financials Hub.

#### **Communication from Student Financials**

All communication from Student Financials will be sent to the student's Collin College email address, not a personal

email. It is recommended that students check their Collin College email daily.

### **Payment Policies**

Payment may be made in the Workday Student Financials Hub. Partial payments are accepted, but the full account balance must be paid in compliance with payment deadline requirements. When visiting the Student Financials offices, students will need to provide their physical student ID card or College-Wide Identification (CWID) number. It is recommended that students keep their CWID private and memorize it, as it will be needed often.

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 their CWID on the check, payment may be submitted by ACH e-check, cashier's check, or money order. Check writing privileges will be permanently revoked for students with three (3) or more insufficient funds, rejected/returned paper or e-check payments.

If paying with an e-check from a savings account, students should contact their bank first to ensure that it is a "transactional account" able to be used as an ACH e-check. If it is not, the bank will reject the payment.

Students may also set up authorized users in their payment portals. Authorized users may make credit card or e-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 e-check payments may be made 24/7 via the secure payment portal accessed through the Workday Student Financials Hub.
2. **In-person payments** by cash, credit card, check, or money order may be made at any Collin College Student Financials Office location during business hours. Office hours and locations can be found on the [Student Financial Services Contact Information webpage](#).
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. Mailed checks must be received by the Early Registration Payment Deadline. Mail checks to:

Collin College Student Financials  
3452 Spur 399  
Suite 327  
McKinney, TX 75069

If a scholarship check or 529 check is expected to be mailed to Student Financials, the student should forward any related communication with the donor or bank to [sponsors@collin.edu](mailto:sponsors@collin.edu). Staff will place a protective hold on the student's account if the check will be received after the Early Registration Payment Deadline.

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 the full amount 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 Workday Student Financials Hub the day 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 refunded within seven (7) days. For the quickest Financial Aid refund, it is recommended that the student sign up for Direct Deposit e-Refunds in the Workday Student Financials Hub. A mailed paper check can take up to two (2) weeks to arrive through the U.S. Postal Service (USPS).

Continuing Education (CE) financial aid awards are for course costs only and are not eligible for student refunds. Any CE funds in excess of course costs will be returned to Financial Aid.

Student accounts with 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. **Payment Plans** allow credit students to pay in four (4) monthly installments for spring and fall, or three (3) payments for summer. To enroll in a payment plan prior to the fall, spring, and summer credit terms: From OneLogin, go to Workday Financials Hub > Suggested Links > Transact Payment > View Payment Plan Options > Enroll in Plan > Agree to Terms & Conditions > Continue > Enter Financial Information > Agree/Disagree to Auto Pay Terms & Conditions > Continue > Verify routing number and checking account number is correct > Pay.

If paying with a savings account, the student should contact the bank first to ensure that it is a “transactional ACH account.” If it is not, the bank will reject the payment.

At the time of plan enrollment, the student must complete a promissory note, pay 25% (summer) or 50% (fall and spring) of all tuition and fees plus a \$25 non-refundable processing charge, and agree/disagree to save a payment method for automatic installment payments. The remaining monthly installment payments (i.e., the remaining 50% or 75% owed) will be due on future predetermined dates. For example, if the Payment Plan was set up in January, the next payment will be due in February, the third payment in March, and the final payment in April. If the student adds a course(s) after initiating the plan, 25% of the new tuition and fee charges incurred is due at the time of registration to ensure course registration status.

The minimum balance for the payment plan is \$200, the equivalent of three (3) credit hours (i.e., part time) for in-county residents. The promissory note and initial payment for early registration activity must be completed by the specified deadline for each term. If a partial payment is made on the student account without initiating a plan and signing the promissory note, classes may be dropped for non-payment. After the deadline, the installment agreement and payment must be completed at the time of registration.

Stopping a check or credit card payment will not cancel the payment plan. Any credit resulting from dropped or withdrawn courses will be applied to unpaid charges or refunded to the original payment method if there are no unpaid charges.

Official grades may be withheld until the account is paid in full. Default may result in course withdrawal.

Payment plans are not available for CE courses.

8. **Third-Party Sponsor funding** is accepted if a valid 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 Student Financials Office. Requests to use sponsor funding must be submitted by the Early Registration Payment Deadline of the term. To submit vouchers and/or questions regarding sponsorship for tuition and fees, email [sponsors@collin.edu](mailto:sponsors@collin.edu).

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

Students with sponsors who pay for books and/or supplies must meet the Barnes & Noble College sponsor 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 the campus Veterans Resource Center (VRC) or email [vrc@collin.edu](mailto:vrc@collin.edu) each term to authorize use of veterans' benefits.

10. **International currency payments** are available in the Workday Student Financials Hub via Transact or Flywire. These partnerships allow 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 Student Financials Office by the Early Registration Payment Deadline of the term. For more information, go to the [Flywire webpage](#) or select International Payment in the Workday Student Financials Hub.

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. Payments cannot exceed the total amount due on the student's account and must be received in the Student Financials Office by the Early Registration

Payment Deadline of the term. Mailed checks should be sent to:

Collin College Student Financials  
3452 Spur 399  
Suite 327  
McKinney, TX 75069

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, 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 on the [Tuition Waivers and Exemptions webpage](#).

Students can contact Student Financials staff with any questions at [studentfinancials@collin.edu](mailto:studentfinancials@collin.edu) or 972.548.6616, Option 4.

#### **Refunds**

**Credit term refunds** are calculated per state mandated rules. One hundred percent (100%) 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 class. As of 12:01 a.m. on the first day of the term/mini session, refunds assessed for dropped or withdrawn courses will follow the THECB refund rules as explained on the [Student Financial Services Refunds webpage](#).

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 (100% 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. 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 participation is certified by faculty. Refunds are generally issued in the same form as the payment received. If the original payment was a credit card, the refund will go back to that card. Financial Aid refunds and cash/check payments will be refunded electronically when authorized, otherwise a paper check will be mailed. 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 to the student's permanent address on file in Workday two (2) to five (5) days after electronic refunds are processed. For the quickest refunds, students are encouraged to sign up for e-Refunds in the Workday Student Financials Hub.

**Continuing Education (CE) term refunds** are calculated at 100% when the class is dropped prior to the start day/time of the class. As of the course start date/time, CE courses may not be dropped and are not eligible for any refund percentage. CE refunds are processed once a week.

Eligible credit amounts from registration changes may take up to seven (7) business days to be refunded.

Financial Aid refunds may take up to 14 business days to be refunded; however, they are normally processed the week the Financial Aid Office disburses the funds to the student's account. It is recommended that students sign up for e-Refund in the Workday Student Financials Hub as that is the quickest way to receive Financial Aid refunds.

Students may contact Student Financials staff with any questions at [studentfinancials@collin.edu](mailto:studentfinancials@collin.edu) or 972.548.6616, Option 4.

#### **Delinquent Accounts/Collections**

Accounts not paid when due are subject to holds preventing future registration, receipt of diploma, and/or access to grades. In addition, 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 sponsor agreement.

If a student's account is referred to an outside agency, a collection fee will be assessed and will be due in full at the time of the referral to the agency. 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% of the outstanding amount. 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 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 educational-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.

For questions regarding past due accounts or collections, students may contact [collections@collin.edu](mailto:collections@collin.edu).

### **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) in the Workday Student Financials Hub. As authorized users, individuals are provided with unique login information to access the student's account and make payments.

For more information, see the [Student Education Records](#) section in this student handbook or go to the [FERPA webpage](#).

### **Services Provided by the Student Financials Office**

Student Financials Office staff provide support services for students' financial accounts, including payments and refunds. Questions regarding course registration should be addressed to a Student and Enrollment Services staff member or sent via email to [academicadvising@collin.edu](mailto:academicadvising@collin.edu). Questions regarding financial aid should be addressed to a Financial Aid Office staff member or sent via email to [financialaid@collin.edu](mailto:financialaid@collin.edu). Questions regarding veterans' educational benefits should be addressed to a Veterans Resource Center (VRC) staff member or sent via email to [vrc@collin.edu](mailto:vrc@collin.edu).

For more information or assistance with student account payments and refunds, contact [studentfinancials@collin.edu](mailto:studentfinancials@collin.edu) or 972.548.6616, Option 4.

### **Tuition and Fee Charges**

To view a current list of Collin College's tuition and fees, go to the [Tuition and Fees webpage](#).

### **Nonfundable Course Tuition**

Texas residents enrolled in courses not eligible for funding by the State of Texas may be charged a higher tuition rate of \$50 per semester credit hour in addition to regular

tuition. Examples of nonfundable course tuition being assessed include:

1. Courses Taken More Than One (1) Time: Collin College is generally not permitted to report for state funding those courses that a student has taken for the third time (or more). Exemptions exist for selected types of courses.
2. Courses Not Approved for Funding by the Texas Higher Education Coordinating Board (THECB): Collin College offers two (2) courses that are taught specifically to transfer into the programs of a specific university that are not approved for state funding.
3. Limitations on State Funding for Remedial and Developmental Education (DE) Courses: Collin College is limited to reporting no more than 18 semester credit hours for state funding for an individual student taking remedial and Developmental Education (DE) courses/interventions. Up to nine (9) additional semester credit hours can be reported for funding for English as a Second Language (ESL) courses/interventions, bringing the maximum allowable to 27 semester credit hours for an individual student.
4. Excess Hour Courses: Beginning in the Fall 2023 semester, Collin College will no longer be permitted to report for state funding semester credit hours in excess of specified limits unless those hours are exempted. Beginning in the Fall 2024 semester, Collin College may charge nonfundable course tuition for course credits that constitute excess hours for the student's declared degree plan.

For an undergraduate Texas resident student who was initially enrolled in higher education in the Fall 2023 semester and declares pursuit of an associate degree program, the limit on the number of semester credit hours that can be reported for state funding is the required semester credit hours for the degree plus 15.

For an undergraduate Texas resident student who was initially enrolled in higher education in the Fall 2023 semester and does not declare pursuit of a degree program, it will be assumed the student is enrolled in a

baccalaureate degree program and the limit on the number of semester credit hours that can be reported for state funding is 150.

For an undergraduate Texas resident student who was initially enrolled in higher education in the Fall 2006 or later semester and declares pursuit of a baccalaureate degree program, the limit on the number of semester credit hours that can be reported for state funding is the required semester credit hours for the degree plus 30.

For an undergraduate Texas resident student who was initially enrolled in higher education in the period from the Fall 1999 semester through the Summer 2006 semester and declares pursuit of a baccalaureate degree program, the limit on the number of semester credit hours that can be reported for state funding is the required semester credit hours for the degree plus 45.

For an undergraduate Texas resident student who was initially enrolled in higher education in the period prior to the Fall 1999 semester, there is no excess hour limit.

Numerous exemptions exist for certain types of credit hours, which can be found in the [Texas Administrative Code Section 13.104](#).

### **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 on the [Tuition Waivers and Exemptions webpage](#) outlines the exemptions and waivers offered, the Collin College office to contact, summary data on eligibility, the nature of each exemption/waiver offered, and authorizing citations/policies.

Eligible students should contact the responsible Collin College office for questions regarding required documentation to prove eligibility. Proof of exemption/waiver eligibility must be provided for each term of attendance at Collin College. Students are responsible for providing required documentation to Collin College prior to the Early Registration Payment Deadline to consider exemptions/waivers as a source of funding for the term.

Students may contact Student Financials staff with any questions at [studentfinancials@collin.edu](mailto:studentfinancials@collin.edu) or 972.548.6616, Option 4.

### **Scholarships**

#### **Athletic**

Scholarships are available for coed esports, men's and women's basketball, men's and women's golf, men's and women's tennis, and women's volleyball. Athletic Competitive Scholarships are awarded based on 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 the [Cougar Athletics webpage](#).

#### **Collin College Foundation**

The Collin College Foundation awards more than 800 tuition and book scholarships totaling more than \$1 million in student support each year. These awards are made possible through generous donations from individuals, families, companies, foundations, and professional and service organizations. Scholarships are available to qualified incoming freshmen, returning students, and dual credit students at Collin College. Students can apply online during two (2) open application cycles, mid-February through March and mid-September through October each year.

For more information on opportunities, eligibility, and deadlines, go to the [Collin College Foundation webpage](#) or email [scholarshipcoordinator@collin.edu](mailto:scholarshipcoordinator@collin.edu).

#### **Departmental**

Additional scholarships may be available through Collin College's academic departments. For more information, contact the appropriate academic/workforce dean listed on the [Campus Provosts and Deans webpage](#).

### **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](mailto:connect@canteen.com). If a response is not received from Canteen, email [rphillips@collin.edu](mailto:rphillips@collin.edu). Be sure to include in your email all 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, Farmersville, Frisco, McKinney, Plano, Technical, and Wylie Campuses 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](mailto:career@collin.edu).

### **Collin College Newsroom (Online College News Site)**

The [Collin College Newsroom](#) is a comprehensive, online college news source created by the Communications Department. The *Collin College Newsroom* contains articles related to student, faculty, and staff accomplishments, interests, innovations, and news. Faculty, staff, and students are encouraged to submit articles to [stories@collin.edu](mailto:stories@collin.edu).

For more information, contact the Communications Department at [stories@collin.edu](mailto: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 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 a rider assistance program administered 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](mailto:CollinCountyTransit@DART.org), or go to the [Collin County Transit website](#).

#### **Dallas Area Rapid Transit (DART)**

Dallas Area Rapid Transit (DART) provides GoLink, an on-demand service. DART's GoLink 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 the [DART On-Demand website](#).

#### **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.

##### **CougarWorks Internship Program**

CougarWorks is an on-campus student employment opportunity that aligns career goals with a paid position in a Collin College department. 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 work directly with Collin College department members 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](#) and [Employee Standards of Conduct](#).

For more information and to apply for student job opportunities, go to the [Student Employment Information webpage](#).

#### **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 Wylie Campus;
3. Student Centers at the McKinney Campus and Plano Campus;
4. Educational programs;
5. Entertainment and cultural programs;
6. Field trips;
7. First aid (limited to bandages, cotton balls, and antiseptic spray);
8. Guest speakers;
9. Leadership training and programs;
10. Lost and found at the Frisco Campus, McKinney Campus, Plano Campus, and Wylie Campus;
11. New Student Orientation;
12. Student ID cards;

13. Student officer training;
14. Student organizations; and
15. 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 the [Student Engagement webpage](#).

#### **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 the [Intramurals and Fitness Centers webpage](#).

#### **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 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 [CougarConnect](#).

#### **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, Frisco, McKinney, Plano, Technical, and Wylie Campuses. 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 coordinate lost and found at the Public Safety Training 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](mailto: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 the [Student Government Association webpage](#) or email [sga@collin.edu](mailto: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](mailto:studentengagement@collin.edu).

## **Student Organizations**

Board policies [FKC \(LEGAL\)](#) and [FKC \(LOCAL\)](#) are associated with this section.

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 on the [Student Organizations webpage](#).

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](mailto:studentengagement@collin.edu).

## **Student Publications**

Board policies [FKA \(LEGAL\)](#) and [FKA \(LOCAL\)](#) are associated with this section.

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**

Board policies [CJ \(LEGAL\)](#), [CJ \(LOCAL\)](#), [FK \(LEGAL\)](#), and [FK \(LOCAL\)](#) are associated with this section.

#### **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.

#### **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](#).

## Section 6: Health and Wellness

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### **Fitness Centers**

Students can use the Fitness Centers at the Frisco, McKinney, Plano, or Wylie Campuses 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, go to the Intramurals and [Fitness Centers webpage](#) or 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**

Board policies [FFAC \(LEGAL\)](#) and [FFAC \(LOCAL\)](#) are associated with this section.

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 follows the *HIV/AIDS Model Workplace Guidelines for Businesses, State Agencies, and State Contractors* approved by the Texas Department of State Health Services (TDSHS), which are available on the [Texas Health and Human Services Model Workplace Guidelines website](#). 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 on the [Texas Health and Human Services HIV and AIDS website](#). 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 or 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**

Texas state law (i.e., [Texas Education Code Section 51.9192](#)) requires all college students under the age of 22 to be vaccinated against bacterial meningitis or provide an exemption request declining the vaccine. The vaccination must have occurred 10 days prior to the start of classes, and registration in classes that are not fully online is blocked for students until they are in compliance with this requirement.

Students can document their compliance with the bacterial meningitis requirement by submitting:

1. Official vaccination record(s),
2. Proof of medical exemption, or
3. Proof of conscientious objection.

Collin College has partnered with Med+Proctor to review and approve vaccination record(s) and medical exemptions. Applicants submit documentation directly to Med+Proctor through their Workday student portal. Once documentation is submitted, the review status of the documentation is visible at any time through Med+Proctor. There is no fee to submit documentation through Med+Proctor.

For more information, go to the [Bacterial Meningitis Requirement webpage](#).

### **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 the [Bystander Intervention webpage](#).

### **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 events, go to the [Know Now webpage](#).

To schedule a free consultation or assessment, email [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) or call 972.881.5126.

### **Mental Health Leave of Absence**

Board policy [FFA \(LOCAL\)](#) is associated with this section.

#### **Purpose**

Collin College may permit a temporary leave of absence for a student due to a mental health condition. The leave of absence will be at the request of the student.

### **Requesting a 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 at the campus where he or she is predominantly enrolled or via email at [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) to request the appropriate forms. The student will complete and return the form to the associate dean of counseling within five (5) academic calendar days of receiving the forms.

#### Deadlines for Requesting a Leave of Absence

The student must submit the completed leave of absence request to the associate dean of counseling 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 or designee, the district dean of students or designee, the registrar or designee, the chair of the Strategies of Behavioral Intervention (SOBI) Care Team or designee, the chair of the Disciplinary Appeals Committee (DAC) or designee, and the director of ACCESS or designee.

### **Approval of a Student's Request for a Voluntary Leave of Absence**

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 and 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 his or her fitness to return to Collin College. A student will contact the associate dean of counseling at the campus where he or she is predominantly enrolled or via email at [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) 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 or without a reasonable accommodation(s).
5. The student will be required to comply with Collin College's policies and procedures regarding readmission.

### **Appeals**

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

### **Contact Information**

For more information, contact the associate dean of counseling via email at [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) 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 assisting students who may display various levels of concerning behaviors with appropriate response, assessment, and referrals.

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. In addition, any alleged criminal offense(s) will be immediately referred to the Collin College Police Department.

For more information or to submit a referral, go to the [SOBI Care Team webpage](#) or email [sobi@collin.edu](mailto:sobi@collin.edu).

### **TimelyCare**

Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, part-time staff, and eligible full-time faculty and staff (i.e., those who are not enrolled in any of the college's medical insurance plans) 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.

Exceptions to eligibility for services may be considered based on clinical scope, level of acuity, or consent limitations.

For more information, call 833.484.6359, email [help@timely.md](mailto:help@timely.md), or go to the [TimelyCare website](#).

## Section 7: Safety and Security

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### **Animals on Campus**

Board policies [FAB \(LEGAL\)](#) and [FAB \(LOCAL\)](#) are associated with this section.

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 Collin College Student Housing. A student with a service animal who intends to reside on campus with the animal must notify the Collin College Student Housing director 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 Office Approval Required for Emotional Support Animals (ESAs)

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 the [Student Housing at Collin College webpage](#), 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, 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 are 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 well-being, 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, the 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 \(LEGAL\)](#) and [DGBA \(LOCAL\)](#) (for employees), [FLD \(LEGAL\)](#) and [FLD \(LOCAL\)](#) (for students), and [GB \(LEGAL\)](#) and [GB \(LOCAL\)](#) (for community members).

### **Children on Campus**

Board policies [GD \(LEGAL\)](#) and [GD \(LOCAL\)](#) are associated with this section.

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 policies and procedures, go to the [Collin College Police Department webpage](#).

### **Reporting a Crime or Emergency**

Collin College Police officers patrol all campuses and centers 24 hours a day, seven (7) days a week.

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 in this student handbook.

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 324
4. Farmersville Campus: Room 103

5. Frisco Campus: Room LH179
6. McKinney Campus: Room C121
7. Plano Campus: Suite D114
8. Technical Campus: Room C010
9. Wylie Campus: Room CC139

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 regarding 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 324
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH179
6. McKinney Campus: Room C121
7. Plano Campus: Suite D114
8. Technical Campus: Room C010
9. Wylie Campus: Room CC139

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.

In addition, 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 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. In addition, 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 [Title IX Formal Complaint Form](#) 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 324
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH179
6. McKinney Campus: Room C121
7. Plano Campus: Suite D114
8. Technical Campus: Room C010
9. Wylie Campus: Room CC139

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](mailto:ccpdcomplaint@collin.edu).

For more information on policies and procedures, go to the [Collin College Police Department webpage](#).

### **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, 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 student handbook 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.

#### **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 972.578.5555 or extension 5555 from any campus phone, or go to the [Collin College Police Department webpage](#).

#### **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 at 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 that 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 the [Crime Log webpage](#), 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 324
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH179
6. McKinney Campus: Room C121
7. Plano Campus: Room D114
8. Technical Campus: Room C010
9. Wylie Campus: Room CC139

#### **Gang-Free Zones**

In accordance with the [Texas 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**

Board policies [FLC \(LEGAL\)](#) and [FLC \(LOCAL\)](#) are associated with this section.

#### 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 \(LOCAL\)](#).

#### *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 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 \(LEGAL\)](#), [CHF \(LOCAL\)](#), [DH \(LOCAL\)](#), and [FLB \(LOCAL\)](#).

## **Collin College School Marshals**

Collin College has school marshals. These employees are trained and licensed by the Texas Commission on Law Enforcement (TCOLE) as school marshals, and they are armed. School marshals may use any force necessary to protect Collin College students, employees, and community members on campus.

## **CougarAlert**

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, 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 the [Collin College website](#) 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 the [CougarAlert webpage](#).

## **Emergency and Safety Procedures**

### **Reporting an Emergency**

#### On Campus

If there is an emergency on any Collin College campus, contact the Collin College Police Department immediately 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 324
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH179
6. McKinney Campus: Room C121
7. Plano Campus: Room D114
8. Technical Campus: Room C010
9. Wylie Campus: Room CC139

#### 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 [Clergy 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. In addition, 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 webpage](#). 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 webpage](#). 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, the [Collin College website](#), and the local television and radio 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.

Television Stations
KDFW Channel 4
KTXA Channel 21
KTVT Channel 11
KXAS Channel 5
WFAA Channel 8

Radio Stations
93.3 FM, KLIF
94.9 FM, KLTY
95.3 FM, KHYI
96.3 FM, KSCS
96.7 FM, KCTK
98.7 FM, KLUV
99.5 FM, KPLX
100.3 FM, KJKK
103.7 FM, KVIL
105.3 FM, KRLD
107.5 FM, KMVK
570 AM, KLIF
820 AM, WBAP
1080 AM, KRLD
1310 AM, KCTK

### **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](mailto: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.

Techniques for evacuating persons with disabilities vary depending on the nature of each individual's disability. In general:

1. Always ask before giving emergency evacuation assistance. Be sure to inquire how it is best for the individual to be assisted or moved, and if there are any special considerations, personal items, or equipment that need to be taken.
2. Do not use elevators unless authorized by Fire Department personnel.
3. Professors should have a current class roster and a working cell phone with emergency numbers available.

Persons with mobility impairments have varying degrees of limitations. Some may be ambulatory while others may not.

Some individuals who customarily use a wheelchair or scooter for long distance travel may be able to walk independently in an emergency.

1. Encourage anyone with mobility impairments who is ambulatory to exit the building on their own, where possible. Designate someone to walk beside the individual to help as needed. It is advisable that individuals wait until the heavy traffic has cleared before attempting to evacuate. It also may be necessary to help clear their exit route of obstructions and/or debris.
2. Direct anyone who cannot evacuate to an emergency rescue area or area of refuge and instruct them to remain there until emergency rescue personnel arrive. Alert emergency personnel of the individual's location and need for evacuation. The areas of refuge are identified on the emergency maps.
3. Do not attempt a rescue evacuation unless you have rescue training or the person is in immediate danger and cannot wait for professional assistance.

Persons who are blind or have low vision should already be familiar with their surroundings after mobility and orientation training. They may not, however, be aware of emergency exits.

1. Alert individuals who are blind or have low vision to the nature of the situation. Offer assistance and guide the individual to the nearest emergency exit and away from the building to safety.
2. Be aware that, depending upon the nature of the emergency, there may be a lot of commotion and noise. Persons who are blind may not be able to orient themselves as well as in calmer times. Your assistance is critical to their safety.
3. Use what is known as the "sighted guide technique" by offering a person who is blind or has low vision your elbow. The person holds on to your elbow, and you proceed ahead.
4. As you walk, alert the individual to where they are, and inform them of any obstacles, debris, doorways, or narrow passages.
5. Once you are safe, orient the individual to their surroundings and determine if further assistance is needed.

Persons who are Deaf or hard of hearing may not hear alarms or other audible warnings. You should inform such individuals of an emergency. There are three (3) ways to get these individuals' attention:

1. Write a note for the person alerting them to the emergency and instructing them where to go.
2. Turn the light switch off and on to gain their attention.
3. Tap their shoulder.

### **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. See the [Evacuation](#) section in this student handbook for information on how to assist those who may need additional access.
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 a medical emergency occurs in one (1) of the Fitness Centers, also notify the Fitness Center staff member on duty.

Automated external defibrillators (AEDs), Stop-the-Bleed kits, 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 severe weather or an 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. See the [Evacuation](#) section in this student handbook for information on how to assist those who may need additional access.

### **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. In addition, 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 webpage](#). Official updates to and discontinuance of timely warning notices will always be sent through CougarAlert and posted on the [Collin College Police Department webpage](#). For more information on CougarAlert, see the [CougarAlert](#) section in this student handbook.

### **Jeanne Clery Campus Safety Act (Clery Act)**

Board policies [FA \(LEGAL\)](#) and [GCC \(LEGAL\)](#) are associated with this section.

The [Jeanne Clery Campus Safety 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.

Additional information on the Clery Act and Collin College's efforts to comply with the law, as well as Collin College's current *Annual Security and Fire Safety Report (ASFSR)*, is available on the [Clery Act at Collin College webpage](#).

### **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, McKinney, Plano, and Wylie Campuses. 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 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 webpage](#).

### **Registered Sex Offenders**

Board policy [FL \(LEGAL\)](#) is associated with this section.

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. In addition, 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 Sex Offender Registry available on the [Texas Public Sex Offender website](http://www.txdps.texas.gov).

## Section 8: Technology Use and Resources

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### **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 [Policies, Plans, Procedures, and Processes webpage](#).

Students must click "Agree" to accept the AUP or they will not be able to access Collin College's tools, software, or network.

### **Canvas**

The learning management system (LMS) Collin College uses is Canvas. Students access Canvas through [CougarWeb](#). Multifactor authentication (i.e., OneLogin) is required to access Canvas. Instructions for setting up OneLogin are available on the [OneLogin New User webpage](#).

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 course syllabi, instructors' 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 on the [Student Canvas Resources webpage](#).

### **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 information, registration

information, class changes and cancellations, correspondence from faculty and staff members, and more. This email address is designated solely for Collin College-related business and communication purposes. Once a credit student has stopped taking classes for two (2) consecutive long semesters, access to their Collin College email address is removed and all emails are deleted. Continuing Education (CE) students will no longer have access to their Collin College email six (6) months after their last class ends.

Collin College email is accessed through CougarWeb or the OneLogin portal. Students are required to set up OneLogin before they can access their Collin College email accounts. Instructions for setting up OneLogin are available on the [OneLogin New User webpage](#).

For assistance accessing Collin College email, contact Student Technical Support at 972.377.1777 or send an email to [studenthelpdesk@collin.edu](mailto: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, or Student and Enrollment Services.

For more information and to log in, go to the [CougarQ webpage](#).

### **CougarWeb**

Students will use [CougarWeb](#), Collin College's portal, to view classes and section availability, register for course sections, pay tuition, view financial aid status, access Collin College email, access Collin College's Canvas learning management system, and more.

Students will need their usernames and passwords that are issued via email during the admissions process to log in to CougarWeb. Multifactor authentication is required.

For assistance with logging in to CougarWeb, contact Student Technical Support at 972.377.1777.

## **Multifactor Authentication (MFA) and Single Sign-On (SSO)**

OneLogin is a multifactor authentication (MFA) and single sign-on (SSO) tool used by Collin College to help secure students' accounts. The use of this MFA is required of all students, faculty, and staff. Once students are logged into OneLogin, they will have access to resources such as registration, Canvas, CougarWeb, Office 365, and many more applications based on their permissions. Instructions for setting up OneLogin are available on the [OneLogin New User webpage](#).

For OneLogin assistance, contact Student Technical Support at 972.377.1777 or send an email to [studenthelpdesk@collin.edu](mailto:studenthelpdesk@collin.edu).

## **Student Computer Labs**

Student Computer Labs provide currently enrolled Collin College students with access to an open computer lab on campus for college-related work. Students have unlimited access to the computers in these labs but will be required to use the institutional printing system, which gives each student a printing credit that is charged at a rate of 10 cents per page for black-and-white printing and 25 cents per page for color printing up to \$30. After this credit is used, students will have to pay the per-page price to print. Locations and schedules for the Student Computer Labs at each campus are available on the [Networking and Open Computer Labs webpage](#).

## **Student Intellectual Property Rights**

Board policies [CT \(LEGAL\)](#) and [CT \(LOCAL\)](#) are associated with this section.

Unless stated otherwise in Board policy [CT \(LOCAL\)](#), ownership to all copyrights, trademarks, patents, and other intellectual property rights belonging to Collin College will remain with, or be assigned in writing from the person or entity to, Collin College at all times. Except as provided by law, Collin College policy, or written authorization from the College District President or designee, use of Collin College intellectual property will be limited to Collin College-related purposes.

## **Students**

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.

The College District President or designee will have the authority to permit use of Collin College materials and equipment in the employee's creative projects, provided the employee agrees in writing 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.

### **Independent Contractors**

Collin College may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement, which 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.

### **Use of Copyrighted Works**

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

Use of Collin College technology in violation of any law, including copyright law, will be prohibited. Only appropriately licensed images, applications, programs, or other software may be used with Collin College technology resources. Collin College's technology resources will not be used to post, publicize, or duplicate information in violation of copyright law. Any person using Collin College technology resources in violation of the law will lose user privileges in addition to other sanctions. For more information, see Board policies [BBI \(LEGAL\)](#), [CR \(LEGAL\)](#), [CR \(LOCAL\)](#), and [CR \(EXHIBIT\)](#).

### Performances and Displays

The performance and display of copyrighted material, including motion pictures, dramatic works, musical performances, or other audio and visual works, may only occur for education purposes and in accordance with the following:

1. As a regular part of instruction and directly related to the curriculum,
2. During face-to-face teaching activities,
3. When viewed in a classroom or designated place of instruction, and
4. With a lawfully made copy or via an authorized account.

### 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 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 with 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.

### **Use of Collin College 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 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 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 such as password resets, forgotten passwords, logging into Collin College's various applications and portals, and accessing OneLogin. In addition, online student resources are available on the [eLearning Centers \(eLC\) webpage](#).

To contact Student Technical Support, call 972.377.1777, send an email to [studenthelpdesk@collin.edu](mailto:studenthelpdesk@collin.edu), or go to the [Student Technical Support webpage](#).

## Section 9: Student Code of Conduct

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### 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, Dual Credit classes, or non-credit classes, including, but not limited to, face-to-face courses, hybrid courses, blended courses, web synchronous courses, and web courses.
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 withdraws, graduates, or transfers while disciplinary action is pending.

In addition, 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**

Board policy [FLB \(LOCAL\)](#) is associated with this section.

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

Board policies [FLBE \(LEGAL\)](#), [FLBE \(LOCAL\)](#), and [FLBE \(EXHIBIT\)](#) are associated with this chapter.

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](mailto: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 his or her 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 euphoriants, 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 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 his or her control over the item for a sufficient time to permit the student to terminate his or her 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, clinical, and/or 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 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 vapor the user inhales.

A student who violates this policy may be issued a citation by the College District Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this [Student Code of Conduct](#).

### **Violation**

Students who violate this policy will be subject to appropriate disciplinary action, as defined in [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) 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: Discrimination, Harassment, and Retaliation Prohibited**

Board policies [FFDB \(LEGAL\)](#) and [FFDB \(LOCAL\)](#) are associated with this chapter.

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 \(LEGAL\)](#).

For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see Board policies [DIAB \(LEGAL\)](#) and [DIAB \(LOCAL\)](#).

Allegations of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability 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 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this [Student Code of Conduct](#), as well as Board policies [FM \(LOCAL\)](#) and [FMA \(LOCAL\)](#).

### **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.

Discrimination based on race, color, or national origin includes discrimination, including harassment, based on an individual's actual or perceived:

1. Shared ancestry or ethnic characteristics; or
2. Citizenship or residency in a country with a dominant religion or distinct religious identity.

This prohibition encompasses, but is not limited to, antisemitism and discrimination based on religion, including, but not limited to, discrimination against students of any faith, or of other religions when based on shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

"Antisemitism" has the meaning found in [Section 448.001](#) of the [Texas Government Code](#), which "means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities." This definition is provided in Board policy [FFDB \(LOCAL\)](#) in accordance with [Executive Order GA-44 \(2024\)](#).

### **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, religious attire, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, ethnic, racial, or ancestral slurs, or rumors; physical aggression or assault; display of graffiti, symbols, 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 he or she has 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 in this document.

#### 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 \(LEGAL\)](#).

#### 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 in the [Definition of Collin College Officials](#) subsection in this document.

#### **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  
Frisco Campus  
9700 Wade Blvd.  
Room F144B  
Frisco, Texas 75035  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

#### **ADA/Section 504 Coordinator for Employees**

Dr. Allison Venuto  
Interim Chief Human Resources Officer  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.881.5826  
Email: [avenuto@collin.edu](mailto:avenuto@collin.edu)

#### Other Anti-Discrimination Laws

The College District President or a designee will serve as coordinator for purposes of Collin College compliance with all other anti-discrimination laws, including [Title VI](#).

#### **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 report of prohibited conduct with the District Dean of Students Office, submit the [Student Incident Report](#) form, call 972.881.5604, or email [dos@collin.edu](mailto:dos@collin.edu).

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 in the [Criminal Investigation](#) subsection in this document.

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 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 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this *Student Code of Conduct*, as well as Board policies [FM \(LOCAL\)](#) and [FMA \(LOCAL\)](#).

### **Corrective Action**

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the Collin College community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the Collin College climate, increasing staff monitoring of areas where prohibited conduct has occurred, and 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 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this *Student Code of Conduct*, as well as Board policies [FM \(LOCAL\)](#) and [FMA \(LOCAL\)](#).

### **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: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses, 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.

### **Students' Right to File a Complaint with the U.S. Department of Education**

Each party will be informed of his or her right to file a complaint with the U.S. Department of Education Office for

Civil Rights (OCR). To file a complaint with OCR, call 800.421.3481, email [ocr@ed.gov](mailto:ocr@ed.gov), or go to [OCR's website](#).

### **Records Retention**

Retention of records will be in accordance with Collin College's records retention procedures. For more information, see [Chapter 20: Disciplinary Records and Retention](#) in this *Student Code of Conduct* and Board policy [CIA \(LOCAL\)](#).

## **Chapter 4: Disruptive Activities and Behavior**

Board policy [FLB \(LEGAL\)](#) is associated with this chapter.

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 \(LOCAL\)](#) and [Chapter 9: Student Expression and Use of Collin College Facilities](#) in this *Student Code of Conduct*.

## **Chapter 5: Hazing**

Board policies [FLBC \(LEGAL\)](#), [FLB \(LOCAL\)](#), [FKC \(LEGAL\)](#), and [FKC \(LOCAL\)](#) are associated with this chapter.

### **Prohibition of Hazing**

Hazing is a criminal violation under Texas state law, and is prohibited at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus.

### **Stop Campus Hazing Act Provisions**

Nothing in the [Stop Campus Hazing Act](#), or an amendment made by the Stop Campus Hazing Act, will be construed to affect the rights (including remedies and procedures) available to persons under the First Amendment of the Constitution of the United States or rights to due process.

### **Definitions**

#### ***Hazing***

For the purposes of the [Stop Campus Hazing Act](#) and [Jeanne Clery Campus Safety Act \(Clery Act\)](#) crime reporting, the term "hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that:

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

- a. Whipping, beating, striking, electronic shocking, or placing of a harmful substance on someone's body, or similar activity;
- b. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- d. Causing, coercing, or otherwise inducing another person to perform sexual acts;
- e. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- f. Any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
- g. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

### ***Student Organization***

For the purposes of the [Stop Campus Hazing Act](#) and [Clery Act](#) crime reporting, the term "student organization" means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two (2) or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

### **Inclusion of Hazing Information in Annual Security Report**

The [Stop Campus Hazing Act](#) amended the [Clery Act](#) to require that beginning on January 1, 2025, institutions of higher education collect statistics on hazing incidents that fall within the institution's Clery Act geography and are reported to a campus security authority (CSA) or local law enforcement agency. These hazing incidents must be included in the annual crime statistics reported in the institution's Annual Security Report (ASR).

In addition, institutions of higher education must include in the ASR a statement of current policies relating to hazing (as defined by the institution); how to report incidents of

hazing; the process used to investigate incidents of hazing; and information on applicable local, state, and tribal laws regarding hazing. Institutions of higher education must also include in the ASR a statement of policy regarding prevention and awareness programs relating to hazing (as defined by the institution) that includes a description of research-informed campus-wide prevention programs designed to reach students, faculty, and staff. These campus-wide prevention programs must include information on:

1. The institution's current policies relating to hazing (as defined by the institution);
2. How to report incidents of hazing;
3. The process used to investigate incidents of hazing;
4. Information on applicable local, state, and tribal laws regarding hazing; and
5. Primary prevention strategies intended to stop hazing before it occurs, which may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

To view Collin College's current ASR, go to the [Annual Security and Fire Safety Reports webpage](#).

#### Campus Hazing Transparency Report

Collin College will develop a Campus Hazing Transparency Report that will summarize the findings concerning any student organization established or recognized by Collin College that is found to be in violation of Collin College's standards of conduct relating to hazing. The Campus Hazing Transparency Report will be made available on the [Hazing webpage](#) and will be updated not less than two (2) times each year.

The Campus Hazing Transparency Report will contain information regarding each incident involving a student organization for which a finding of responsibility is issued relating to a hazing violation, including, but not limited to:

1. The name of the student organization;
2. A general description of the violation that resulted in a finding of responsibility, including whether the violation involved the abuse or illegal use of alcohol or drugs, the findings of Collin College, and any

sanction(s) placed on the student organization by Collin College, as applicable; and

3. The dates on which:
  - a. The incident was alleged to have occurred;
  - b. The investigation into the incident was initiated;
  - c. The investigation ended with a finding that a hazing violation occurred; and
  - d. Collin College provided notice to the student organization that the incident resulted in a hazing violation.

The Campus Hazing Transparency Report may include information which is part of another hazing report published by Collin College that meets the requirements of the Campus Hazing Transparency Report, and any additional information determined by Collin College to be necessary or that is required to be reported by Texas state law.

The Campus Hazing Transparency Report will not include any personally identifiable information, including any information that would reveal personally identifiable information, about any individual student in accordance with the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).

Collin College will publish the Campus Hazing Transparency Report prominently on the institution's [Hazing webpage](#), including:

1. A statement notifying the public of the annual availability of statistics on hazing pursuant to the Annual Security Report (ASR) required by the [Clergy Act](#), including a link to the ASR;
2. Information about Collin College's policies relating to hazing and applicable local, state, and tribal laws on hazing; and
3. The information included in each update of the Campus Hazing Transparency Report, which will be maintained for a period of five (5) calendar years from the date of publication of such update.

Collin College may include, as part of the publication of the Campus Hazing Transparency Report, a description of the purposes of, and differences between the ASR and the Campus Hazing Transparency Report.

Collin College is not required to develop the Campus Hazing Transparency Report until Collin College has a finding of a hazing violation. In addition, Collin College is not required to update the Campus Hazing Transparency Report if Collin College does not have a finding of a hazing violation for the period of time that would be covered by the update.

To view Collin College's current Campus Hazing Transparency Report, go to the [Hazing webpage](#).

### **Texas State Law Provisions**

The information in this section is taken from the [Texas Education Code Chapter 37, Subchapter F](#), the [Texas Education Code Section 51.936](#), Board policy [FLB \(LOCAL\)](#), and Board policy [FLBC \(LEGAL\)](#).

### **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*

For the purposes of this policy, "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 or 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*

For the purposes of this policy, "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*

For the purposes of this policy, "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.

#### *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, a peace officer, or a law enforcement agency.

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 a hazing offense 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 a hazing offense, 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, including an entity organized to support an organization, who voluntarily reports a specific hazing incident involving a Collin College student to the district dean of students or other appropriate Collin College official, a peace officer, or a law enforcement agency 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 or a law enforcement agency concerning the incident or otherwise being included in Collin College's or a law enforcement agency's investigation of the incident; and
2. Cooperates in good faith throughout:
  - a. Any Collin College process regarding the incident, as determined by the district dean of students or other appropriate official of the institution designated by Collin College; or
  - b. Any law enforcement agency's investigation regarding the incident, as determined by the chief or other appropriate official of the law enforcement agency designated by the law enforcement agency.

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.

A hazing offense 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 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 thirtieth 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 fourteenth day before the first class day of each fall or spring semester, Collin College will distribute to each enrolled student a summary of the [Texas Education Code Chapter 37, Subchapter F](#) 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](#).

#### **Reporting a Hazing Incident**

To file a report of hazing with the District Dean of Students Office, submit the [Student Incident Report](#) form, call 972.881.5604, or email [dos@collin.edu](mailto:dos@collin.edu).

#### **Current Hazing Reports**

To view Collin College's current Campus Hazing Transparency Report and/or state-required hazing report, go to the [Hazing webpage](#), call 972.881.5604, or email [dos@collin.edu](mailto:dos@collin.edu).

## **Chapter 6: 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, appropriate Title IX coordinator, appropriate deputy Title IX coordinator, or designee determines the alleged misconduct affects Collin College, as stated above, the appropriate investigation and resolution process may be initiated (i.e., student disciplinary process, Title IX Complaint Resolution Process).

## **Chapter 7: Scholastic Dishonesty**

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

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.

### **Cheating**

#### Definition

Cheating includes, but is not limited to:

1. Intentionally or unintentionally using or having access to materials, information, or aids (including Artificial Intelligence (AI) or electronic aids) for any coursework, exam, or exercise, when not allowed by the faculty member;

2. Dishonest or unfair acts to gain academic advantage or cause academic disadvantage to another student;
3. Receiving information in an unauthorized manner during a quiz or exam or to complete an assignment;
4. Failing to observe the expressed instructions or procedures of a faculty member or the Testing Center staff for an assignment, quiz, or exam;
5. Falsifying academic records or documents; and/or
6. Attempting to fulfill the requirements of a course through any other dishonest means.

#### Examples of Cheating

Examples of cheating include, but are not limited to:

1. Unauthorized use of Artificial Intelligence (AI); content generators; or electronic, digital media, telecommunication, and/or wearable devices (e.g. phones, smartwatches, Fitbits) to complete a quiz, examination, or class assignment.
2. Using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance.
3. Using information about exams posted on the internet or in any electronic medium.
4. Violating a faculty member's and/or the Testing Center's testing policies and procedures.
5. Leaving a test site without permission.
6. Failing to secure test materials.
7. Removing tests or answer sheets from a test site.
8. 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).
9. 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).
10. Using annotated texts or teacher's editions.
11. Making false statements or omissions related to applications for enrollment, credit or classwork, research, or the award of a degree.

## **Collusion**

### Definition

Collusion includes, but is not limited to:

1. Intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; or
2. Unauthorized collaboration between two (2) or more students to complete coursework beyond the allowances or parameters set by the faculty member.

### Examples of Collusion

Examples of collusion include, but are not limited to:

1. Having another person attend class on your behalf.
2. Having another person participate in class or complete coursework on your behalf.
3. Collaborating with or communicating answers to another student about an examination or course assignment without the faculty member's permission (including through apps or online platforms).
4. Communicating exam answers to other students during an examination.
5. Communicating exam questions or answers to other students who will take the same exam later.
6. Failing to secure academic work.
7. Providing an inappropriate level of assistance (example: completing work for another student).
8. Allowing another student to copy your work or answers.
9. Working in a group on an assignment when not allowed to do so by the faculty member.
10. Allowing or paying another to complete your work (example: a paid term-paper writer).

## **Plagiarism**

### Definition

Plagiarism includes, but is not limited to, intentionally or unintentionally using someone else's language, ideas, or other original material (i.e., information that is not common knowledge) without acknowledging the source.

### Examples of Plagiarism

Examples of plagiarism include, but are not limited to:

1. 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

2. Inadequately paraphrasing (i.e., summarizing information without proper citation).

## **Scholastic Dishonesty Reports and Faculty Grading**

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated, as defined in this *Student Code of Conduct*; or
2. Enter a temporary placeholder grade of zero (0), along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated, as defined in this *Student Code of Conduct*.

A final grade for the course will not be entered prior to a final resolution of the case.

A student found responsible for a scholastic dishonesty offense(s) may receive an appropriate disciplinary penalty or penalties, as defined in this *Student Code of Conduct*. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, a grade of zero (0) on the assignment or failing the course. For more information, see [\*Chapter 17: Disciplinary Penalties\*](#) in this *Student Code of Conduct*.

## **Collin College Honor Code**

Collin College's Student Government Association (SGA), in collaboration with staff employees, will draft an Honor Code that addresses academic dishonesty by students at Collin College.

The Honor Code will reflect student values and ethical conduct that adheres to Collin College's Core Values of Integrity and Academic Excellence. The Honor Code will be submitted to the Academic, Governance, and Strategic Planning Council (AGS) for review and a vote to recommend to the College District President for final approval.

When approved, the Honor Code will be included in the student handbook and official college publications. The Honor Code will be published in the *Collin College Student Handbook* and included in course syllabi. Once approved, violations of the Honor Code may be formally reported to the district dean of students or designee, as defined in this *Student Code of Conduct*. Subsequent allegations of scholastic dishonesty that also violate the Honor Code will also be referred to Collin College's Honor Council for adjudication, as defined in this *Student Code of Conduct*.

#### Rationale and Purpose

Academic dishonesty, including plagiarism, cheating, and collusion, undermines the integrity of academic institutions. Academic dishonesty compromises the value of a Collin College education and erodes the culture of trust necessary for a thriving academic community. In response, Collin College's Faculty Council proposes the creation of a formal Honor Code that will articulate the ethical standards expected of all students. This Honor Code will foster a shared sense of responsibility for maintaining academic integrity and serve as a foundation for promoting honesty, accountability, and mutual respect across the college.

The Student Government Association's collaboration and input are essential to ensure the Honor Code reflects student values and is embraced as a student-led initiative.

#### Mission and Goals of the Honor Code

The mission of the Honor Code is to cultivate a culture of academic integrity and personal accountability among all students at Collin College by establishing clear expectations for ethical behavior in all academic endeavors.

Goals:

1. To promote honesty, trust, and fairness in all academic work.
2. To educate students on the definitions and consequences of scholastic dishonesty.
3. To empower students to take ownership of their learning and ethical responsibilities.
4. To support faculty in upholding standards of academic excellence.
5. To create a community-wide commitment to integrity and mutual respect.

#### Honor Code Statement

#### Collin College Student Honor Code

"I pledge to uphold honesty, integrity, and responsibility in all my academic work at Collin College. I will not engage in any form of academic dishonesty, and I will support a community built on trust and respect."

#### Students' Commitment and Expectations to the Honor Code

1. Commit to the Honor Code: Read, understand, and uphold the Collin College Honor Code in all academic and extracurricular work.
2. Complete Academic Work Honestly: Submit only your own original work, and avoid cheating, plagiarism, or unauthorized collaboration.
3. Seek Help When Needed: Ask your Collin College professor, an Anthony Peterson Center for Academic Assistance (APCAA) tutor, or other Collin College resources for guidance when struggling with assignments instead of turning to dishonest methods.
4. Understand What Constitutes Academic Dishonesty: Learn the definitions and consequences of cheating, plagiarism, fabrication, and facilitating academic misconduct.
5. Manage Time Effectively: Plan ahead and avoid last-minute work that may lead to poor decisions or scholastic dishonesty under pressure.
6. Use Resources Responsibly: Use citation tools, tutoring services, and academic technologies ethically and within stated course and professor guidelines.
7. Support a Culture of Integrity: Encourage peers to value honest work and contribute to a respectful academic community through example and conversation.
8. Report Academic Misconduct: Report to the appropriate faculty member or the Dean of Students Office any instance of academic misconduct or dishonest behavior you become aware of or witness.

#### Faculty's and Staff's Commitment and Expectations to Upholding the Honor Code

1. Clearly Communicate Academic Integrity Policies: Include the Honor Code and academic integrity expectations in all course syllabi and review them with students at the beginning of each term.

2. Educate Students on Scholastic Dishonesty: Discuss what constitutes plagiarism, cheating, and unauthorized collaboration, and provide examples to promote understanding.
3. Utilize Tools and Technologies Responsibly: Use plagiarism and cheating detection tools and proctoring software thoughtfully to identify and address misconduct while fostering student trust and transparency.
4. Foster an Environment of Trust and Respect: Build relationships with students that encourage open communication and emphasize the value of honest academic work.
5. Address Violations Promptly and Fairly: Follow Collin College procedures for reporting and documenting suspected dishonesty, ensuring consistency and due process for all students.
6. Model Ethical Behavior: Demonstrate integrity in teaching practices, grading, communication, and collaboration with colleagues and students.
7. Collaborate with Colleagues on Best Practices: Engage in department or college-wide conversations to share strategies for promoting academic integrity and addressing concerns.

## **Chapter 8: Student Solicitation on Campus**

Board policies [FI \(LEGAL\)](#) and [FI \(LOCAL\)](#) are associated with this section.

### **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 \(LOCAL\)](#);
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 \(LOCAL\)](#);
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 \(LOCAL\)](#).

#### **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.
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 [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) 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 \(LOCAL\)](#).

### **Chapter 9: Student Expression and Use of Collin College Facilities**

Board policies [FLA \(LEGAL\)](#), [FLA \(LOCAL\)](#), [GD \(LEGAL\)](#), and [GD \(LOCAL\)](#) are associated with this section.

#### **Definitions**

As used within this section, 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 some acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but they are subject to the general rules that prohibit disruption.

As used within this section, the “common outdoor areas” of Collin College mean:

1. Any outdoor space (such as streets, sidewalks, lawns, plazas, or gathering spaces);
2. That is at least 20 feet from any Collin College building or area of ingress or egress to buildings, including classrooms; and
3. That is not used, on either a permanent or temporary basis, for Collin College’s:
  - a. Business or operations,
  - b. Sponsored events,
  - c. Educational functions, or
  - d. Research functions.

Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing or residential outdoor spaces managed by Collin College, the outdoor surfaces of Collin College buildings, the surfaces associated with or connected to a Collin College building, a Collin College structure, the spaces dedicated to temporary outdoor banners, the spaces dedicated to temporary

outdoor exhibits, construction sites, or any other space within Collin College's limited public forum. For more information, see Board policy [GD \(LOCAL\)](#).

As used within this section, the terms "disrupt," "disruptive," "disturb," and "disturbances" are defined as activities or actions that cause disorder or turmoil in Collin College's classes, programs, and services or that interfere with or interrupt planned activities, or other operations of Collin College by noise, movement, or physical obstruction.

As used within this section, 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 "expressive activities" as used in this policy does not include:

1. Commercial speech, such as advertisements for products or services,
2. Defamation,
3. Harassment or discriminatory harassment as those terms are defined in this policy,
4. Incitement to imminent unlawful activity,
5. Obscenity, or
6. Threats to engage in unlawful activity.

As used within this section, the term "guest speaker" means an individual speaker or performer who is not a student, faculty member, employee, or Board member of Collin College.

#### **Protected Expression on Campus**

In accordance with the [Texas 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 institutions of higher education; and

2. Ensuring that students enrolled at and employees of an institution of higher education may assemble peaceably on the campuses of the institution 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 permit students enrolled at and employees of the institution to engage in expressive activities in the common outdoor areas of Collin College's campuses freely, as long as the expressive activity:

1. Is not unlawful, and
2. Does not materially and substantially disrupt the functioning of Collin College.

In accordance with the [Texas Education Code Section 51.9315](#), Collin College maintains its right to impose reasonable restrictions on the time, place, and manner of expressive activities of students enrolled at and employees of Collin College in the common outdoor areas of its campuses if those restrictions:

1. Are narrowly tailored to serve a significant institutional interest;
2. Employ clear, published, content-neutral, and viewpoint-neutral criteria;
3. Provide for amply alternative means of expression; and
4. Allow members of the Collin College community to assemble or distribute written material without a permit or other permission from the institution.

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 disruptive activity may be subject to disciplinary action. Any participant involved in disruptive activity may face criminal charges. For more information, see Board policies [FM \(LOCAL\)](#) and [FMA \(LOCAL\)](#) and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) 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 [Chapter 8: Student Solicitation on Campus](#) in this *Student Code of Conduct*. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

#### **Limited Public Forum and Public Assembly Use**

The Board of Trustees (Board) delegates to the College District President or designee the authority to designate certain outdoor areas on each campus that are open as public forums for use by community members consistent with the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution.

However, the buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by Collin College are not a traditional public forum open for assembly, debate, demonstrations, or similar activities by members of the general public.

Subject to the requirements set forth in policy and in Collin College procedures, members of the public who are not Collin College students, employees, or officials are welcome to visit Collin College to attend public board meetings and public events, to transact business with Collin college, and to access certain designated facilities and outdoor locations to engage in expressive activities when the use does not conflict with Collin College use or its policies.

#### **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. Board policies [FKC \(LEGAL\)](#) and [FKC \(LOCAL\)](#) are associated with registered student organizations.

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 \(LOCAL\)](#).

#### Limitations on Content

Non-school materials or literature will not be distributed by students or registered student organizations on Collin College property if:

1. The materials are obscene. Obscenity is a writing, visual image, or performance as defined in [Section 43.21](#) of the [Texas Penal Code](#) (or successor provisions).
2. The materials contain defamatory statements. Defamation is a false statement of fact about another individual that holds the individual up to hatred, ridicule, or contempt and that is not otherwise privileged. If the defamed person is a private individual, the question is whether the speaker knew or should have known that the statement was false. If the defamed person is a public official or public figure, the question is whether the statement was made with knowledge of the falsity or with reckless disregard of the truth.
3. The materials advocate imminent lawless action and are intended to incite or produce such action.
4. The materials contain a true threat, which is a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals. The speaker of a true threat need not intend to inflict actual harm; the question is whether the speaker consciously disregarded a substantial risk that the communications would be viewed as threatening violence.
5. The materials constitute intimidation, which is a type of true threat where a speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.
6. The materials constitute fighting words, which are personally abusive epithets that when addressed to

ordinary citizens, are, as a matter of common knowledge, inherently likely to provoke a violent reaction.

7. The materials constitute harassment, which means material that is:
  - a. Hostile, threatening, or intimidating;
  - b. Directed at a specific person or persons; and
  - c. Sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or creates an objectively hostile or threatening campus environment that unreasonably interferes with the person's ability to access or participate in a Collin College activity, program, service, or privilege.
8. The materials constitute discriminatory harassment based on membership in a protected class recognized under state or federal law and are sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual's ability to participate in or benefit from an activity, program, service, or privilege provided by Collin College. For examples of unlawful harassment based on membership in a protected class, see Board policies [DIAA \(LEGAL\)](#), [DIAA \(LOCAL\)](#), [DIAB \(LEGAL\)](#), [DIAB \(LOCAL\)](#), [FFDA \(LEGAL\)](#), [FFDA \(LOCAL\)](#), [FFDB \(LEGAL\)](#), and [FFDB \(LOCAL\)](#).
9. The materials constitute non-permissible selling or solicitation. For more information, see Board policies [FI \(LEGAL\)](#) and [FI \(LOCAL\)](#).
10. The materials infringe upon the intellectual property rights of Collin College. For more information, see Board policies [CT \(LEGAL\)](#) and [CT \(LOCAL\)](#).

#### 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 \(LOCAL\)](#);
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 in 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 \(LEGAL\)](#), [FI \(LOCAL\)](#), [GD \(LEGAL\)](#), and [GD \(LOCAL\)](#).

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 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.

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:
  - 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 that 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 Registered Student Organizations in Common Outdoor Areas**

Common outdoor areas are designated as areas for expressive activities by students or registered student organizations.

Students and registered student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person’s conduct is unlawful (i.e., obscenity, defamation, incitement of lawless action, true threats, fighting words, or intimidation, as defined in the [Limitations on Content](#) subsection in this document);

2. The 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. The use would materially or substantially disrupt or disturb the regular academic program or other Collin College operations;
4. The use would result in damage to or defacement of property;
5. The material constitutes harassment, which means material that is:
  - a. Hostile, threatening, or intimidating;
  - b. Directed at a specific person or persons, and
  - c. Is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or creates an objectively hostile or threatening campus environment that unreasonably interferes with the person's ability to access or participate in a Collin College activity, program, service, or privilege; or
6. The material constitutes discriminatory harassment based on membership in a protected class recognized under state or federal law and is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual's ability to participate in or benefit from an activity, program, service, or privilege provided by Collin College. For examples of discriminatory harassment based on membership in a protected class, see Board policies [DIAA \(LEGAL\)](#), [DIAA \(LOCAL\)](#), [DIAB \(LEGAL\)](#), [DIAB \(LOCAL\)](#), [FFDA \(LEGAL\)](#), [FFDA \(LOCAL\)](#), [FFDB \(LEGAL\)](#), and [FFDB \(LOCAL\)](#).

Consistent with [Section 51.9315\(g\)](#) of the [Texas Education Code](#), Collin College may not take action against a registered student organization or deny a registered student organization any benefit on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization. The prohibition on harassment in this policy applies, however, when the words or conduct satisfy

the definition of harassment as stated in items five (5) and six (6) above.

Students or registered student organizations do not need a Collin College reservation or approval for the exercise of expressive activities in common outdoor areas of Collin College.

Students and registered student will 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](mailto: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 less than two (2) weeks is required. Individuals 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 registered student organizations in common outdoor areas are subject to all of the time, place, and manner rules listed in Board policy [GD \(LOCAL\)](#), as outlined below.

In addition to the specific rules addressed in Board policy [GD \(LOCAL\)](#) for required conduct, distribution of literature, and permissible solicitation, the following rules will also apply to the use of common outdoor areas:

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, a person (i.e., a sandwich board sign), 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. Hand-held 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, individuals or community groups 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, a research function, or otherwise violates state law.
12. Guest speakers are allowed in common outdoor areas.
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 required to help the Conference Services Department improve the safety and success of expressive activity.
17. Requests or reservations to schedule events during the last two (2) weeks of a semester or term may be denied to prevent disruption of Collin College operations and instructional programs or to comply with state law.
18. Tents, awnings, camps, temporary living accommodations, and shelters will not be permitted in common outdoor areas, as also prohibited in Board policy [GD \(LOCAL\)](#).
19. In accordance with state law, individuals engaging in expressive activities on campus may not wear a mask, facial covering, or disguise that:
  - a. Conceals the identity of the wearer and
  - b. Is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder, or interrupt a Collin College employee or police officer in the lawful performance of their duties.This prohibition is not intended to prohibit masks worn for religious reasons, for health reasons, or as part of Collin College-sponsored activities or performances.
20. Individuals engaging in expressive activities on campus are prohibited from lowering Collin College's institutional flag, the flag of the United States, or the Texas flag with the intent to raise the flag of another nation or the flag of an organization or group of people.
21. Individuals engaging in expressive activities on campus are prohibited from assembling during hours which the Collin College campuses may be closed or other hours as reasonably determined by Collin College to prevent disruption of campus operations and instructional programs.

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.

### **Facilities Use**

Other than the use of common outdoor areas, the facilities 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 registered 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 policies [FKC \(LEGAL\)](#) and [FKC \(LOCAL\)](#).

The use of facilities and the distribution of materials in College District common outdoor areas are subject to the policies set out in Board policy [GD \(LOCAL\)](#).

### Requests

To request permission to meet in Collin College facilities, interested students or registered student organizations will submit a request through [CougarConnect](#) with the Office of Student Engagement in accordance with administrative procedures.

The students or the 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 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:

1. The Collin College facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation. For more information, see Board policies [FI \(LEGAL\)](#) and [FI \(LOCAL\)](#) and [Chapter 8: Student Solicitation on Campus](#) in this *Student Code of Conduct*;
4. The 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. The applicant owes a monetary debt to Collin College and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged Collin College property; or
8. The 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.

## **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 or Collin College Police Department officer.

Additionally, as required by state law, any currently enrolled student is required to present proof of identity or Collin College issued identification card on request by a Collin College employee or public official on the campus who is engaging in an official duty.

Any student who refuses to identify himself or herself fully may be subject to Collin College discipline, which may include suspension.

## **Violations of Policy Regarding Common Outdoor Areas**

Failure to comply with this policy and procedures regarding use of Collin College common outdoor areas, Collin College facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of Collin College facilities and the confiscation or discarding of nonconforming materials. A student or registered student organization who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other Collin College policies and rules, including the *Collin College Student Handbook*, and may referred to the District Dean of Students Office for disciplinary action. For more information, see Board policies [FM \(LOCAL\)](#) and [FMA \(LOCAL\)](#) and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this *Student Code of Conduct*.

## **Interference with Expressive Activities in Common Outdoor Areas**

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 \(LOCAL\)](#) and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this *Student Code of Conduct*.

## **Appeals**

With the exception of disciplinary decisions rendered through the student disciplinary process, a student who is aggrieved by a violation of this policy or by an administrative decision under this policy may file a complaint and seek review in accordance with Board policies [DGBA \(LOCAL\)](#) or [FLD \(LOCAL\)](#), as applicable. Unless there is an extension or exigent circumstances, the appeal will be heard within 10 College District business days of the filing of the appeal.

## **Use of Facilities and Grounds by Students and Registered Student Organizations**

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 registered student organization will pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board of Trustees (Board). For more information on registered student organizations, see Board policies [FKC \(LEGAL\)](#) and [FKC \(LOCAL\)](#).

### **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 [CougarConnect](#) with the Office of Student Engagement in accordance with administrative procedures.

The students or the 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.

### **Approval**

The appropriate assistant director of student engagement will approve or reject the request in accordance with provisions 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:

1. The Collin College facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes non-permissible solicitation. For more information, see Board policies [FI \(LEGAL\)](#) and [FI \(LOCAL\)](#) and [Chapter 8: Student Solicitation on Campus](#) in this *Student Code of Conduct*;
4. The 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. The applicant owes a monetary debt to Collin College and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged Collin College property; or
8. The 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.

#### Violations of Policy Regarding Use of Facilities

Failure to comply with this policy and associated procedures regarding the use of facilities will result in appropriate administrative action, including, but not limited to confiscation of nonconforming 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 \(LOCAL\)](#) and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) 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 \(LOCAL\)](#) and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this *Student Code of Conduct*.

#### Appeals

Decisions made by the administration with respect to students or registered student organizations in accordance with this policy may be appealed in accordance with Board policies [DGBA \(LOCAL\)](#) or [FLD \(LOCAL\)](#), as applicable.

#### Publication

This policy and associated procedures must be posted on Collin College's website and distributed in the current *Collin College Student Handbook*. They must also be distributed to students at orientation.

#### Chapter 10: Title IX Provisions

Board policies [FFDA \(LEGAL\)](#) and [FFDA \(LOCAL\)](#) are associated with this chapter.

This policy addresses complaints of sex discrimination and sexual harassment targeting students participating in or attempting to participate 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 \(LOCAL\)](#).

For legally referenced material relating to discrimination, harassment, and retaliation targeting Collin College students, see [Chapter 3: Discrimination, Harassment, and Retaliation Prohibited](#) in this *Student Code of Conduct* as well as Board policies [FA \(LEGAL\)](#), [FFDB \(LEGAL\)](#), and [FFDB \(LOCAL\)](#).

For legally referenced material relating to sex discrimination and sexual harassment targeting Collin College employees, see Board policies [DAA \(LEGAL\)](#), [DIAA \(LEGAL\)](#), and [DIAA \(LOCAL\)](#).

Collin College strives to maintain a healthy and safe environment where all members of its campus community are treated with dignity and respect.

Collin College is committed to compliance with [Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended, which prohibits dating violence, domestic violence, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking in federally funded education programs and activities.

#### **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.

#### **Collin College's Title IX Coordinators and Deputy Title IX Coordinators**

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  
Frisco Campus  
9700 Wade Blvd.  
Room F144B  
Frisco, Texas 75035  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

##### **Deputy Title IX Coordinator for Students**

Amy Throop  
Associate Dean Title IX Compliance  
Technical Campus  
2550 Bending Branch Way  
Suite A004/A006  
Allen, Texas 75013  
Phone: 972.599.3126  
Email: [athroop@collin.edu](mailto:athroop@collin.edu)

##### **Title IX Coordinator for Employees**

Vacant

##### **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: [tjacobsen@collin.edu](mailto:tjacobsen@collin.edu)

#### **Complaints of Sex Discrimination and Sexual Harassment**

Collin College students and employees can contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Collin College's Title IX Coordinators and Deputy Title IX Coordinators](#) section in this document to report incidents of sex discrimination and/or sexual harassment.

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 [Title IX Formal Complaint Form](#).

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 in the [Collin College's Title IX Coordinators and Deputy Title IX Coordinators](#) section in this

document. Additionally, to initiate the Title IX complaint resolution process, complainants cannot remain anonymous.

#### **Collin College's Title IX Complaint Resolution Procedures**

Collin College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating in or attempting to participate in Collin College's education program or activity, or by the Title IX coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Collin College's complaint resolution procedures and additional information regarding Collin College's compliance with Title IX are outlined on the [Title IX at Collin College webpage](#) and in the current [Title IX Complaint Resolution Process Handbook for Collin College Students and Employees](#).

#### **Chapter 11: Weapons on Campus**

Board policies [CHF \(LEGAL\)](#) and [CHF \(LOCAL\)](#) are associated with this section.

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, 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.
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 \(LEGAL\)](#).

### **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 his or her person at all times or store it in his or her assigned room within a locked gun safe. For more information, see the [Requirements for Proper Storage](#) subsection in this document.

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 his or her assigned residential room.

A student who is assigned to a residential room in campus housing where a firearm is stored and is concerned about his or her 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 the [Student Housing at Collin College webpage](#).

#### **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 \(LEGAL\)](#). 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. Childcare 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 the [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 \(LOCAL\)](#) and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) 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 committee will be charged with meeting as needed, but at least once each fall and spring semester, to review Collin College's 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 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**

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

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 himself or herself 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, 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" euphoriants, 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 (CWID) numbers, 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., phones, smart/AI eyeglasses, smartwatches, Fitbits, digital watches, Bluetooth devices, laptops, 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 5: 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 9: Student Expression and Use of Collin College Facilities](#) in this *Student Code of Conduct*.

## **Chapter 13: Student Disciplinary Process General Procedures for All Cases of Student Misconduct**

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

### **Reports of Alleged Misconduct**

Collin College faculty and staff will report and submit an alleged violation or violations of Collin College policies and procedures, including the *Student Code of Conduct*, committed by a student to the District Dean of Students Office within a reasonable time following an alleged incident. For more information, see Board policy [FLB \(LOCAL\)](#) and [Chapter 12: Student Code of Conduct Violations](#) in this *Student Code of Conduct*.

For the purpose of reporting violations under this policy, “a reasonable time” means within 15 College District business days of the date of an alleged incident.

For the purpose of reporting violations of scholastic dishonesty under this policy, “a reasonable time” means within 15 College District business days of:

1. The date of an alleged incident; or
2. 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, and must describe the violation(s) and any surrounding facts.

The district dean of students or designee will investigate the alleged violations, as appropriate.

### **Exception**

Reports of sex discrimination and/or sexual harassment will be submitted in accordance with Board policies [DIAA \(LOCAL\)](#) and/or [FFDA \(LOCAL\)](#), as appropriate. For more information, see [Chapter 10: Title IX Provisions](#) 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.

### **Interim Disciplinary Action**

At any time during the adjudication process under this policy, 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 any 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 program director, associate academic/workforce dean, 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](mailto: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 18: Reinstatement Procedures](#) in this *Student Code of Conduct*.

#### **Evidence in All Cases of Student Misconduct**

For all reports and allegations submitted under this policy, evidence will be handled in accordance with the following:

1. Legal rules of evidence do not apply unless otherwise required by applicable law or regulations.
2. The district dean of students or designee, Disciplinary Appeals Committee (DAC) chairperson or associate chairperson, Honor Council panel chair, designated leadership team member, and/or College District President or designee may admit evidence or exclude evidence considered to be hearsay, irrelevant, immaterial, unduly repetitious, or needlessly cumulative.
3. For all cases, 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.
4. A student may not be compelled to testify.

#### **Standard of Evidence**

The district dean of students or designee, Disciplinary Appeals Committee (DAC), Honor Council, designated leadership team member, and Collin District President 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.

#### **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 his or her 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., phones, smart/AI eyeglasses, smartwatches, Fitbits, digital watches, Bluetooth devices, laptops, 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 Process**

If the district dean of students or designee determines the allegation(s) 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 five (5) College District business days, following receipt of the allegation of misconduct.

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.

The notification conference process will be utilized by the district dean of students or designee for allegations involving:

1. First-time scholastic dishonesty violations and
2. Other alleged violations of the *Student Code of Conduct*.

All subsequent or repeated allegations involving scholastic dishonesty will be referred to the Collin College Honor Council, as outlined in this policy.

## **Chapter 14: Student Disciplinary Procedures for First-Time Cases of Scholastic Dishonesty**

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

The [First Offense Scholastic Dishonesty Flowchart](#) on page 140 in this document provides an overview of Collin College's student disciplinary procedures for first-time cases of scholastic dishonesty.

The district dean of students or designee will investigate initial or first-time cases of scholastic dishonesty in accordance with the student disciplinary procedures outlined in this policy. If a student is found responsible for scholastic dishonesty, the district dean of students or designee will impose an appropriate disciplinary penalty or penalties as outlined in this policy. For more information, see Board policy [FM \(LOCAL\)](#) and [Chapter 17: Disciplinary Penalties](#) in this *Student Code of Conduct*.

Allegations of student misconduct that do not involve scholastic dishonesty will be addressed by the district dean of students or designee under this policy or others. For more information, see Board policies [FLB \(LOCAL\)](#), [FM \(LOCAL\)](#), and [Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses](#) in this *Student Code of Conduct*.

### **Notification and Options in First-Time Scholastic Dishonesty Cases**

For first-time cases of scholastic dishonesty and within three (3) College District business days of receiving the report of alleged scholastic dishonesty, the district dean of students or designee will send an email informing the student of the allegation(s) and providing the following two (2) options:

1. 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 from the district dean of students or designee; or
2. The student may review, sign, and return to the district dean of students or designee a no contest plea form.

### **No Contest Plea Form Option**

The no contest plea form will provide detailed information regarding the allegation(s), that the student immediately accepts an administrative decision finding the student responsible, that the student accepts the penalty or penalties imposed as part of the administrative decision, and that the student waives the right to appeal the administrative decision. The penalties contained in the no contest plea form are not subject to modification or negotiation. The student must sign, date, and return the no contest plea form via email to the district dean of students or designee by the deadline provided or within two (2) College District business days following the date of the email from the district dean of students or designee. Once the no contest plea form is signed and received by the dean of students or designee, the administrative decision of the district dean of students or designee will be final as of the date of the student's signature, binding, and the student will not be allowed to appeal that administrative decision.

Requests for extensions to sign and return the no contest plea form will not be granted.

### **Notification Conference Option**

If the student does not submit the signed no contest plea form to the district dean of students or designee by the deadline provided, the notification conference will be held within a reasonable time, not to exceed five (5) College District business days, following the date of the initial email from the district dean of students or designee.

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.

Reasonable requests for extensions of time to hold the notification conference meeting may be considered and granted by the district dean of students or designee at their sole discretion.

### **Failure to Appear for the Notification Conference**

The district dean of students or designee may proceed with the disciplinary case and determine an appropriate disciplinary penalty or penalties if the student fails, without good cause, to comply with the instructions in the

notification letter(s) or otherwise fails to attend the notification conference.

### **Administrative Decision**

#### Not Responsible Administrative Decision

After conferring with the student at the notification conference meeting, 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 17: 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, binding, and the student will not be allowed to appeal the not responsible administrative decision.

#### 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 17: 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 within five (5) College District business days 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) and findings,
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 decision.

The *Acceptance of the Administrative Decision Statement* must be signed no later than five (5) 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 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 (whether by signing a no contest plea form or after investigation) for a scholastic dishonesty violation, as defined in [Chapter 7: 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 for the assignment or course, in accordance with the syllabus. For more information, see [Chapter 17: Disciplinary Penalties](#) in this *Student Code of Conduct*.

#### **Appealing the District Dean of Students or Designee's Administrative Decision**

##### 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 14: Student Disciplinary Procedures for First-Time Cases of Scholastic Dishonesty, 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 fifth 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 administrative decision and/or disciplinary penalty or penalties imposed by the district dean of students or designee. The student's appeal must be submitted in writing within five (5) College District business days of the date of the district dean of students or designee's written administrative decision.

#### *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 *Student Code of 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 both have a stenographer present at the appeal hearing and to make a stenographic transcript of the appeal hearing at the student's own expense.
  - 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

If a student has good cause to miss the DAC Appeal Hearing, the student must notify the district dean of students or designee as soon as possible and no later than 24 hours before the time set 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 or who fails to notify the district dean of students or designee by the proscribed deadline. 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 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.

Each DAC Appeal Hearing will be recorded by Collin College. When a DAC Appeal Hearing is held virtually via web conferencing software approved by Collin College, all participants in the DAC Appeal Hearing are required to have their cameras on for the duration of the hearing. Failure to comply will result in the DAC Appeal Hearing chairperson or

associate chairperson terminating or postponing the Appeal Hearing to ensure compliance.

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 DAC Appeal Hearing.

All participants in DAC Appeal Hearings will be expected to behave respectfully and uphold Collin College's Core Values and policies. If any participant behaves outside of the expectations set forth by the DAC Appeal Hearing chairperson or associate chairperson, the DAC Appeal Hearing will be terminated by order of the DAC Appeal Hearing chairperson or associate chairperson.

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 request an opportunity for rebuttal closing arguments and the DAC chairperson may grant or deny that request.
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.

#### After the DAC Appeal Hearing

The district dean of students or designee will notify the student in writing, within three (3) 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 for appealing. In cases where expulsion is not recommended by the DAC, the decision of the DAC is final, binding, and the student may not appeal that decision.

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

Only for cases when expulsion is the penalty recommended and affirmed by the DAC, 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 district dean of students or designee or DAC chair 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 or DAC chair 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 or DAC chair.

#### 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*.

#### **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 141 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 after being found responsible for a previous allegation 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 investigation and 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 an Honor Council panel chair. The following steps apply:

1. The Honor Council 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 Honor Council panel chair will request a response (in written, audio, or video recording format) to the allegations from the student within five (5) College District business days of the date the Honor Council panel chair first notifies the student.
4. In addition to the student's response, the student may also appear before the Honor Council panel in person or virtually. If the student elects to appear, the Honor Council panel chair will schedule the meeting and the district dean of students or designee will notify the student of the date, time, and place.
5. Honor Council panel meetings with a student will be recorded by Collin College. During the meeting, the student will receive an opportunity to present their response and additional information regarding the allegations. The Honor Council panel members may ask the student questions regarding the allegations. All participants appearing before the Honor council will be expected to behave respectfully and uphold

Collin College's Core Values and policies. If any participant behaves outside of the expectations set forth by the Honor Council panel chair during an appearance or a meeting, the meeting will be terminated by order of the Honor Council panel chair. When an Honor Council panel meeting is held virtually via web conferencing software approved by Collin College, all participants in the meeting are required to have their cameras on for the duration of the meeting. Failure to comply will result in the Honor Council panel chair terminating or postponing the meeting to ensure compliance.

6. The Honor Council panel chair may postpone a scheduled meeting for good cause and all parties involved will be notified by the district dean of students or designee of the new meeting date, time, and place. Honor Council procedures will also address notification procedures for postponing or rescheduling a meeting.
7. Once the Honor Council panel chair notifies the student that a response is requested, the Honor Council panel chair will also 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 30 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 30 College District business days after the matter was first referred, the Honor Council panel chair must refer the matter back to the district dean of students for formal disciplinary adjudication.
8. The Honor Council 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 Honor Council will deliberate and vote to determine:
  - a. If the student is responsible for the alleged subsequent scholastic dishonesty violation(s) and

b. If so, the appropriate, proportionate disciplinary penalty, as defined in [Chapter 17: Disciplinary Penalties](#) in this *Student Code of Conduct*.

A majority vote of the Honor Council panel (with a quorum of three [3] as outlined below) is required before a determination can be made and issued to a student.

9. Once the Honor Council votes, the Honor Council 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*.
10. The Honor Council 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 faculty and staff members selected according to procedures developed by the College District President or designee.

The Honor Council will be a district-wide standing Collin College committee that meets frequently depending on need during the academic calendar year, not including Collin College-approved holidays or closings.

#### Honor Council at Large

The chairperson will designate an appropriate Honor Council member to act as Honor Council 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).

#### Honor Council Panels

Each Honor Council panel will be composed of at least three (3) employees, comprised of the following:

1. The Honor Council panel chair who is a faculty member,
2. One (1) additional faculty member, and
3. One (1) staff member who has prior experience with the adjudication of scholastic dishonesty cases.

Honor Council panels may also include:

1. 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), and
2. One (1) additional Honor Council member, whether staff or faculty, beyond the three (3) panel quorum outlined above.

#### Honor Council Procedures

All Honor Council procedures will be written and included in this *Student Code of Conduct*. 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. When an allegation is referred to the Honor Council for adjudication, the student will receive notice of the allegation and a copy of the Honor Council procedures.

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*.

### **Chapter 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses**

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

The [Non-Scholastic Dishonesty Offenses Flowchart](#) on page 142 in this document provides an overview of Collin College's student disciplinary procedures for all non-scholastic dishonesty offenses.

### **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 five (5) College District business days, following receipt of the allegation of misconduct.

The communication will describe the alleged violation(s), provide information regarding the purpose of 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 his or her 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.

If the student does not respond to the communication within five (5) College District business days, the district dean of students or designee will proceed with the disciplinary case.

### **Notification Conference**

If the district dean of students or designee determines the allegation(s) 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 five (5) College District business days, following receipt of the allegation of misconduct.

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.

Reasonable requests for extensions of time to hold the notification conference meeting may be considered and granted by the district dean of students or designee at their sole discretion.

### Failure to Appear for the Notification Conference

The district dean of students or designee may proceed with the disciplinary case and determine an appropriate disciplinary penalty or penalties if the student fails, without good cause, to comply with the instructions in the notification letter(s) or otherwise fails to attend the notification conference.

### **Administrative Decision**

#### Not Responsible Administrative Decision

After conferring with the student at the notification conference, 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 17: 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, binding, and the student will not be allowed to appeal the not responsible administrative decision.

#### Informal Resolution

For cases not involving allegations of scholastic dishonesty, 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 17: Disciplinary Penalties](#) in this *Student Code of Conduct*.

The student will be allowed five (5) 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*. The student will be expected to comply with all behavioral directives and obligations set forth in the *Informal Resolution Agreement*.

If the student does not sign the *Acknowledgment Statement* by the stated 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 17: 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 within five (5) College District business days 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) and findings,
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 decision.

The *Acceptance of the Administrative Decision Statement* must be signed no later than five (5) 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 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.

#### **Appealing the District Dean of Students or Designee's Administrative Decision**

##### 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 16: Student Disciplinary Procedures for Non-Scholastic Dishonesty Offenses, 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 fifth 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 administrative decision and/or disciplinary penalty or penalties imposed by the district dean of students or designee. The student's appeal must be submitted in writing within five (5) College District business days of the date of the district dean of students or designee's written administrative decision.

##### *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 *Student Code of 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 both have a stenographer present at the appeal hearing and to make a stenographic transcript of the appeal hearing at the student's own expense.
  - 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

If a student has good cause to miss the DAC Appeal Hearing, the student must notify the district dean of students or designee as soon as possible and no later than 24 hours before the time set 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 or who fails to notify the district dean of students or designee by the proscribed deadline. 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 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.

Each DAC Appeal Hearing will be recorded by Collin College. When a DAC Appeal Hearing is held virtually via web conferencing software approved by Collin College, all participants in the DAC Appeal Hearing are required to have their cameras on for the duration of the hearing. Failure to comply will result in the DAC Appeal Hearing chairperson or associate chairperson terminating or postponing the Appeal Hearing to ensure compliance.

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 DAC Appeal Hearing.

All participants in DAC Appeal Hearings will be expected to behave respectfully and uphold Collin College's Core Values and policies. If any participant behaves outside of the expectations set forth by the DAC Appeal Hearing chairperson or associate chairperson, the DAC Appeal Hearing will be terminated by order of the DAC Appeal Hearing chairperson or associate chairperson.

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 DAC Appeal Hearing. 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 request an opportunity for rebuttal closing arguments and the DAC chairperson may grant or deny that request.
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.

#### After the DAC Appeal Hearing

The district dean of students or designee will notify the student in writing, within three (3) 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 for appealing. In cases where expulsion is not recommended by the DAC, the decision of the DAC is final, binding, and the student may not appeal that decision.

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

Only for cases when expulsion is the penalty recommended and affirmed by the DAC, 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 district dean of students or designee or DAC chair 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 or DAC chair 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.

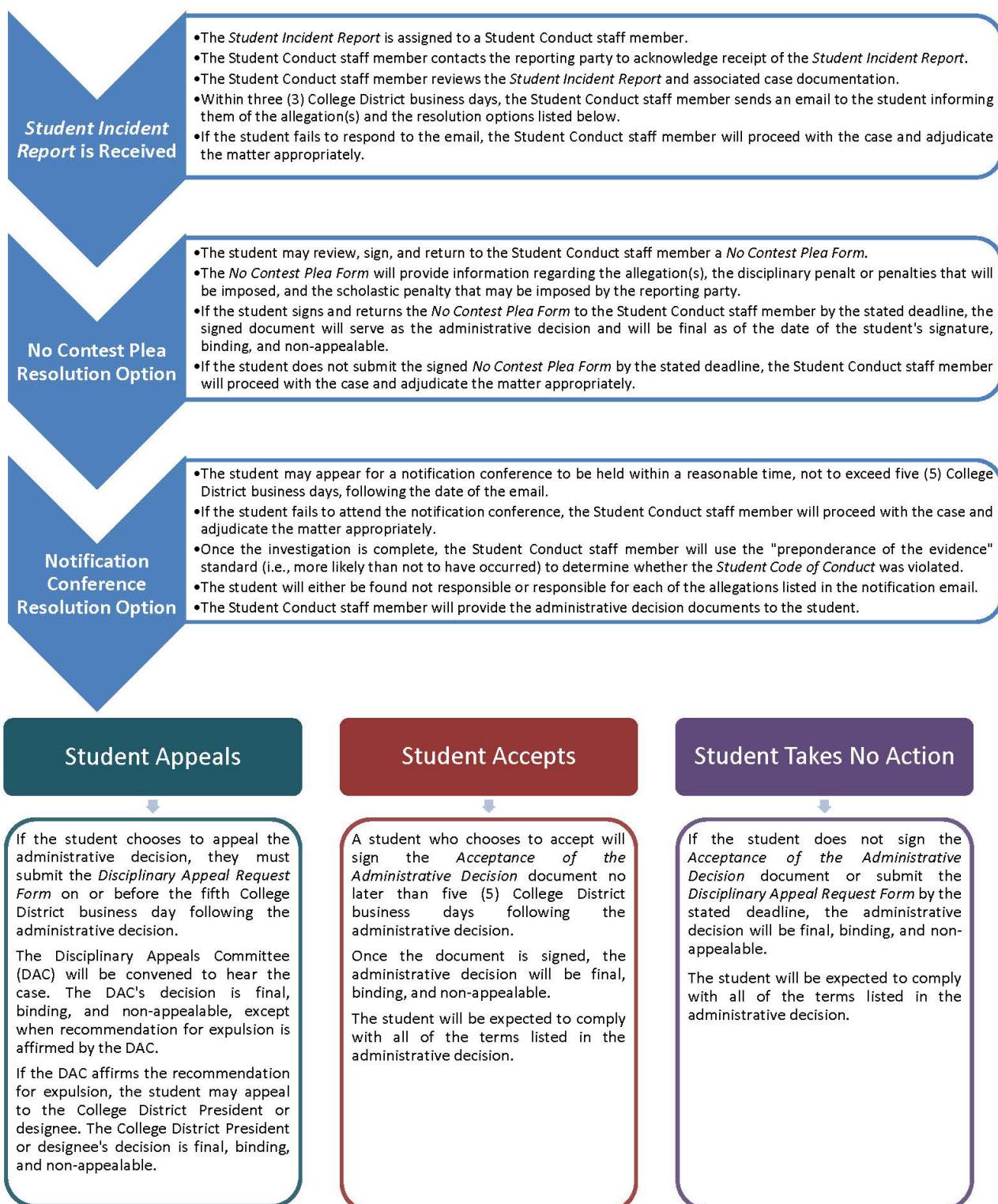
The College District President or designee may act to affirm, modify, or reverse the recommendation for expulsion.

#### 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 or DAC chair.

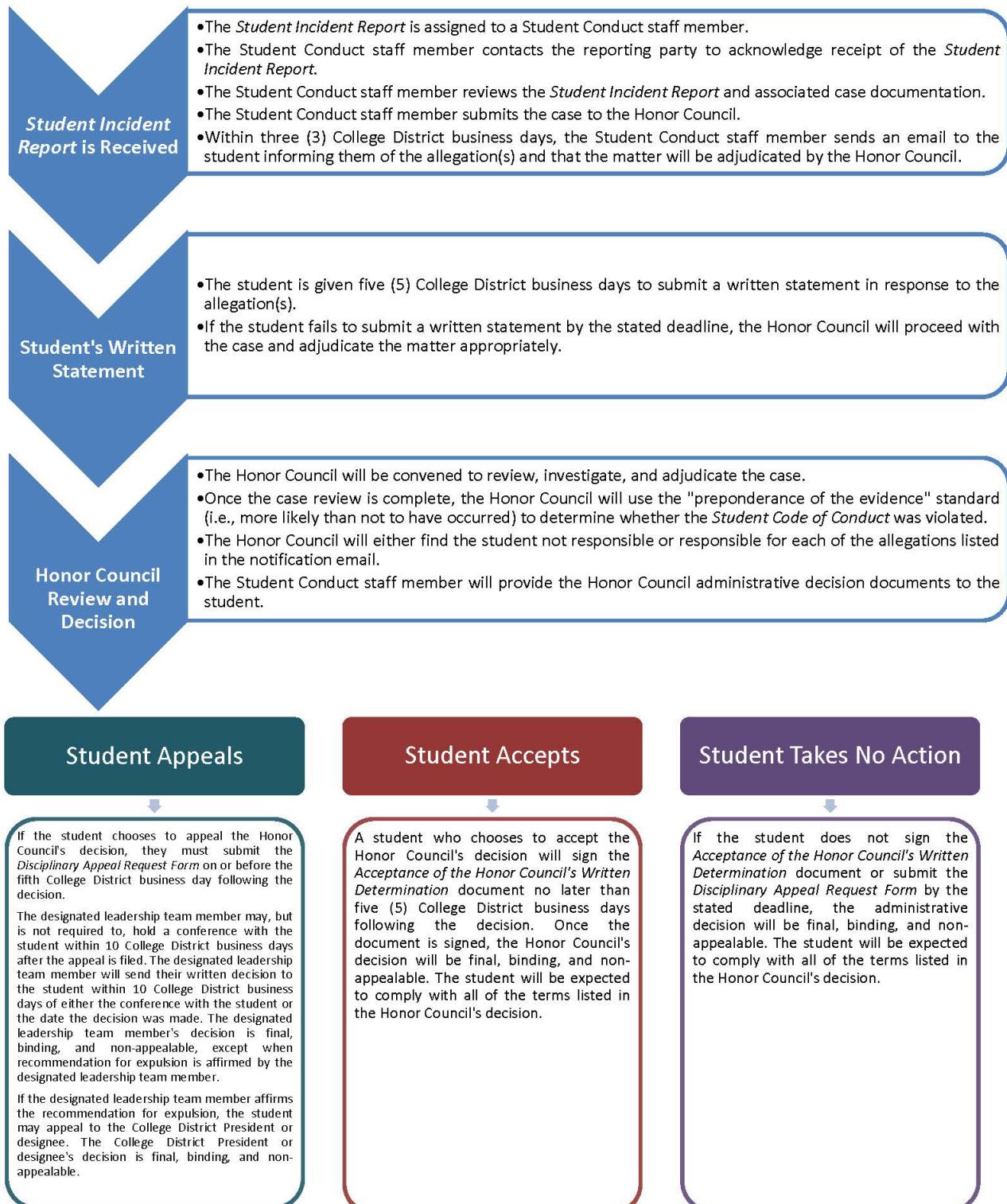
## First Offense Scholastic Dishonesty Flowchart

This flowchart is an overview of the student disciplinary process for a first offense of scholastic dishonesty.



## Honor Council Process Flowchart

This flowchart is an overview of the Honor Council process for subsequent scholastic dishonesty offenses (i.e., repeat offenses).



## Non-Scholastic Dishonesty Offenses Flowchart

This flowchart is an overview of the student disciplinary process for all non-scholastic dishonesty offenses.



### 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*.

### **Chapter 17: Disciplinary Penalties**

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

#### **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 \(LOCAL\)](#) 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 written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action. Reprimand will not be imposed in cases of scholastic dishonesty.
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. Restitution will not be imposed in cases of scholastic dishonesty.
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 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 the [Resources webpage](#) or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

#### **Petition to Revoke Expulsion**

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

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 the [Resources webpage](#) or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto: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 18: 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 18: 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 further violation(s) of the *Student Code of Conduct* will be considered grounds for additional 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 19: Administrative Decisions Related to a Crime of Violence or Non-Forcible Sex Offense**

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

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 Campus Safety 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 20: Disciplinary Records and Retention**

Board policies [CIA \(LEGAL\)](#), [CIA \(LOCAL\)](#), and [FM \(LOCAL\)](#) are associated with this chapter.

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 for three (3) years from the end of the academic calendar year of the most recent alleged incident, in accordance with Collin College's records retention schedule.

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 17: 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 W. University Drive  
McKinney, Texas 75071

Plano Campus  
2800 E. 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

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