



# RESPONDENT'S RIGHTS AND SUPPORTIVE MEASURES

Being accused of committing dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking (hereafter referred to as "prohibited conduct") can be stressful and unsettling. It may be the first time an individual encounters a formal complaint or disciplinary process, and can cause feelings of anger, confusion, shame, and worry. If you or someone you know has been accused of committing prohibited conduct, Collin College is here to help. This document outlines steps to take depending on what services you may want or need. The rights, resources, and supportive measures outlined in this document may be helpful as you decide the next steps that are best for you.

## Unsure Where to Start? Counseling and Other Support Services Are Available.

This is a difficult and stressful time, and you may need assistance now or in the future. You may want more information or to talk to someone as you decide what you'd like to do moving forward. Consider utilizing the following counseling and support services to help you process the situation. You can access crisis counseling, information, and support by connecting with the resources listed below.

### Counseling Services (Confidential Resource for Students)

The Counseling Services Office provides personal and group counseling sessions free of charge to all currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed mental health professionals. Additionally, the Counseling Services Office can provide appropriate referrals to on- and off-campus resources for Collin College students and employees.

#### **Office Locations:**

Farmersville Campus, Room 127G      Frisco Campus, Room H-210  
McKinney Campus, Suite W-200      Plano Campus, Suite D-134  
Wylie Campus, Suite CC-215

**Hours:** Hours vary by campus. Contact the campus location that is most convenient for you to obtain current hours.

**Phone Numbers:** 972.881.5126

**Email:** [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)

**Website:** [www.collin.edu/studentresources/counseling/index.html](http://www.collin.edu/studentresources/counseling/index.html)

### District Dean of Students Office

The District Dean of Students Office provides advocacy and support to Collin College students. Assists students with reporting to the appropriate Title IX coordinator or deputy Title IX coordinator and local law enforcement agencies.

#### **Office Locations:**

Celina Campus, Room 103D      Collin Higher Education Center, Suite 457  
Farmersville Campus, Room 127G      Frisco Campus, Room F-139  
McKinney Campus, Suite W-200      Plano Campus, Suite D-128  
Technical Campus, Suite A-004      Wylie Campus, Suite CC-215

**Hours:** Hours vary by campus. Contact the campus location that is most convenient for you to obtain current hours.

**Phone:** 972.881.5604

**Email:** [dos@collin.edu](mailto:dos@collin.edu)

**Website:** [www.collin.edu/studentresources/deanofstudents/](http://www.collin.edu/studentresources/deanofstudents/)

### Employee Assistance Program (Confidential Resource for Full-Time Employees)

Collin College provides confidential and voluntary assistance to full-time employees and their household members through the Employee Assistance Program (EAP). This benefit provides up to eight (8) sessions per service type per year. There is no charge for full-time employees and their household members to use the EAP's services.

**Hours:** 24 hours a day, 7 days a week

**Phone:** 866.327.2400

**Email:** [eap@deeroaks.com](mailto:eap@deeroaks.com)

**Website:** <https://www.deeroakseap.com/>

### Human Resources Department

The Human Resources Department provides advocacy, support, and accommodations to Collin College full-time, part-time, and student employees. The Human Resources Department can assist employees with appropriate accommodations and reporting to the appropriate Title IX coordinator or deputy Title IX coordinator and local law enforcement agencies. Additionally, the Human Resources Department provides appropriate referrals to off-campus resources.

**Office Location:** Collin Higher Education Center, Suite 339

**Hours:** Mon. through Fri. 8:00 a.m. to 5:00 p.m.

**Phone:** 972.599.3152

**Email:** [hr@collin.edu](mailto:hr@collin.edu)

**Website:** [www.collin.edu/hr/index.html](http://www.collin.edu/hr/index.html)

### TimelyCare (Confidential Resource for Students, Adjunct Faculty, Part-Time Staff, and Eligible Full-Time Faculty and Staff)

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. There is no charge for qualified individuals to utilize TimelyCare's services.

**Hours:** 24 hours a day, 7 days a week

**Phone:** 833.484.6359

**Email:** [help@timely.md](mailto:help@timely.md)

**Website:** [www.timelycare.com/collincollege](http://www.timelycare.com/collincollege)

## Title IX Coordinators' Contact Information

Contact information for Collin College's Title IX coordinators and deputy Title IX coordinators is listed below.

### Title IX Coordinator for Students

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

### Title IX Coordinator for Employees

Dr. Jennifer DuPlessis  
Chief Human Resources Officer  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.985.3702  
Email: [jduplessis@collin.edu](mailto:jduplessis@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, TX 75013  
Phone: 972.599.3126  
Email: [athroop@collin.edu](mailto:athroop@collin.edu)

### Deputy Title IX Coordinator for Employees

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

See the "Collin College's Title IX Complaint Resolution Process: Rights and Options" section on page 5 of this document for more information on being involved in an investigation under Collin College policy.

## Important Definitions

**Dating Violence:** In accordance with the [Violence Against Women Act \(VAWA\)](#), the term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship will be determined based on the reporting party’s statement and a consideration of:

1. The length of the relationship,
2. The type of relationship, and
3. The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence below.

**Domestic Violence:** In accordance with the [Violence Against Women Act \(VAWA\)](#), the term “domestic violence” includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. Any other member of the victim’s family as defined by state law;
5. Any other current or former member of the victim’s household as defined by state law (i.e., a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, including, but not limited to, student housing roommates); or
6. Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs (i.e., any other person against an adult or youth victim who is protected from that person’s actions under the domestic or family violence laws of the jurisdiction in which the violence occurred).

**Gender-Based Harassment:** Gender-based harassment includes physical, verbal, or non-verbal conduct based on the student’s or employee’s gender, the student’s or employee’s expression of characteristics perceived as stereotypical for the student’s or employee’s gender, or the student’s or employee’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, pervasive, and objectively offensive that the conduct limits or denies a student’s or employee’s ability to participate in or benefit from Collin College’s educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples of gender-based harassment directed against a student or employee, regardless of the student’s or employee’s or the harasser’s actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property. Examples may also include forms of dating violence, domestic violence, or stalking.

**Sex Discrimination:** Sex discrimination against a student or employee is defined as conduct directed at a student or employee on the basis of sex or gender that adversely affects the student or employee.

**Sexual Assault:** Sexual assault is a form of sexual harassment. Sexual assault includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability. In accordance with the [Clery Act](#), sexual assault is any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent; and includes attempted sexual acts, fondling, incest, rape, and statutory rape.

**Sexual Harassment:** In accordance with [Title IX](#), as amended May 19, 2020, sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

1. A Collin College employee conditioning the provision of an aid, benefit, or service of Collin College on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Collin College’s education program or activity; or
3. Sexual assault, as defined in the [Jeanne Clery Campus Safety Act \(Clery Act\)](#); and dating violence, domestic violence, or stalking as defined in the [Violence Against Women Act \(VAWA\)](#).

Note: Quid pro quo sexual harassment, Clery Act, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because prohibiting such conduct presents no First Amendment concerns and such serious misconduct causes denial of equal educational access.

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact. Examples may also include forms of dating violence, domestic violence, or stalking.

**Stalking:** In accordance with the [Violence Against Women Act \(VAWA\)](#), the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
3. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## What Does “Respondent” Mean?

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking.

## What Does “Complainant” Mean?

A complainant is an individual who is alleged to be the victim of conduct that could constitute dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking.

## Privacy and Confidentiality

To the greatest extent possible, Collin College will respect the privacy of the complainant, respondent, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Collin College will complete publicly available recordkeeping, including [Clery Act](#) reporting and disclosures, without inclusion of personally identifying information about the complainant. Additionally, Collin College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair Collin College’s ability to provide the supportive measures.

## Available Options and Interim Action

Respondents have the same right to request available options and interim action as complainants. Collin College must provide certain options and interim action if you request them and they are reasonably available. Available options and interim action along with information on who to contact to access them are outlined below.

### Course Schedule Adjustments for Students

**Contact:** Title IX Coordinator for Students or Deputy Title IX Coordinator for Students (See the contact information for these individuals listed in the “Title IX Coordinators’ Contact Information” section on page 1 of this document.)

**Hours:** Monday through Friday 8:00 a.m. to 5:00 p.m.

**Website:** [www.collin.edu/titleix/](http://www.collin.edu/titleix/)

### Criminal Trespass Warning Notice

The Collin College Police Department may issue a criminal trespass warning notice to prohibit an individual from entering any Collin College buildings or properties for a specified period of time.

**Contact:** Collin College Police Department

**Hours:** 24 hours a day, 365 days a year

**Phone:** 972.578.5555

**Website:** [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/)

### Employment Options, Employee Resources, and Work Schedule Reassignments

Only available for full-time, part-time, and student employees of Collin College.

**Contact:** Title IX Coordinator for Employees or Deputy Title IX Coordinator for Employees (See the contact information for these individuals listed in the “Title IX Coordinators’ Contact Information” section on page 1 of this document.)

**Hours:** Monday through Friday 8:00 a.m. to 5:00 p.m.

**Website:** [www.collin.edu/titleix/](http://www.collin.edu/titleix/)

### No-Contact Directives and Removals

If appropriate, and depending on the nature of the incident, Collin College may issue a no-contact directive or removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave). The purpose of these interim measures is to prevent contact between the complainant and respondent and protect the safety of the entire Collin College community.

**Contact:** Appropriate Title IX Coordinator or Deputy Title IX Coordinator (See the contact information for these individuals listed in the “Title IX Coordinators’ Contact Information” section on page 1 of this document.)

**Hours:** Monday through Friday 8:00 a.m. to 5:00 p.m.

**Website:** [www.collin.edu/titleix/](http://www.collin.edu/titleix/)

### Student Housing Changes

Only available for students living in Collin College Student Housing at the Plano Campus.

**Contact:** Manager of Student Housing Operations

**Office Hours:** Monday through Thursday 9:00 a.m. to 6:00 p.m., Friday 8:00 a.m. to 5:00 p.m.

**Phone:** 972.881.5151

**Email:** [studenthousing@collin.edu](mailto:studenthousing@collin.edu)

**Website:** [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/)

### Transportation Options

Collin College does not currently have the means to offer transportation accommodations to a student or employee who is named as the respondent in a complaint of prohibited conduct.

## Law Enforcement Contact Information

### Allen Police Department

205 W. McDermott Drive

Allen, Texas 75013

Phone: 214.509.4200

Website: <https://cityofallen.org/2035/Police>

### Celina Police Department

110 N. Colorado St.

Celina, Texas 75009

Phone: 972.382.2121

Website: <https://www.celina-tx.gov/187/Police-Department>

### Collin College Police Department

Headquarters

2800 E. Spring Creek Parkway

Suite K-119

Plano, Texas 75074

Phone: 972.578.5555

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

### Collin County Sheriff’s Office

4300 Community Ave.

McKinney, Texas 75071

Phone: 972.547.5100

Website: <https://www.collincountytexas.gov/sheriff/Pages/default.aspx>

### Farmersville Police Department

134 N. Washington St.

Farmersville, Texas 75442

Phone: 972.782.6141

Website: [www.farmersvilletx.com/departments/police\\_department/index.php](http://www.farmersvilletx.com/departments/police_department/index.php)

### Frisco Police Department

7200 Stonebrook Parkway

Frisco, Texas 75034

Phone: 972.292.6000

Website: [www.friscotexas.gov/239/Police](http://www.friscotexas.gov/239/Police)

### McKinney Police Department

2200 Taylor Burk Drive

McKinney, Texas 75071

Phone: 972.547.2700

Website: [www.mckinneytexas.org/166/Police](http://www.mckinneytexas.org/166/Police)

### Plano Police Department

909 14<sup>th</sup> St.

Plano, Texas 75074

Phone: 972.424.5678

Website: [www.plano.gov/1061/Police](http://www.plano.gov/1061/Police)

### Rockwall Police Department

205 W. Rusk St.

Rockwall, Texas 75087

Phone: 972.771.7717

Website: [www.rockwallpolice.org/](http://www.rockwallpolice.org/)

### Wylie Police Department

2000 N. Highway 78

Wylie, Texas 75098

Phone: 972.442.8171

Website: [www.wylietexas.gov/police.php](http://www.wylietexas.gov/police.php)

## Medical Resources

If you need medical attention, the following local hospitals can assist you. Collin College does not provide transportation to any of these hospitals.

### Baylor Scott & White Medical Center - McKinney

5252 W. University Drive  
McKinney, Texas 75071  
Phone: 469.764.1000  
Website: [www.bswhealth.com/locations/mckinney/](http://www.bswhealth.com/locations/mckinney/)

### Baylor Scott & White Medical Center - Plano

4700 Alliance Blvd.  
Plano, Texas 75093  
Phone: 469.814.2000  
Website: [www.bswhealth.com/locations/plano/](http://www.bswhealth.com/locations/plano/)

### Medical City McKinney

4500 Medical Center Drive  
McKinney, Texas 75069  
Phone: 972.547.8000  
Website: <https://medicalcityhealthcare.com/locations/medical-city-mckinney/>

### Medical City Plano

3901 W. 15<sup>th</sup> St.  
Plano, Texas 75075  
Phone: 972.596.6800  
Website: <https://medicalcityhealthcare.com/locations/medical-city-plano/>

### Methodist Dallas Medical Center

1441 N. Beckley Ave.  
Dallas, Texas 75203  
Phone: 214.947.8181  
Website: [www.methodisthealthsystem.org/methodist-dallas-medical-center/](http://www.methodisthealthsystem.org/methodist-dallas-medical-center/)

### Texas Health Presbyterian Hospital Allen

1105 N. Central Expressway  
Allen, Texas 75013  
Phone: 972.747.1000  
Website: [www.texashealth.org/locations/texas-health-allen](http://www.texashealth.org/locations/texas-health-allen)

### Texas Health Presbyterian Hospital Plano

6200 W. Parker Road  
Plano, Texas 75093  
Phone: 972.981.8000  
Website: [www.texashealth.org/locations/texas-health-plano](http://www.texashealth.org/locations/texas-health-plano)

## Helping a Friend Who Has Been Accused of Committing Prohibited Conduct

**Listen** to your friend's point of view, and acknowledge your friend's feelings about the situation.

**Be honest** with your friend about how much support you can offer. You are not expected to have all the answers, and it is not your responsibility to fix the situation or determine what happened. Let your friend know how much support you are able to provide and where other support services are available.

**Encourage** your friend to connect with appropriate resources, including counseling and mental health resources, on campus (see page 10) and off campus (see page 11).

**Talk** to your friend about whether having an advisor to assist with the complaint resolution process might help (see page 9).

**Seek** counseling and mental health support services for yourself if you need it.

**Learn** more about Collin College's Title IX complaint resolution policies and procedures online at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

### **Do Not:**

1. Offer to contact the complainant on your friend's behalf. This could be seen as retaliation, and may result in disciplinary action.
2. Share your friend's story with others, except the appropriate Collin College officials who are conducting the investigation.
3. Tell your friend what to do.
4. Blame or judge your friend, the person who submitted the complaint, or witnesses.

## Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to Collin College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Collin College's educational environment, or deter prohibited conduct. Supportive measures may include, but are not limited to:

1. Coordinating access to counseling or mental health services, and assistance with setting up an initial appointment.
2. Coordinating extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Arranging for the Collin College Police Department to provide campus escort services.
5. Issuing and enforcing mutual restrictions on contact between the parties (i.e., no-contact directive).
6. Facilitating changes in work or housing locations. Changes in work locations can only be implemented for individuals who are currently full-time, part-time, or student employees of Collin College. Changes in housing locations can only be implemented for individuals who are currently residing in Collin College Student Housing located on the Plano Campus.
7. Facilitating voluntary leaves of absence.
8. Coordinating with the Collin College Police Department and appropriate campus vice president/provost to increase security and monitoring of certain areas of the campus.
9. Suppression of directory information, as allowed by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).
10. Assistance in resolving concerns regarding immigration status, visas, or financial aid.
11. Any other similar measures that can be tailored to the involved individual to achieve the goals of Collin College's Title IX policy and are reasonably available.

Collin College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair Collin College's ability to provide the supportive measures. The appropriate Title IX coordinator or designee is responsible for coordinating the effective implementation of supportive measures. To request supportive measures, contact the appropriate Title IX coordinator or deputy Title IX coordinator listed under the "Title IX Coordinators' Contact Information" section on page 1 of this document.



## Retaliation Prohibited

**Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited.** Neither Collin College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable federal Title IX regulation; Collin College policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a Title IX investigation, proceeding, or hearing.

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.

Charging an individual with a violation(s) that does not involve prohibited conduct, but arises out of the same facts or circumstances as a formal complaint of prohibited conduct, for the purposes of interfering with any right or privilege secured by applicable federal Title IX regulations, constitutes retaliation.

In an effort to prevent acts of retaliation, Collin College will keep confidential and not disclose the identities of complainants, respondents, and witnesses, except as permitted by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), required by law, or necessary to investigate and resolve a Title IX complaint.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a violation(s) for making a materially false statement in bad faith in the course of a Title IX complaint resolution proceeding does not constitute prohibited retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Complaints alleging retaliation in connection with a complaint of prohibited conduct as will be addressed in accordance with the complaint procedures outlined in the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available online at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

Complaints alleging retaliation in connection with other policies or laws may be filed in accordance with Collin College's prompt and equitable grievance procedures. For more information, see Board policies DIAB (LOCAL) and FFDB (LOCAL), and the student and employee disciplinary processes. To view Board policies DIAB (LOCAL) and FFDB (LOCAL), go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=retaliation>. For more information on the student disciplinary process, see the *Student Code of Conduct* located in the current *Collin College Student Handbook* available at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html), or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu). For more information on the employee disciplinary process, contact the Human Resources Department at 972.758.3856 or [hr@collin.edu](mailto:hr@collin.edu).

## Amnesty Policy for Collin College Students

In accordance with the [Texas Education Code Section 51.284](#), Collin College will give amnesty to (i.e., not take disciplinary action against) a student who reports, in good faith, that the student was the victim of or a witness to an incident of prohibited conduct. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of Collin College's disciplinary process regarding the incident, if any. This amnesty policy does not apply to a student who reports their own commission or assistance in the commission of prohibited conduct.

## Student Withdrawal or Graduation Pending Disciplinary Charges

In accordance with the [Texas Education Code Section 51.287](#), if a student withdraws or graduates from Collin College pending a disciplinary charge alleging that the student violated Collin College's [Student Code of Conduct](#) by committing dating violence, sexual assault, sexual harassment, or stalking, Collin College will evaluate the situation on a case-by-case basis and:

1. May not end the disciplinary process or issue a transcript to the student until the institution makes a final determination of responsibility; and
2. Shall expedite the institution's disciplinary process as necessary to accommodate both the student's and the alleged victim's interest in a speedy resolution.

In these instances, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee will place a hold on the student's records in Collin College's student information system to prevent the student from obtaining a transcript until the institution makes a final determination of responsibility.

On request by another postsecondary educational institution, Collin College will provide to the requesting institution information relating to a determination by Collin College that a student enrolled at Collin College violated Collin College's [Student Code of Conduct](#) by committing dating violence, sexual assault, sexual harassment, or stalking.

## False Reports and Claims

A Collin College student who intentionally submits a false report, makes a false claim, or offers false statements regarding prohibited conduct will be subject to appropriate disciplinary action. Charging an individual with a violation(s) for submitting a false report, making a false claim, or making a materially false statement in bad faith during the course of a Title IX investigation regarding does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party submitted a false report, made a false claim, or made a bad faith materially false statement.

A Collin College employee who intentionally submits a false report, makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding prohibited conduct will be subject to appropriate discipline. Charging an employee with a violation(s) for submitting a false report, making a false claim, making a materially false statement, or refusing to cooperate during the course of an investigation regarding prohibited conduct does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a false claim or materially false statement.



## Collin College's Title IX Complaint Resolution Process: Rights and Options

Collin College has adopted complaint resolution procedures to comply with [Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended and published on May 19, 2020, the [Clery Act](#), and the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#) that provide for the prompt and equitable resolution of student and employee complaints alleging dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking (i.e., prohibited conduct). These complaint resolution procedures include information on how to report or file a complaint of prohibited conduct and how Collin College will respond once it has actual notice of an allegation of prohibited conduct.

Collin College's Title IX complaint resolution procedures apply equally to all Collin College students and employees who are participating in or attempting to participate in Collin College's education program or activity. Additionally, these complaint resolution procedures only apply to prohibited conduct that impacted a person in the United States.

In accordance with federal Title IX regulations, you have the following rights:

1. The right to a prompt, fair, impartial, unbiased, and equitable process from the initiation of the formal complaint process through the final result.
2. The right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegation(s).
3. The right to be assisted by an advisor of your choosing, who may be, but is not required to be, an attorney, during the formal complaint process. Please note that Collin College is only required to provide an advisor during the Live Hearing phase of the formal complaint process. Therefore, prior to the Live Hearing phase, complainants and respondents may provide their own advisor if they desire to do so.
4. The right to be informed in writing of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time to prepare to participate.
5. The right to be informed that the respondent is presumed not responsible until the conclusion of the formal complaint process when a determination is made.
6. The right to voluntarily participate in an informal resolution process. Both parties must provide their voluntary consent in writing to participate in an informal resolution process. Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student. Collin College will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.
7. The right to be notified in writing of:
  - a. The results of any disciplinary proceeding that arises from your formal complaint of prohibited conduct;
  - b. Collin College's procedures for the victim and the respondent to appeal the results of the disciplinary proceeding;
  - c. Any change to the results (e.g., through the appeal process); and
  - d. When such results become final.
8. The right to submit a complaint to 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 [www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint/ocr-discrimination-complaint-form](http://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint/ocr-discrimination-complaint-form).

The rights and options listed above will be afforded equally to both the complainant and respondent.

The *Title IX Formal Resolution Process Flowchart* on pages 6-7 of this document and the *Title IX Informal Resolution Process Flowchart* on page 11 of this document provide an overview of Collin College's Title IX Formal Resolution Process and Title IX Informal Resolution Process. For more information and specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/) or contact the appropriate Title IX coordinator or deputy Title IX coordinator listed under the "Title IX Coordinators' Contact Information" section on page 1 of this document.

## Title IX Formal Resolution Process Flowchart

This document provides an overview of the Title IX Formal Resolution Process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

### Receipt of Complaint

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, deputy Title IX coordinator, or an official with the authority to institute corrective measures on behalf of Collin College.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submits the online form available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator, deputy Title IX coordinator, or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee may sign and submit the complaint in the complainant's stead.

### Notice of Supportive Measures

- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee promptly contacts the complainant and offers supportive measures (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Complainant's Rights, Options, and Supportive Measures* packet).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator, deputy Title IX coordinator, or designee determines an investigation should be initiated, supportive measures are also offered to the respondent (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Respondent's Rights and Supportive Measures* packet).

### Determination to Proceed with an Investigation

- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee determines whether the allegation(s): 1. occurred while participating in or attempting to participate in Collin College's education program or activity, 2. impacted a person in the United States, and/or 3. if proven, would meet the definition of prohibited conduct.
- If the allegation(s) meet the criteria listed above, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee assigns an appropriate individual(s) to investigate the complaint.
- If the allegation(s) should be addressed through another Collin College process, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee forwards the complaint to the appropriate Collin College employee(s).
- If the allegations do not meet one (1) or more of the criteria listed above, the complaint is dismissed. Additionally, Collin College may dismiss a complaint at any time if: 1. the complainant would like to withdraw the complaint, 2. the respondent is no longer enrolled at or employed by Collin College, or 3. specific circumstances prevent Collin College from gathering evidence sufficient to reach a determination as to the complaint or allegation(s).

### Investigation

- The respondent is presumed to be not responsible for the alleged prohibited conduct until a written determination is made at the conclusion of the *Title IX* complaint process.
- The burden of gathering evidence and burden of proof falls on the investigator(s), not the parties.
- The investigator(s) notifies the parties of their rights and options.
- The investigator(s) meets separately with each party and their respective advisors (if the parties elect to provide their own advisors during this phase).
- The investigator(s) meets separately with each witness.
- The investigator(s) engages in an individualized safety and risk analysis to determine whether interim action(s) are appropriate and may recommend interim action(s) to the appropriate Title IX coordinator, deputy Title IX coordinator, or designee. If the interim action(s) include a removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave), the respondent has the right to challenge the interim action(s) immediately after the removal.



## Title IX Formal Resolution Process Flowchart

This document provides an overview of the Title IX Formal Resolution Process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

### Investigation Report

- At the conclusion of the investigation, the investigator(s) writes an *Investigation Report* that fairly summarizes the investigation and includes all evidence directly related to the allegation(s).
- The investigator(s) or appropriate Title IX coordinator, deputy Title IX coordinator, or designee sends the parties and their respective advisors the *Investigation Report* in electronic format or hard copy, and gives them 10 College District business days to inspect, review, and respond to the document prior to finalizing it.
- The investigator(s) finalizes the *Investigation Report* at least 10 College District business days prior to the Live Hearing.
- The investigator(s) or appropriate Title IX coordinator, deputy Title IX coordinator, or designee notifies the parties and their respective advisors simultaneously in writing of the final *Investigation Report*, and sends a copy of the document to them in electronic format or hard copy.

### Live Hearing

- The investigation is followed by a Live Hearing.
- If a party is unable to obtain an advisor, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee assigns an appropriate advisor to the party for the purpose of conducting cross-examination for the party during the Live Hearing.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee notifies the parties and their respective advisors simultaneously in writing of the date, time, and place of the Live Hearing.
- Specific procedures for the Live Hearing, including time limits for statements, rebuttal, and cross-examination, will be provided to the parties and their respective advisors prior to the Live Hearing.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee assigns an individual(s) from the pool of live hearing officers to conduct the Live Hearing.
- The live hearing officer(s) deliberates on the evidence, determines responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes a *Written Determination of Responsibility*.

### Appeal

- Either the complainant or respondent may appeal the live hearing officer(s)'s determination within 10 College District business days on the following grounds: 1. procedural irregularity that affected the outcome, 2. new evidence not reasonably available that could affect the outcome, and/or 3. conflict of interest or bias by Collin College's participants that affected the outcome.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee assigns the appropriate vice president or designee to serve as the appeal decision maker.
- The appropriate vice president or designee deliberates on the evidence, makes a determination using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes an *Appeal Determination*.
- The appropriate vice president or designee's determination is final and non-appealable except when Expulsion of a student or Termination of an employee is recommended.

### Expulsion and Termination Appeals

- In cases where Expulsion of a student or Termination of an employee is recommended, either party may appeal by submitting a written request to the appropriate Title IX coordinator, deputy Title IX coordinator, or designee within 10 College District business days of the appeal decision maker's determination.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee forwards all information regarding the case to the College District president or designee.
- The College District president or designee deliberates on the evidence and makes a determination to affirm, modify, remand, or reverse the recommendation for Expulsion or Termination.
- The College District president or designee's decision is final and non-appealable.



## Collin College's Title IX Complaint Resolution Process: Live Hearing Advisors

If you are unable to provide your own advisor for the Live Hearing phase of the Title IX Formal Resolution Process, Collin College will provide one (1) for you from the list below without any fee or charge. Additionally, should you choose to have your own advisor present at any time during either the Title IX Informal Resolution Process or Title IX Formal Resolution Process, you may contact any of the individuals listed below to determine whether they are available to assist you.

### **Tiffanee Arnold**

Dance Professor  
Plano Campus  
Office: Room AA-145  
Phone: 972.881.5830  
Email: [tarnold@collin.edu](mailto:tarnold@collin.edu)

### **Alexis Bohanna**

Associate Academic Dean  
Plano Campus  
Office: Room K-105  
Phone: 972.881.5645  
Email: [abohanna@collin.edu](mailto:abohanna@collin.edu)

### **David Boozer**

History Professor  
Frisco Campus  
Office: Room U-117  
Phone: 972.377.1791  
Email: [dboozer@collin.edu](mailto:dboozer@collin.edu)

### **William Brannon**

English Professor  
Wylie Campus  
Office: Room LB-200D  
Phone: 972.378.8967  
Email: [wbrannon@collin.edu](mailto:wbrannon@collin.edu)

### **Tiffany Cartwright**

Political Science Professor  
Technical Campus  
Office: Room A-070JC  
Phone: 214.491.6224  
Email: [tcartwright@collin.edu](mailto:tcartwright@collin.edu)

### **Catherine Duke**

Developmental Math Professor  
Frisco Campus  
Office: Room J-156  
Phone: 972.377.1763  
Email: [cduke@collin.edu](mailto:cduke@collin.edu)

### **Pam Gaiter**

Sociology Professor  
Plano Campus  
Office: Room I-207  
Phone: 972.548.6705  
Email: [pgaiter@collin.edu](mailto:pgaiter@collin.edu)

### **John Guillory**

Associate Dean of Student and Enrollment Services  
Frisco Campus  
Office: Suite F-109  
Phone: 972.377.1521  
Email: [jguillory@collin.edu](mailto:jguillory@collin.edu)

### **Evans Jarnefeldt**

Theater Professor  
Plano Campus  
Office: Room D-120  
Phone: 972.881.5695  
Email: [ejarnefeldt@collin.edu](mailto:ejarnefeldt@collin.edu)

### **Katie Johnson**

Biology Professor  
Frisco Campus  
Office: Room LH-214  
Phone: 972.377.1633  
Email: [kajohnson@collin.edu](mailto:kajohnson@collin.edu)

### **Nadia Khedairy**

Program Career Coach  
Frisco Campus  
Office: Room G-115  
Phone: 469.365.1816  
Email: [nkhedairy@collin.edu](mailto:nkhedairy@collin.edu)

### **Bryan Rasmussen**

Political Science Professor  
Frisco Campus  
Office: Room J-216  
Phone: 972.377.1095  
Email: [brasmussen@collin.edu](mailto:brasmussen@collin.edu)

### **Aaron West**

Music Professor  
Frisco Campus  
Office: Room J-144  
Phone: 972.377.1757  
Email: [awest@collin.edu](mailto:awest@collin.edu)

## Collin College's Title IX Complaint Resolution Process: Potential Penalties

Collin College must follow a grievance process that complies with applicable federal Title IX regulations before the imposition of any disciplinary sanctions (or other actions that are not supportive measures) against a respondent. After the Live Hearing, the live hearing officer(s) will deliberate on the evidence provided and determine responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred). The live hearing officer(s) will compose a *Written Determination of Responsibility* which will clearly state any disciplinary sanctions being imposed (or recommended in the case of expulsion of a student or termination of an employee) on the respondent and any remedies that must be provided to the complainant.

### Potential Penalties That May Be Imposed on a Respondent

#### Employee Respondent

The live hearing officer(s) may impose the following penalties on an employee respondent or other penalties, as appropriate:

1. Coaching and Counseling
2. Written Disciplinary Action
3. Unpaid Administrative Leave
4. Recommendation for Termination

#### Student Respondent

The live hearing officer(s) may impose the following penalties on a student respondent or other penalties, as appropriate:

1. **Reprimand:** A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. **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.
4. **Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years:** 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.
5. **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:** 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.
6. **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).

#### Petition to Revoke Expulsion

Once five (5) calendar years from the date of the College District President or designee's decision have expired, the student may petition to revoke the expulsion. Contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu) to request an *Expulsion Revocation Form*.

## Collin College's Title IX Complaint Resolution Process: Potential Remedies

Collin College must follow a grievance process that complies with applicable federal Title IX regulations before the imposition of any disciplinary sanctions (or other actions that are not supportive measures) against a respondent. After the Live Hearing, the live hearing officer(s) will deliberate on the evidence provided and determine responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred). The live hearing officer(s) will compose a *Written Determination of Responsibility* which will clearly state any disciplinary sanctions being imposed (or recommended in the case of expulsion of a student or termination of an employee) on the respondent and any remedies that must be provided to the complainant.

### Potential Remedies That May Be Provided to a Complainant

If a respondent is found to be responsible for committing prohibited conduct, Collin College must effectively implement remedies for the complainant that are designed to restore or preserve the complainant's right to equal access to education.

#### Employee Complainant

Remedies the live hearing officer(s) can offer to an employee complainant include, but are not limited to:

1. Increased Security and Staff Monitoring of Certain Areas of the Campus;
2. Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court;
3. No-Contact Directive Issued by Collin College;
4. Referral to Appropriate Medical Facility;
5. Referral to Appropriate Off-Campus Resources;
6. Referral to Collin College Police Department and/or Local Law Enforcement Agency;
7. Referral to Employee Assistance Program (EAP);
8. Specific Educational Programming for an Individual or Group; and
9. Work Schedule Reassignment.

#### Student Complainant

Remedies the live hearing officer(s) can offer to a student complainant include, but are not limited to:

1. Campus Change;
2. Class Schedule Change;
3. Drop a Course Without an Academic Penalty;
4. Increased Security and Staff Monitoring of Certain Areas of the Campus;
5. Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court;
6. Late Withdrawal from a Course;
7. No-Contact Directive Issued by Collin College;
8. Referral to Appropriate Medical Facility;
9. Referral to Appropriate Off-Campus Resources;
10. Referral to Collin College Police Department and/or Local Law Enforcement Agency;
11. Referral to Counseling Services;
12. Specific Educational Programming for an Individual or Group;
13. Student Employment Assignment Change; and
14. Student Housing Change (If Residing in Collin College Student Housing).



## Title IX Informal Resolution Process Flowchart

This document provides an overview of the Title IX Informal Resolution Process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

### Receipt of Complaint

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, deputy Title IX coordinator, or an official with the authority to institute corrective measures on behalf of Collin College.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submits the online form available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator, deputy Title IX coordinator, or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee may sign and submit the complaint in the complainant's stead.

### Notice of Supportive Measures

- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee promptly contacts the complainant and offers supportive measures (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Complainant's Rights, Options, and Supportive Measures* packet).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator, deputy Title IX coordinator, or designee determines an investigation should be initiated, supportive measures are also offered to the respondent (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Respondent's Rights and Supportive Measures* packet).

### Initiation of Informal Resolution Process

- Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student.**
- The parties must provide their voluntary consent in writing to participate in the Informal Resolution Process.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee provides the parties with the required written notice of the allegation(s) and a description of the parameters of the Informal Resolution Process. This written notice will include a statement that either party is permitted to withdraw from the Informal Resolution Process and resume the Formal Resolution Process at any time prior to a final determination being reached in the case.
- Both parties read and sign the *Voluntary Consent to Informal Resolution* form indicating they are voluntarily and willingly consenting to pursue the Informal Resolution Process.

### Meeting with Informal Resolution Facilitator

- The informal resolution facilitator meets separately with both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process) to ascertain the parameters for an informal resolution agreement.
- The informal resolution facilitator notifies both parties of their rights and options, including the right to withdraw from the Informal Resolution Process and resume the Formal Resolution Process at any time prior to a final determination being reached in the case.
- If either party chooses to withdraw from the Informal Resolution Process, they will be required to read and sign the *Withdrawal from Informal Resolution Process* form prior to a final determination being reached and both parties signing the *Informal Resolution Agreement* form.

### Informal Resolution Agreement

- The informal resolution facilitator completes the *Informal Resolution Agreement* form and clearly explains the informal resolution terms.
- The informal resolution facilitator sends the parties the *Informal Resolution Agreement* form, and gives them 10 College District business days to review and respond to the document prior to finalizing it.
- If, after 10 College District business days, both parties agree to the informal resolution terms, they will sign the final *Informal Resolution Agreement* form. The informal resolution facilitator will then notify both parties simultaneously in writing of the final signed *Informal Resolution Agreement* form. Once the final *Informal Resolution Agreement* form is signed, the matter will be closed, the informal resolution will be non-appealable, and the Formal Complaint Process will not be re-initiated.
- If, after 10 College District business days, either party does not sign the final *Informal Resolution Agreement* form, the Formal Resolution Process will resume at the point where it was stopped when both parties agreed to pursue the Informal Resolution Process and signed the *Voluntary Consent to Informal Resolution* form.

## Additional Campus Resources

If you are named as the respondent in a complaint of prohibited conduct, there are resources on campus from which you may seek support.

### **Accommodations at Collin College for Equal Support Services (ACCESS) Office (Accessibility/Disability Services)**

The Accommodations at Collin College for Equal Support Services (ACCESS) Office provides disability services, reasonable accommodations, individual attention, and support for Collin College students who need assistance with any aspect of their campus experience (e.g., accessibility, academics, testing, and registration).

#### **Office Locations:**

Celina Campus, Room 103D  
Farmersville Campus, Room 127G  
Frisco Campus, Room H-210  
McKinney Campus, Suite W-200  
Plano Campus, Suite D-140  
Technical Campus, Suite A-004  
Wylie Campus, Suite CC-215

**Phone:** 972.881.5898

**Email:** [access@collin.edu](mailto:access@collin.edu)

**Website:** [www.collin.edu/studentresources/disabilityservices/index.html](http://www.collin.edu/studentresources/disabilityservices/index.html)

### **Collin College Police Department**

The Collin College Police Department works to ensure a positive learning environment that is free of crime, violence, or the threat of violence. Collin College Police Department officers are located at each campus and center, except for the Rockwall Center which is patrolled by the Rockwall Police Department, and can take reports, investigate incidents, make lawful arrests of violators, and issue citations when necessary.

#### **Office Locations:**

Celina Campus, Room 129  
Collin Higher Education Center, Room 134  
Courtyard Center, Room 125  
Farmersville Campus, Room 103  
Frisco Campus, Room LH-179  
McKinney Campus, Room C-121  
Plano Campus, Suite K-119  
Technical Campus, Room C-010  
Wylie Campus, Room B-139

**Hours:** 24 hours a day, 365 days a year

**Phone:** 972.578.5555

**Website:** [www.collin.edu/campuspolice/index.html](http://www.collin.edu/campuspolice/index.html)

### **Collin College Student Housing**

Collin College Student Housing provides housing for currently enrolled Collin College students at the Plano Campus. Assists with housing changes only for students who are already residing on the property.

**Hours:** Mon. through Thurs. 9:00 a.m. to 6:00 p.m., Fri. 8:00 a.m. to 5:00 p.m.

**Phone:** 972.881.5151

**Email:** [studenthousing@collin.edu](mailto:studenthousing@collin.edu)

**Website:** [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/)

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

The Financial Aid and Veterans Services Office provides federal, state, and veterans financial assistance for Collin College students. Assists students with identifying and obtaining resources to support their educational pursuits.

#### **Office Locations:**

Celina Campus, Room 124  
Farmersville Campus, Room 123E  
Frisco Campus, Suite F-109  
McKinney Campus, Suite W-100  
Plano Campus, Suite G-103  
Technical Campus, Room A-102  
Wylie Campus, Suite CC-100

**Hours:** Hours vary by campus. Contact the campus location that is most convenient for you to obtain current hours.

**Phone:** 972.881.5760

**Email:** [financialaid@collin.edu](mailto:financialaid@collin.edu)

**Website:** [www.collin.edu/financialaid/index.html](http://www.collin.edu/financialaid/index.html)

### **International Student Office (Visa and Immigration Assistance for Students)**

The International Student Office (ISO) provides visa and immigration assistance for Collin College students.

**Office Location:** McKinney Campus, Suite W-200

**Hours:** Mon. through Thurs. 8:00 a.m. to 5:00 p.m., Fri. 9:00 a.m. to 5:00 p.m.

**Phone:** 972.516.5012

**Email:** [ISO@collin.edu](mailto:ISO@collin.edu)

**Website:** [www.collin.edu/advising/international/index.html](http://www.collin.edu/advising/international/index.html)

### **Veterans Resource Centers (VRCs)**

The Veterans Resource Centers (VRCs) coordinate college-wide services to connect military-affiliated students with Collin College and community resources. 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 welcomed and 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.

#### **Office Locations and Phone Numbers:**

Celina Campus, Room 124: 469.905.3527  
Farmersville Campus, Room 123E: 972.549.6436  
Frisco Campus, Room F-141: 972.377.1020  
McKinney Campus, Suite W-204: 972.548.6767  
Plano Campus, Rooms D-200 and D-201: 972.881.5774  
Technical Campus, Room A-150: 972.553.1186  
Wylie Campus, Suite CC-214: 972.378.8291

**Hours:** Monday through Friday 8:00 a.m. to 5:00 p.m.

**Email:** [vrcc@collin.edu](mailto:vrcc@collin.edu)

**Website:** [www.collin.edu/studentresources/veteransresources/](http://www.collin.edu/studentresources/veteransresources/)

## Additional Community and Off-Campus Resources

If you are named as the respondent in a complaint of prohibited conduct, there are off-campus community resources from which you may seek support.

### **988 Suicide and Crisis Lifeline**

The 988 Suicide and Crisis Lifeline provides free and confidential support for people in distress. Additionally, it connects individuals to trained counselors who are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting the individual, provide support, and connect the individual to appropriate resources, as necessary.

**24/7 Suicide and Crisis Lifeline Phone, Text, and Chat:** 988

**Phone:** 800.273.8255

**Website:** <https://988lifeline.org/>

### **Assistance Center of Collin County**

The Assistance Center of Collin County brings carefully qualified and prompt short-term assistance to individuals and families in financial crisis to help them regain self-sufficiency. Through discerning programs, guidance and funds, the Assistance Center of Collin County helps stabilize Collin County families' home economies to fight homelessness, hunger and poverty as well as help protect the entire community by serving those in need.

**Address:** 900 E. 18<sup>th</sup> St., Plano, Texas 75074

**Hours:** Monday through Friday 9:00 a.m. to 5:00 p.m.

**Assistance Hotline:** 972.422.1850

**Phone:** 972.422.1125

**Website:** <https://assistancecenter.org/>

### **Catholic Charities Dallas Immigration Legal Services**

Catholic Charities Dallas Immigration Legal Services' primary goal is to treat refugees, asylees, and immigrants with the respect and dignity they deserve. Catholic Charities Dallas Immigration Legal Services provides equal representation and access to legal services, regardless of each person's status. Program caseworkers are committed to helping individuals understand the immigration law and their rights under the law. Services are offered by appointment only.

**Hours:** Monday through Friday 8:00 a.m. to 5:00 p.m.

**Address:** 1421 W. Mockingbird Lane, Dallas, TX 75247

**Phone:** 214.634.7182

**Website:** [www.ccdallas.org/services/immigration-legal-services/](http://www.ccdallas.org/services/immigration-legal-services/)

### **Collin County Cares**

Collin County Cares is a searchable directory of service providers. This comprehensive directory is a collaboration of Texas Health Presbyterian Hospital Plano and the Assistance Center of Collin County, and includes information on medical services, mental health services, victim's services, and other service providers throughout Collin County, Texas.

**Email:** [info@collincares.org](mailto:info@collincares.org)

**Website:** [https://collincares.org/agency1\\_list.php](https://collincares.org/agency1_list.php)

### **LGBT National Help Center**

The LGBT National Help Center provides free and confidential peer support as well as local, national, and international resources for the lesbian, gay, bisexual, transgender, queer, and questioning community. The LGBT National Help Center assists with coming-out issues, safer-sex information, bullying, family concerns, relationship problems, questions regarding sexual orientation and gender identity, and more.

**National Hotline:** 888.843.4564

**National Youth Talkline (Callers Through Age 25):** 800.246.7743

**National Senior Hotline (Callers Age 50 and Above):** 888.234.7243

**Website:** [www.glbthotline.org/](http://www.glbthotline.org/)

### **LifePath Systems**

LifePath Systems is a community-based, non-profit organization created specifically to help individuals and their families dealing with mental illnesses, intellectual disabilities, and developmental delays. LifePath Systems provides mental health services for people in Collin County, Texas, and surrounding areas.

**24/7 Crisis Hotline:** 877.422.5939

**Phone:** 972.562.0190

**Website:** [www.lifepathsystems.org/](http://www.lifepathsystems.org/)

### **Refugee Services of Texas (RST), Dallas Service Center**

Refugee Services of Texas (RST) provides resettlement, legal services, and social services to refugees and other displaced persons fleeing persecution based on race, religion, nationality, political opinion, or membership in a particular social group, as well as to the communities that welcome them. Originating in Dallas, Texas, RST now has service centers in Amarillo, Austin, Dallas, Fort Worth, Houston, the Rio Grande Valley, and San Antonio.

**Address:** 11880 Greenville Ave., Suite 130, Dallas, Texas 75243

**Phone:** 214.821.4883

**Email:** [dallas@rstx.org](mailto:dallas@rstx.org)

**Website:** [www.rstx.org/locations/dallas.html](http://www.rstx.org/locations/dallas.html)

### **Texas Law Help**

Texas Law Help provides free legal information and court forms for civil legal problems including but not limited to, dating violence, domestic/family violence, protective orders, and sexual assault.

**Website:** <https://texaslawhelp.org/>

### **Texas Legal Services Center**

Texas Legal Services Center is a statewide non-profit organization whose mission is to provide legal advice, advocacy, representation, and education to underserved people across the state. With more than a dozen practice areas, Texas Legal Services Center's work touches almost every aspect of civil law that impacts low-income Texans. Texas Legal Services Center provides critical legal services and safety planning to survivors of abuse, domestic violence, exploitation, human trafficking, and sexual assault throughout the state.

**Phone:** 512.477.6000

**Website:** [www.tlsc.org/](http://www.tlsc.org/)

### **U.S. Citizenship and Immigration Services Dallas Field Office**

The U.S. Citizenship and Immigration Services Dallas Field Office administers the nation's lawful immigration system, safeguarding its integrity and promise by efficiently and fairly adjudicating requests for immigration benefits. The U.S. Citizenship and Immigration Services Dallas Field Office offers Green Card help, assistance with Employment Authorization Documentation, naturalization ceremonies, and information on adoptions and citizenship.

**Address:** 6500 Campus Circle Drive E., Irving, Texas 75063

**Hours:** By appointment only

**Phone:** 800.375.5283 or 800.767.1833 (TTY)

**Website:** [www.uscis.gov/about-us/find-a-uscis-office/field-offices](http://www.uscis.gov/about-us/find-a-uscis-office/field-offices)

### **U.S. Department of Education Title IX Website**

This website was created by the U.S. Department of Education to house information related to Title IX of the Education Amendments of 1972 (Title IX), as amended. Information regarding the law, policies, and enforcement is available on this comprehensive website.

**Website:** <https://sites.ed.gov/titleix/>